

**CONTRA COSTA COLLEGE**  
**Planning Committee**  
**Minutes**

**Date: March 1, 2019**

**Time: 12:30-2:30 PM**

**Location: SAB 211**

**Present:**

Chairs: Planning Faculty Coordinator Katie Krolikowski

Ex Officios: Carsbia Anderson and Susan Kincade

Academic Senate President: Beth Goehring via phone

Managers (3): Monica Rodriguez, Evan Decker,

Classified (3): Brandy Gibson, Elizabeth Bremner

Faculty (2): Trung Nguyen, Rachel Dwiggin-Beele, Beth Goehring, Katie Krolikowski

Student (1):

**Absent:**

Brandy Howard, George Mills, Tish Young, Jason Berner

Time	Item	Facilitator(s)	Outcome(s)
1. 12:30-12:40 pm	Introductions Review Agenda Approve Minutes <i>10 min</i>	Beth	RESULTS: Approved
2. 12:40-1:00pm	Validation work <i>20 min</i>	Beth & Katie	<p style="text-align: center;"><b><u>Validation Teams 2018-2019</u></b></p> <p><b><u>Team 1: Jason Berner, Elizabeth Bremner, Rachel Dwiggin-Beele</u></b> <b>UPDATE: WORKING:</b> Jason leads the charge. Face to face meetings with each group expedites the process. <b>ROAD BLOCKS:</b> No incentives to finish on time, maybe we should highlight the payoff. Communicate the culture change at All College Day.</p> <p>Automotive Technology Physical Education/Kinesiology/Dance/Health Ed/PEIC – <b>Almost Done</b> Emergency Medical Services Computer Information Systems/Business Office Technology Tutoring Real Estate</p> <p><b><u>Team 2: Monica Rodriguez, Trung Nuygen, Brandy Gibson</u></b></p>

			<p><b>UPDATE:</b> Mariles team asked to postpone custodial. Locate last report from custodial and make adjustments.</p> <p><b>WORKING:</b> Good team, preparation prior to meeting.</p> <p>EOPS/CARE/CalWORKS <b>DONE</b></p> <p>Library <b>Mostly done, Needs 2 weeks</b></p> <p>Custodial <b>Needs info, Empty shell</b></p> <p>Center for Science Excellence <b>No response, Empty shell</b></p> <p>Building and Grounds <b>No response, 1/3 complete</b></p> <p><b><u>Team 3: Evan Decker, Beth Goehring, Mayra Padilla</u></b></p> <p><b>UPDATE:</b> 5 of 6 completed, getting ready to start the validation process. Helped move groups through the process. <b>WORKING:</b> Make face to face appointments with each group. Don't just talk about the report, sit with them and fill it out together. Each group feels appreciative and thankful. Each appointment is 1.5-3 hours long.</p> <p>Administration of Justice Chemistry Health and Human Services Medical Assisting Culinary Financial Aid/Scholarships</p> <p><b><u>Team 4: George Mills, Katie Krolkowski, Marykate Rossi</u></b></p> <p><b>UPDATE:</b> No great strides have been made. Too much email fatigue, needs a personal touch.</p> <p>Presidents Office Music Fine Arts Journalism History Anthropology &amp; Geography</p>
<p><b>VALIDATION TEAM (Cont): What is the plan to complete going forward?</b></p> <ul style="list-style-type: none"> <li>Elizabeth would like to shadow Beth and Kate.</li> <li>Kate- Maybe all teams can commit to meeting as a team and with each program rep.</li> <li>Brandy- Move up the deadline. Create a deadline for a 1<sup>st</sup> draft.</li> <li>Be better about managing schedule.</li> <li>Make deadline for complete validations April 15<sup>th</sup>, 2019.</li> </ul>			
3. 1:00-1:10pm	Table: Guided Pathways update Institutional Heuristics 10 min	Katie Beth	<p>Kate attended the IEPI Conference.</p> <p>WHY: For Students</p> <p>WHAT: To Achieve Vision</p> <p>HOW: Guided Pathways</p> <p>NOVA- To connect plans &amp; Metrics</p> <p>Student center funding formula</p> <p>70% Base Funding FTS</p> <p>20% Supplemental</p> <p>10% Student Successes</p> <p>4 Types of students</p> <ol style="list-style-type: none"> <li>1. Adult Ed/ESL</li> <li>2. Short Term/Career Ed.</li> </ol>

			<p>3. Degree/Transfer</p> <p>4. Undecided/Lifelong Learner</p> <p>6 Metrics</p> <ol style="list-style-type: none"> <li>1. Enrollment</li> <li>2. Learning</li> <li>3. Momentum</li> <li>4. Success</li> <li>5. Employment</li> <li>6. Earning</li> </ol> <p>3 Categories</p> <ol style="list-style-type: none"> <li>1. What are we doing?</li> <li>2. What opportunities exist?</li> <li>3. Which metrics validate?</li> </ol> <p>INSTITUTIONAL HEURISTICS</p> <p>What is our strategic direction? We need an effort to rattle down ideas from our college.</p> <p>We need quick ideas that are easy to memorize for a campaign.</p> <p>Flyers posted everywhere to solidify the message.</p> <p>Our internal marketing team should help us.</p> <p>The words should have power and meaning.</p> <p>How do your programs tie back to our vision?</p> <p>Focus on image in community.</p> <p>We should come up with a bite sized catch phrase.</p> <p>People identify with values.</p> <p>Need for folks to be able to identify the values. High-light the values and why they are important and how they tie-in with our strategic goals.</p> <p>Be cautious when we condense- Don't lose the original message.</p> <p><b>ACTION ITEM:</b> Re-visit this discussion to add clarity</p>
4. 1:10-1:15pm	Next Meeting Schedule <i>5 min</i>	Katie	<p>1<sup>st</sup> Fridays in April are problematic.</p> <p>April 19 (moved due to spring break)</p> <p>May 10 (moved do to ACCJC retreat)</p>
5. 1:15-1:35pm	eLumen Implementation <i>20 min</i>	Beth	<p>Institutional structure and very basic info is already setup. ALL departments need to be broken out. Please look at your unit and makes changes so that it is current and includes ALL departments. We need to build major changes in the beginning and then fine tune it.</p> <p>We are doing this because:</p> <ul style="list-style-type: none"> <li>• To understand where we are</li> <li>• To be able to explain our system</li> <li>• This could be used for program review in the future.</li> </ul> <p>Who is responsible for the rollout?</p> <ul style="list-style-type: none"> <li>• Evans team, President and VP office</li> </ul> <p>AUO's need to be added. We need a dedicated program manager to do this work and help us organize. Currently information is listed by cost center. Student Services can be found under Community Education. We should refer to an updated org chart and look at the Wepper shells.</p> <p><b>ACTION ITEM:</b> Give teams a copy of the eLumens list.</p>

6. 1:35-1:50pm	Strategic plan updating process <i>15 min</i>	Katie	We are updating through 2020 so we don't have to do this again next year. We asked each person, 'When/What/Where is the evidence?' How is this info being shared? -Put all info on a drive -Put the link on the college website
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### **Ongoing Action Items**

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### **Parked questions for future meetings**

- Review the procedures handbook section A1000 and update. Review list of plans that are "required" and determine if necessary. Update org chart and committee structures.  
<http://www.contracosta.edu/wp-content/uploads/2017/02/Colleges-Procedures-Handbook-2015.01.23.pdf>