



**COLLEGE PLANNING COUNCIL MEETING MINUTES**  
**Thursday, February 18, 2010**  
**1:30 to 3:30 P.M. – Building 2, Room 10**

**Members Present:** Ariackna Alvarez, Leonor Cabrera, Margie Carrington, Roberta Chock, Rachel Corrales, Martin Partlan, Sarah Perkins, Darnell Spellman,

**Ex-Officio:** Thomas Mohr

**Members Absent:** Akilles Speliopolous

**Guests:** Jenny Castello, Robert Hood, Vickie Nunes, Maggie Souza, Terry Watson

AGENDA ITEM	PRESENTER	PROCESS
1) <b>APPROVAL OF MINUTES</b>	The minutes were approved as submitted	Ariackna Alvarez & Leonor Cabrera, College Planning Council Co-Chairs
2) <b>BUSINESS</b> I. Strategic Planning A. Request for Oversight Committee Members B. Survey Items	<p>Gave a brief overview of the roles and responsibilities played in Strategic Planning by the College Planning Council, Instructional Planning Council, Student Services Planning Council, Working Groups, and Strategic Planning Oversight Committee.</p> <p>The CPC will drive the Strategic Planning process by:</p> <ul style="list-style-type: none"> <li>• approving the overall process</li> <li>• drive the development of the mission, vision, and values,</li> <li>• review the data and survey findings to determine key planning issues</li> <li>• appoint/recommend participants of oversight committee</li> <li>• identify parameters for Working Group membership</li> <li>• review and approve the final plan</li> </ul> <p>IPC and SSPC will:</p> <ul style="list-style-type: none"> <li>• direct the investigation of the Working Groups</li> <li>• Review with the Working Groups stakeholder related data/information</li> <li>• Recommend metrics and indicators linked to goals</li> </ul> <p>Working Groups will:</p> <ul style="list-style-type: none"> <li>• Develop stakeholder profiles</li> <li>• With support from Office of Planning lead collection of stakeholder data/info</li> <li>• Engage stakeholder directly/develop formal lines of communication</li> <li>• Reports back to CPC</li> </ul> <p>Working Group focus areas will include the Internal Stakeholders working on student</p>	Gregory Stoup, Director of Planning, Research, & Student Success

<p>I. Hiring of VPSS</p>	<p>and faculty and staff related goals; and External Stakeholders working on employer and alumni related goals and goals related to some or all of the following: local residents, prospective students, k-12 schools, universities, government agencies, accreditation agencies, sister colleges, SMCCCD District, Board of Trustees, former employees, prospective employees, public at-large.</p> <p>A 30 month calendar developed for our Strategic Planning process and included:</p> <ul style="list-style-type: none"> <li>• February through May 2010 – CPC validates the process and discusses mission, vision, and values</li> <li>• June through August 2010 – Office of Planning and Research collects aggregate data to drive the Working Groups.</li> <li>• September through December 2010 – Working Groups develop stakeholder goals/strategies</li> <li>• January through May 2011 – Working Groups develop stakeholder goals/strategies; write up findings and prepare formal report to present to CPC in August</li> <li>• June through the middle of August 2011 – Synthesize Working Group output into coherent set of goals/plans</li> <li>• Mid August through December 2011 – CPC vetting, reflection prioritizing; foundation for draft plan</li> <li>• January through May 2012 Write draft plan; capture feedback from college</li> <li>• June through mid August 2012 – write final plan</li> </ul> <p>A motion was made and seconded to approve the plan for this Strategic Planning process. All members agreed.</p> <p>A motion was made and seconded to send out a formal request to all College groups on campus to send the name of one of their members to serve on the Strategic Planning Oversight Committee. All members agreed.</p> <p>Those being recommended should be aware that this will involve work and therefore should think through their regular workload.</p> <p>Need to confirm with ACCJC the definition and need for a Strategic Plan and Educational Master Plan.</p> <p>In searching for someone to fill the Vice President of Student Services position, the college needs to find a highly qualified, strong collaborative voice that is representative of our college at the District and statewide level. This person needs to be an extraordinarily leader to take the college through all the student support activities that we need to keep going. The College also needs to fulfill its core values and mission. We are in an era where we are doing a lot more with a lot less. The college is looking into the need of having people at the everyday operation level and will be in a position at the end</p>	<p>Thomas Mohr, President</p>
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<p>II. Equity Planning</p>	<p>of the spring semester to come back to CPC with their findings. There will be an additional cost to the College in 2010/11 of approximately \$45,000 in filling this position. Informed members that he would like to advertise the VPSS position with the support of the CPC immediately as this is the prime time to do so. Has added to the job description five years of progressive experience in Student Services. The policy states that the hiring committee should consist of no more than nine people. Will be looking into proposing a hiring committee consisting of at least three faculty, two classified, and one administrator.</p> <p>The Academic Senate initiated a meeting with President Mohr and Vice President Perkins to discuss equity planning for our college and the preliminary steps needed to revise our current Equity Plan. Under Title V we are subject to come up with an Equity Plan for the College. An Equity Committee will need to be formed and include two faculty, two classified, two students, Co-Chair of the Diversity Committee, one administrator, and the college researcher for data gathering. Academic Senate Vice President David Clay will co-chair the committee along with administrator on the committee. The committee needs to be a fully representative of the College with all interest involved as this will be a document that reflects the College. The committee should be in place by March. It is our hope to be able to include the Equity Plan as part of our next mid-year report.</p>	<p>Thomas Mohr, President Martin Partlan, Academic Senate President</p>
<p>III. CPC By-Laws</p>	<p>The CPC By-Laws were reviewed and discussed. Agreed to eliminate Program Review under Role which falls under item “II Purpose of College Planning Council.” The proposed changes to the document will be made and brought back to the CPC for their review and approval.</p>	<p>Ariackna Alvarez &amp; Leonor Cabrera, College Planning Council Co-Chairs</p>
<p><b>II. DIVISION/ COMMITTEE UPDATES</b></p>	<p>ASCC meeting now occur on Thursdays at 12:30 p.m. Students are discussing the March 4<sup>th</sup> rally and the March on March in Sacramento.</p>	<p>Division/Committee Reps</p>
<p><b>III. NEXT STEPS</b></p>	<p>Set up Mission/Vision/Value process. Members need to read the material presented today in preparation for the next meeting.</p>	<p>Ariackna Alvarez &amp; Leonor Cabrera, College Planning Council Co-Chairs</p>
<p><b>IV. MATTERS OF PUBLIC INTEREST</b></p>	<p>Noted that some of our students are in the Ford commercial done at the college and are receiving funds for their participation.</p>	<p>Ariackna Alvarez &amp; Leonor Cabrera, College Planning Council Co-Chairs</p>
<p><b>V. ADJOURNMENT</b></p>	<p>The meeting was adjourned at 3 p.m.</p>	<p>Ariackna Alvarez &amp; Leonor Cabrera, College Planning Council Co-Chairs</p>