

**BUDGET & PLANNING MEETING MINUTES**  
**February 15, 2006 1:30 – 3:30 P.M. in Building 2, Room 10**

**Members Present**

Michael Blackey, Student Senate  
 Margie Carrington, Vice Chair – College Council  
 Patty Dilko, Academic Senate President  
 Phyllis Lucas-Woods, Vice President of Student Services  
 Marilyn McBride, Vice President of Instruction  
 Thomas Mohr, Interim President  
 Vickie Nunes, College Business Officer  
 Paul Roscelli, Faculty Representative  
 Soraya Sohrabi, CSEA Rep  
 Terry Watson, Classified Senate President

**Members Absent**

Monica Malamud  
 Marilyn McBride

**Guests:**

Maggie Souza

Meeting Called to Order: 1:40 P.M. by Chair Patty Dilko

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| 1) APPROVAL OF MINUTES 2/1/06            | A motion was made and seconded to approve the minutes as submitted   | Phyllis Lucas-Woods<br>Patty Dilko |
| 2) BUSINESS<br><br>I. Strategic Planning | <p>Gave an oral presentation on Strategic Planning that included the following:<br/>                 Strategic Planning is a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it, with a focus on the future. Best way to respond to the circumstances of the organization is to be:</p> <ul style="list-style-type: none"> <li>▪ Aware of the objectives</li> <li>▪ Aware of resources</li> <li>▪ Incorporate both into a conscious response to a dynamic environment</li> <li>▪ Set your goals</li> <li>▪ Create an order/pattern to keep it focused.</li> </ul> <p><b>To think strategically:</b></p> <ul style="list-style-type: none"> <li>▪ there must be a definite purpose in mind;</li> <li>▪ an understanding of the environment – especially of the forces that affect or impede the purpose</li> </ul> <p><b>Effective Strategic Planning:</b></p> <ul style="list-style-type: none"> <li>▪ leads to action</li> <li>▪ builds a shared vision which is value based</li> <li>▪ inclusive, participatory process – shared ownership</li> <li>▪ Accepts accountability to the community</li> </ul> | Thomas Mohr,<br>Interim President  |

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| <p>II. Review of Past Strategic Plan</p> <p>III. Constitution</p> <p>IV Revised Administration Process</p> | <ul style="list-style-type: none"> <li>▪ Externally focused and sensitive to the organizations environment</li> <li>▪ Based on quality data</li> <li>▪ Requires an openness to questioning the status quo</li> <li>▪ Is a key part of effective management</li> </ul> <p><b>Key Steps</b> include getting ready, articulating the mission and vision, assess the situation, and develop strategies, goals, and objectives.</p> <p><b>Benefits of Planning</b></p> <ul style="list-style-type: none"> <li>▪ Framework and a clearly defined direction that guides and supports the governance and management of the organization</li> <li>▪ Uniform vision and purpose that is shared among all constituencies</li> <li>▪ An increased level of commitment to the organization and its goals</li> <li>▪ Improved quality of services for clients and a means of measuring the service</li> <li>▪ A foundation for fund raising and board development</li> <li>▪ Ability to deal with risks from the external environment</li> <li>▪ A process to help with crisis management</li> </ul> <p>Discussion:<br/>Members asked where the College is with Accreditation timeline and were informed that the Steering Committees are in writing process. Suggested that the College needs to continue with our Accreditation timeline and work on our Strategic Plan at the same time. President Mohr will obtain more information regarding an environmental scan for our college.</p> <p>Presented a power point presentation listing Strategic Planning Committee recommendations and how the College has addressed them. Members were asked for their input as the recommendations were being reviewed.</p> <p>Members were asked if they had any changes in the Constitution for the Planning &amp; Budget Committee. With no changes the document will be sent to the College Council for their review and endorsement.</p> <p>Carried to the next meeting.</p> | <p>Patty Dilko, Chair</p> <p>Patty Dilko, Chair</p> <p>Patty Dilko, Chair</p> |
| <p>3) ADJOURNMENT</p>  | <p>Meeting was adjourned at 3:30 P.M. Next meeting</p>   | <p>Patty Dilko, Chair</p>   |

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|  | will be on March 1, 1:30 P.M. in 22-109 |  |
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