Napa Valley College
PLANNING COMMITTEE
MINUTES
February 1, 2005

PRESENT: Glen Bell, Kate Benscoter, Benita Briones, Dianna Chiabotti, Matt Christensen, Sally Fitzgerald, Ed Shenk, Jerry Somerville, Olga Travis, Judie Walter-Burke, Robyn Wornall.

ABSENT: Ron Rhyno, Mary Shea

1.0 Introductions
2.0 Announcements
   None

Benita Briones announced that Karen Marshall has resigned from the committee due to her workload. Benita will be representing the Classified Senate until a replacement is named.

3.0 Public Comment
   None

4.0 Approval of Minutes
   M/S/C to approval minutes of November 30, 2004

5.0 Adoption of Agenda
   M/S/C to adopt agenda

6.0 Information/Action
   6.1 Review Facilities Master Plan
   Dan TerAvest reviewed handouts that he brought to the committee. He reviewed the Project Status Summary dated 1/31/05, which provides a description of the status of each facilities project. He also discussed the Facilities Master Plan diagram, pointing out the proposed locations of new buildings, roads, parking, and the wetlands areas that were identified in the environmental impact report. The state has notified NVC that we are on the list of projects to be funded if another state bond passes in 2006, which would provide matching funds for the Library and Learning Resources Center. The Facilities Master Plan will be presented to the Board of Trustees at their next meeting.

6.2 Planning, Budget, and Enrollment Management Forum 2/17/05
   The committee reviewed the proposed agenda for the forum on 2/17. Glen indicated that he would not require as much time and Benita Briones asked if she could speak briefly. The committee agreed that everyone on campus has a role to play in increasing FTES, retention, and persistence. There was concern that a one hour forum did not provide adequate time to provide those attending with background information and time for discussion of ideas, especially when we may need to implement
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broader, more systemic changes if we are to get the results we have planned. We anticipate that we may want to hold additional forums to continue the discussion. The committee suggested that we email information to everyone ahead of time (definitions, data and trends, list of planning priorities for 05-06) so they can read materials before the forum. We will also have these materials to hand out at the forum. We will spend as much time as possible on generating ideas and provide opportunities for faculty and staff to submit their ideas after the forum. Those attending the forum will be asked to write down their suggestions for increasing retention, persistence and FTES. The Office of Research, Planning and Development will compile all of the ideas on a list that will be emailed to everyone. These ideas can be used by all units as they develop their plans for 2005-06 and beyond. An email notice of the forum will be sent to everyone. A flier will also be prepared and posted on campus.

6.3 Accreditation Planning Summary – review Planning Committee tasks and work to be done

Will be discussed at future meetings.

6.4 Update on distribution of Mission, Vision, Values and Plan.

The Mission, Vision, Values, and Strategic Plan were approved by the Board of Trustees at their meeting in December. The new information has been added to the college website, the planning intranet site, and will be sent to everyone via email. Judie and Chris met with Betty Malmgren, who is working on printed materials that will be available later in the Spring semester. The mission statement will be added to the back of business cards, small cards will be printed, and copies that can be posted in offices and classrooms will be printed.

6.5 Joint meetings with Budget Committee

Will be discussed at future meetings.
6.6 **Discuss Intercultural Development Inventory (IDI) process**

Kate will invite Ann Gross to attend our next meeting to discuss the IDI process and answer questions from the Planning Committee.

6.7 **Sub-committee to review college plans**

Will be discussed at future meetings.

6.8 **Future Meetings**

The committee decided to cancel the February 15 meeting due to the forum scheduled on 2/17. The next meeting will be March 1.

7.0 **Other Business**

None

**Adjourned:** 3:00 p.m.

Judie Walter-Burke
Recording Secretary