Napa Valley College  
PLANNING COMMITTEE  
MINUTES  
August 31, 2004

PRESENT: Glen Bell, Kate Benscoter, Dianna Chiabotti, Matt Christensen, Sally Fitzgerald, Ron Rhyno, Jerry Somerville, Olga Travis, Judie Walter-Burke, Robyn Wornall

ABSENT: Karen Marshall, Mary Shea, Ed Shenk

GUEST: Chris McCarthy

1.0 **Introductions**

Kate and Judie introduced and welcomed new Planning Committee members – Matt Christensen, Jerry Somerville, and Olga Travis

2.0 **Announcements**

None

3.0 **Public Comment**

None

4.0 **Approval of Minutes**

M/S/C to approve the minutes of May 18, 2004.

5.0 **Adoption of Agenda**

M/S/C to adopt the agenda

6.0 **Information/Action**

6.1 **Fall Semester timeline – Discuss work to be accomplished**

As a refresher for the PC Judie reviewed the Planning Committee’s *Charge of the Committee* and *Function of the Committee* taken from the Planning and Budget Process Policy (distributed at the meeting).

Judie developed a Planning Committee timeline/calendar for the fall semester. The timeline covers September through December. The calendar lists all of the PC meetings and the tasks to be completed and their due date. The timeline/calendar also shows the BOT meetings so that we can coordinate when we need to get items to them for approval.

Judie and Michael Henry (Webmaster) have identified a way for the PC to communicate electronically (threaded discussions). It will be available to PC members soon. It may be possible, by next spring, to hold one face-to-face meeting and one threaded discussion meeting each month. Mary Shea and Glen Bell will serve on the Technology Sub-committee. Kate asked them to report to the PC at a future meeting.

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a) **Mission**

b) **Values**

c) **Vision**

d) **Strategic Plan**

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The co-chairs discovered that the PC received a lot more feedback on the draft Mission statements that were sent out via email. At least one of the forums for the Mission, Vision, Values, and goals statements may be via email.
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Kate and Judie divided the PC members into sub-committees to work on the Mission, Vision, and Values statements.

The sub-committees are as follows:

MISSION: Chris McCarthy, Mary Shea, Jerry Somerville
VALUES: Karen Marshall, Ron Rhyno, Robyn Wornall
VISION: ASB Rep, Dianna Chiabotti, Sally Fitzgerald
STRATEGIC: Glen Bell, Matt Christensen,
PLAN: Ed Shenk, Olga Travis

6.2 Mission Statement – Review comments from campus community

The sub-committees met at the end of the meeting. The co-chairs asked that sub-committees let them know when they would be meeting so that they (co-chairs) could attend their meetings.

Ron Rhyno asked how widely the three Mission drafts were disseminated. To date, the drafts were sent out, via email, to the college campus community. Ron was concerned that there may not have been enough input from diverse groups. A discussion ensued as to whether we should ask for off-campus feedback, what should go out, who the material should go to, and when? There was also interest in having student feedback. No decision was made on these issues.

7.0 Other Business

Agenda items for the September 7, 2004 meeting:
Review Accreditation Progress Report
Sub-committee Reports

Adjourned: 3:00

Carolyn Sanchez
Recording Secretary