Napa Valley College  
PLANNING COMMITTEE  
MINUTES  
September 7, 2004

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

EXCUSED: Mary Shea

ABSENT: Ed Shenk

GUEST: Chris McCarthy

1.0 Introductions
   None

2.0 Announcements
   Budget Committee has a forum today (9/7) at 3:30.

3.0 Public Comment
   None

4.0 Approval of Minutes
   M/S/C to approve the minutes of August 31, 2004.

5.0 Adoption of Agenda
   M/S/C to adopt the agenda with the following addition:
   Conclude discussion on who should review the revised Mission Statement.

6.0 Information and Action
   6.1 ACCJC Progress Report
   Judie Walter-Burke reported that the Accrediting Commission for Community and Junior Colleges requested that NVC prepare a progress report on three of the eight recommendations made by the visiting team in October 2003. The progress report is due to the Accrediting Commission by Oct. 15. The three recommendations are as follows:

   Recommendation 2. The team recommends that, as soon as possible, and with college-wide participation, the college review and revise the college strategic planning process, including rewriting the college mission statement and evaluating the coordination, integration, and implementation of program review and college-wide planning and budgeting.

   Recommendation 3. The team recommends that the college develop an effective, evidence-based program review process for implementation as early as possible.

   Recommendation 4. The team recommends that the college take steps to ensure that adequate professionally trained staff is available to support information and learning resources, especially in the library.
Judie reviewed a draft of the progress report with the Planning Committee. The only suggestion made was to add the names of the presidents of each constituent group and to add titles to the others listed. It was also suggested to add the names of the PC members.

6.2 Mission Sub-committee Report

The sub-committee members, Chris, Jerry, and Mary met and came up with a revised draft Mission statement.

*It is the mission of Napa Valley College to create and sustain a learning environment that engages students in high quality programs and services that promote learning, enhance individual development, and prepare life-long learners for their various roles in the family, the community, the workplace, and a dynamic and interdependent world.*

Some PC members were concerned that the statement did not refer to “students being at the center of the colleges’ decision-making process”; and that it was missing a statement about dynamic multicultural communities.

6.3 Vision Sub-Committee Report

Sally and Dianna reported on the Vision sub-committee. They shared with the PC members some visual aids. One was a folder with a scene of a rolling vineyard to suggest “rolling towards the future. They also had a mock-up of NVC letterhead with the statement “NVC extends the DREAM of higher EDUCATION to all in the community.

PC members liked the motto but wanted to add the word “reality” and came up with:

*NVC, where dreams become reality.*

6.4 Values Sub-Committee Report

The Values Sub-committee, Robyn, Karen, and Ron, distributed a handout that they developed from their meeting.

The handout had three introductory phrases:

1. *A core value is a fundamental belief that carries such weight that it is manifested in the behavior of the campus community, both individually and collectively.*
2. Core values are timeless guiding principles that pervade everything we do.

3. We recognize that students are the reason we are here and that their education is our primary responsibility.

PC members liked the third statement.

These bulleted items followed the introductory phrase:

At NVC we value, model, and encourage…

- Student Success
- Honesty and integrity
- Respect for diversity and individual differences
- Responsibility and accountability to self and others
- Adaptability and flexibility
- Innovation and creativity

The sub-committee wasn’t sure if these belonged:

- Efficiency and effectiveness
- Lifelong learning

The Planning Committee liked the bulleted items, even the last two. The only change they wanted to make was the following:

- Effectiveness and efficiency

6.5 Goals Sub-Committee Report

The Goals sub-committee, Matt, Ed, Glen and Olga met and reviewed the draft of Goals/Objectives for NVC Strategic Plan 2005-2011, which was handed out at the August 31 Planning Committee meeting. Reflected below are changes from the sub-committee and also from this PC meeting.

1. Access: Foster a college learning environment and strong connection to the community that will attract and support a diverse student population and excellent faculty and staff.
2. **Student Success:** Enable students to attain their educational goals, including degrees, certificates, transfer, job placement and advancement, basic skills, and lifelong learning and to contribute to our contemporary society. to our contemporary and future society or to our society.

3. **Standards of Excellence:** Establish and apply college-wide standards of excellence with methods that improve the quality of learning and processes utilized to deliver this learning. Continuously evaluate the quality and effectiveness of the college’s programs, services, faculty and staff and make changes as needed.

4. **Technology:** Increase the Effectively use appropriate of technology to support instruction, student services and administration programs and services and to improve communication.

5. **Facilities:** Construct new facilities, renovate existing buildings, and make site improvements, and maintain the college, as described in the Facilities Master Plan and Bond Implementation Plan.

These goals are broader and should have performance indicators (suggestions were also given in the above mentioned draft). Areas and Units would make specific goals under these.

The suggestions made on the Mission, Vision, Values and Goals will be compiled and sent out to the Planning Committee. Chris suggested that we rotate sub-committee groups. The sub-committee’s were reassigned as follows:
Vision – Chris, Jerry, and Mary
Values – Sally, Dianna
Goals – Robyn, Karen, and Ron
Mission – Ed, Matt, Olga, and Glen
Sub-committees should try to meet prior to the September 21 Planning Committee meeting.

7.0 Other Business

Kate and Judie will present the Planning timeline to the BOT at the 9/16/04 meeting, which is as follows:

- Oct. 5, 2004  Campus-wide forum
- Oct. 28, 2004 Prelimin. draft to BOT
- Nov. 1-10, 2004 Campus-wide forum (electronic)
- Nov. 16, 2004 Tent. drafts to BOT
- Nov. 30, 2004 Campus-wide forum
- Dec. 9, 2004 Final to BOT for approval

Planning Committee members continued their discussion from the 8/31/04 meeting regarding the stakeholders in the Mission, Vision, Values Statements and Goals. Do we want to send them out to the community at large? If so, at what point should we send them? Should we ask if anything is missing in the statements or just for their input? If we do the above then we should also respond to those that sent in comments. Who would compile all of the comments? This task may be unmanageable. One suggestion was to invite the community at large to the forums. We could even hold an evening forum. Another suggestion was to have a Town Hall meeting after the committee has completed the Mission, Values, Vision, and Goals.

Next Planning Committee meeting is Sept. 21, 2004.

Tentative Agenda Items:
- Reports from the sub-committees
- Report from the Technology sub-committee
  (Glen Bell and Mary Shea)

Adjourned: 3:00 p.m.

Carolyn Sanchez
Recording Secretary