Napa Valley College  
PLANNING COMMITTEE  
MINUTES  
October 19, 2004

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

ABSENT: Kate Benscoter, Karen Marshall

EXCUSED: Mary Shea

GUEST: Chris McCarthy

1.0 Introductions  

None

2.0 Announcements  

None

3.0 Public Comment  

None

4.0 Approval of Minutes  

M/S/C to approve the minutes of October 5, 2004.

5.0 Adoption of Agenda  

M/S/C to adopt the agenda with the following correction on the third bullet of item 6.2: working should be wording

6.0 Information/Action  

6.1 Preliminary Draft of Mission, Vision, Values and Plan  

Judie reviewed with the committee the Preliminary draft of the Mission, Vision, Values and the Preliminary draft of the 2005-2011 Strategic Plan that was sent to the BOT and will be presented to them at the October 28 BOT meeting.

A sub-committee will meet to work on filling in the items that are missing, wording, duplications, and determining the X% for the measures and objectives in the preliminary 2005-2011 Strategic Plan. The following PC members volunteered: Glen Bell, Dianna Chiabotti, Sally Fitzgerald, Ron Rhyno, and Robyn Wornall.

Robyn will provide the data on trend lines, which the subcommittee will use in determining what the “X%” should be. The subcommittee will need to meet before the next PC meeting, as the timeline on this is very tight. Glen suggested meeting after 5:00 off campus, possibly a dinner meeting. The subcommittee will keep notes as to how they determined what the “X%” should be.
6.3 Develop Contract Statement

Chris McCarthy distributed a handout called Guiding Principles that was developed over the summer at a retreat with President’s staff. These guidelines outline ways that President’s Staff will work together. The Planning Committee members liked the Guiding Principles, although they were thinking that the Contract would be shorter. The PC minutes of 10/05/2004 stated that the contract should be something binding and would show how NVC operates.

The Planning Committee came up with the following wording for the Contract:

In support of the Mission, Vision, and Values of Napa Valley College, we affirm that students and community needs are at the center of every decision we make.

There was consensus among the Planning Committee to add the above sentence at the end of the Mission, Vision, and Values Statements.

6.4 NVC 2003-2004 Progress Report

Judie gave an overview of the 2003-2004 Progress Report. The purpose of this report is to share information within the college community about the highlights, accomplishments, and challenges that the college faced in its efforts to achieve the goals contained in the 2001-05 Strategic Plan. An addition to Goal 37 was handed out at the meeting. The highlights are listed together at the beginning of the report. This list also includes highlights that don’t fit under the 38 goals. This report will go to the BOT in November.

Glen mentioned that the Curriculum Committee accomplished a lot last year but it is not reflected in the Progress Report. He felt that the report is incomplete. Judie stated that this process isn’t really working and is under revision.
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6.5  **NVC 2004-2005 Implementation Plan**  
Judie reviewed the 2004-2005 Implementation Plan. This is developed by the area managers in conjunction with their units. If a unit were to request funding for something that wasn’t on the plan, it would be denied. Not all of the objectives would necessarily be funded. Ron suggested that we should add “Proposed” to the title of the Implementation Plan. Committee members liked his suggestion.

Judie mentioned, again, that the Planning Process is being revised and will be tied into Program Review.

6.6  **Co-Chair for 2005-06**  
Judie reported that this will be Kate’s last year as co-chair of the Planning Committee. Academic Senate will need to appoint a new co-chair, someone that is currently a member. Glen Bell, who will be President of the Academic Senate, said that they have someone in mind. They hope to have someone by the spring semester so that they can get some training.

7.0  **Other Business**  
None

*Adjourned: 2:50 p.m.*

Carolyn Sanchez  
Recording Secretary