Napa Valley College  
PLANNING COMMITTEE  
MINUTES  
November 2, 2004  

PRESENT: Glen Bell, Kate Benscoter, Dianna Chiabotti, Matt Christensen, Sally Fitzgerald, Ron Rhyno, Ed Shenk, Jerry Somerville, Olga Travis, Judie Walter-Burke, Robyn Wornall  
ABSENT: Karen Marshall  
EXCUSED: Mary Shea  
GUEST: David Angelovich  

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 19, 2004.  

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

6.0 Information/Action  
6.1 Report on October 28 BOT comments on Preliminary Mission, Vision, Values and Plan  
Kate and Judie reported that the BOT liked the Preliminary draft of the Mission, Vision, Values and Goals. They felt that the PC captured what came out of the April 8 Planning Retreat. The one suggestion that the Trustee’s did have was to add “community needs” to the Mission Statement. One of the Mission drafts did have “community” in it, but the committee felt it was too restrictive.  

A “Contract” statement was developed by the Planning Committee:  
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.  

The Planning Committee decided not to revise the Mission Statement to include the words “community needs”. The BOT’s have not seen the contract statement. It will be added to the Tentative Draft.
6.2 Revise/Update Mission, Vision, Values and Plan

The sub-committee, which consisted of Dianna, Glen, Judie, Kate, Robyn, and Ron, met to fill in the X’s for the Measurable Objectives and Performance Outcomes. These numbers were determined by looking at data provided by Robyn. The supporting data will be available on the Planning Intranet site for the electronic forum. The numbers are challenging but not too challenging.

Following is a list of corrections/additions to the Measurable Outcomes and Performance Indicators:
Number 38 should read:
Review and improve institution-wide processes in order to be more efficient.

Add:
14. Increase the number of students who have developed a complete educational plan/goals
15. Increase utilization of Student Support Services on campus
Judie needs to add a dollar amount to number 22.

6.3 Discuss forum for Tentative Mission, Vision, Values and Plan. The committee has discussed holding an electronic forum

The next forum for the Mission, Vision, and Values and the 2005-2011 Strategic Institutional Plan will be an electronic forum. The PC co-chairs will send an email to the BOT and to the college community. Hard copies will also be placed in the ASB Office, Library, UVC, faculty secretaries’ office, and the office of Research, Planning, and Development. We will accept comments from November 8 – 19, 2004.

6.4 Discuss 2005-2006 Planning and Budget Process

Judie gave a brief report on the Planning and Budget Process. She has been working with the Program Review Task Force and the new Program Review Process will be tied to the Strategic Plan. Judie would like to invite Sue Nelson to the next Planning Committee meeting to review the proposed new process and flow charts.
Since the new Program Review Process isn’t complete and will not be implemented until fall 2005, the areas and units could use the SLO’s and the Accreditation Planning Summary to develop their plans for 05-06. Judie compiled this from the 2002-03 Self Study Report and the 2003 ACCJC Evaluation Report (distributed at the PC meeting). The Accreditation Planning Summary includes planning agenda items from the 2003 NVC Self Study, the team recommendations, and the team conclusions. Each plan, recommendation, and conclusion identifies the college office, program, service, or committee that is responsible for its implementation.

Dave Angelovich, co-chair of the Budget Committee, stated that the BC is beginning their budget process. He asked the PC to provide a framework of how PC and BC will work together to accomplish the Accreditation recommendations and planning agendas. He invited the PC to attend the next Budget Committee meeting on Nov. 18.

The co-chairs asked for volunteers from the PC to form a sub-committee to work on guidelines (framework) and to determine what information the PC needs from the Budget Committee. The following committee members volunteered: Ed Shenk, Matt Christensen, Ron Rhyno, Dianna Chiabotti, Kate Benscoter, and Judie Walter-Burke. Dave Angelovich is also welcome to sit on this sub-committee. The group should plan to meet before November 18 (Budget Com. Meeting). One idea that was suggested was to have a long-term budget (5 years) in conjunction with a short-term budget.

The new Strategic Plan will give the Planning Committee an opportunity to work more closely with the Budget Committee. Judie suggested that the spring semester would be a good time to hold a joint meetings and/or campus-wide forums.
7.0 **Other Business**

Future Planning Committee meetings:
November 16
November 30
December 7

Kate said that she may not be able to attend the Dec. 7 meeting, but we should keep it as a tentative meeting day.

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

Carolyn Sanchez
Recording Secretary