Napa Valley College
PLANNING COMMITTEE
MINUTES
November 30, 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: Chris McCarthy, Scott Miller

1.0 Introductions

2.0 Announcements

3.0 Public Comment

4.0 Approval of Minutes

M/S/C to approve the minutes, with a correction offered by Ron Rhyno to add the following comment to item 6.3:

Dave Angelovich felt we needed to take a slow and steady role in increasing enrollment. Ron mentioned that we should go after FTES (Retention & Persistence). Chris echoed Ron’s comment.

5.0 Adoption of Agenda

M/S/C to adopt the agenda

6.0 Information/Action


a) Report on 11/16 Board of Trustees Meeting

Kate and Judie reported that they presented the Tentative Draft Mission, Vision and Values statements and the 2005-2011 Strategic Institutional Plan to the BOT on November 16, 2004. The board members were very happy with the opening paragraph. The only suggestion they had was to add a glossary on the key words in the strategic plan.

b) Review comments from college community

Judie and Kate reviewed with the committee the comments from the college community on the final draft of the Mission, Vision, and Values and the 05-11 Strategic Inst. Plan. The Mission, Vision, and Values are currently being reviewed by Shared Governance. Constituent groups will give us their
feedback by December 8. Judie did ask PC representatives to check with their groups for any feedback that could be reported today.

Robyn checked with Administrative Senate and reported as follows:
The opening statement on the Mission Vision, and Values statements seems repetitive.
The second goal on the strategic plan seems too ambitious.
Goal 3 under Performance Outcomes we should add something about the link with the community and external credit and non credit training programs.

The comments that were received via email were discussed. Committee members decided to leave the Mission, Vision, Values and Plan as is with some revisions to the Strategic Plan under Goal 3. Robyn and Judie will draft these changes and send to PC via email.

Chris congratulated the Planning Committee on their work on the Mission, Vision, Values and Plan. Good job! Scott Miller added that it was good to have a focus in the statements.

c) Discuss Glossary of terms  Judie and Robyn compiled a draft glossary for the committee to review. Committee members liked the glossary, but had several additions. This glossary will be very useful to everyone on campus. It will be sent with the 2005-2011 Strategic Institutional Plan and by email to everyone on campus.

d) Recommend Final Draft to President and Board of Trustees  M/S/C to send forward the final draft of the Mission, Vision, Values and Plan to the BOT on December 7, 2004.

6.2 Planning Priorities for 2005-2006  Judie reviewed with the PC the 2005-2006 Planning Priorities (page 12 of packet). This is to be added to the Planning and Budget Guidelines.
6.3 **Planning Calendar for 2005-2006**

The PC reviewed the 2005-06 Planning & Budget Development Calendar. The Planning, Budget and Enrollment Management forum date (2/10/05 at 12:30-1:30) was added to the calendar.

6.4 **Planning guidelines for 2005-2006**

Judie met with Scott Miller and they felt that the Planning and Budget Guidelines would be more useful if they were combined. The consensus of the PC is to go with the new guidelines. Scott will report to the Budget Committee that the Planning Committee supports the merger and ask for their approval.

On Page 12, Plan and Budget Development Guidelines, item #2 was added to incorporate the connection between PC and BC. Unit members would have the 05-11 Strategic Plan in front of them while they fill out their budget forms.

On page 18, Sample Objectives and Activities, the Planning Committee members had two changes:

Objective 1: Increase FTES by 4% for 2005-2006
Objective 3 – last bullet
Substitute “assessment” for “capstone”.

**M/S/C** to approve all corrections and additions to the Planning and Budget Development Guidelines packet.

7.0 **Other Business**

Judie and Kate invited the Planning Committee to a Holiday get together to celebrate all of the hard work that the committee did this year. Details will be sent out soon.

The December 7, 2004, PC meeting is cancelled.

**Adjourned:** 3:00 p.m.
Carolyn Sanchez
Recording Secretary