**Napa Valley College**

**PLANNING COMMITTEE**

**MINUTES**

**May 4, 2007**

**PRESENT:** Christopher Adams, Stephanie Burns, Matt Christensen, Oscar De Haro, Mary Shea, Judie Walter-Burke

**ABSENT:** Michael Dow, Michelle Hobbs, Chris McCarthy, Sue Nelson, Rebecca Scott, Jerry Somerville, Loi Vo-Nguyen, Terry Woodward, Robyn Wornall

**GUESTS:** Dan TerAvest, Betty Malmgren

1.0 **Introductions**

Judie introduced Dan TerAvest and Betty Malmgren

2.0 **Announcements**

There will be a Bond Implementation Planning Forum, May 8, 1:30-2:30 in the Staff Lounge

3.0 **Public Comment**

None

4.0 **Approval of Minutes**

The Minutes of February 23 and March 16 were tabled until the next meeting.

5.0 **Adoption of Agenda**

M/S/C to adopt the agenda

6.0 **Information/Action**

6.1 **Review Five Year Capital Outlay Construction Plan**

Dan TerAvest distributed two handouts: District Projects Priority Order and Critical Path Project Calendar. He gave a brief overview of the Five Year Capital Outlay Construction plan, which is mandated by the Chancellor’s Office.

There was consensus of the Planning Committee that the Five Year Capital Outlay Construction Plan is consistent with NVC Mission, Vision & Values and NVCs Strategic Institutional Plan.

6.2 **Update on Marketing Plan**

Betty Malmgren reported that two firms submitted RFPs – Interact and Claris. Both of these firms do national work. Conference call interviews were held with both firms.

The bids for both firms came in well over what the President’s Cabinet allocated for the Marketing Plan ($50,000). Each of their proposals were in phases and Betty indicated that all of the phases did not have to be done.
6.3 **Discuss 2006 PEP process**  
Judie reviewed with the PC a list of suggested improvements that were identified at previous meetings. (This item was sent out with the agenda packet.)

6.4 **Build 2007-2008 Planning Committee Agenda**  
Judie reviewed the Planning Committee 2007-2008 Agenda. (This item was sent out with the agenda packet.)

6.5 **Discuss status of NVC Assessment Committee**  
President’s Cabinet approved establishing an ad hoc Assessment Committee. The committee will be made up primarily of faculty with representatives from Administrative and Student Services.

6.6 **Budget Committee Update**  
No report was given.

7.0 **Other Business**  
None

**Adjourned:** 9:30 a.m.

Carolyn Sanchez  
Recording Secretary