Napa Valley College
PLANNING COMMITTEE

MINUTES
September 14, 2007

PRESENT:  Christopher Adams, Edward Beanes, Stephanie Burns, Matt Christensen, Michael Dow, Fain Hancock, Sue Nelson, Mary Shea, Jerry Somerville, Judie Walter-Burke

ABSENT:  Oscar De Haro, Martin Murphy, Linda Simpson, Robyn Wornall, Chris McCarthy

GUEST:  Dan TerAvest

1.0 Introductions
Judie welcomed committee members and asked everyone to introduce themselves.

2.0 Announcements
NVC will begin their Accreditation Self Study in 2008-2009. NVC is sending college representatives to an Accreditation Training Workshop on September 21 in Pleasanton.

The Planning Committee will have a major task of reviewing the draft accreditation reports.

The Program Evaluation reports will be very useful in compiling the self study report.

3.0 Public Comment
None

4.0 Approval of Minutes

5.0 Adoption of Agenda
M/S/C to adopt the agenda with the addition of item 7.1 Planning Committee meeting schedule

6.0 Information/Action
6.1 Facilities Master Plan, Future Projects, Scope Descriptions
Dan TerAvest gave an overview of how we stand with the college’s current bond and why we need an additional bond.

Our current bond of $133 million and additional monies which brought it up to $177 million will not cover all of the construction costs. This is due to the high inflation costs.
The NVC BOT is looking at going out for another bond measure. A poll of Napa County voters indicates that 64% of them will support a new bond measure of $180 million. If the BOT do decide to go for another bond - they will have to decide which ballot - February, June, or November.

Dan reviewed with the Planning Committee the Facilities Master Plan, Future Projects, and Scope Descriptions.

6.2 Identify 2008 -2009 Planning Priorities

Judie reviewed with the Planning Committee the 2007-2008 Planning Priorities. Judie met with the three area managers, Chris McCarthy, Sue Nelson, and Oscar De Haro, and drafted 2008-2009 College Planning Priorities (handout).

1. Increase FTES, student retention & persistence
2. Incorporate SLOs and the assessment of the SLOs at the course, program and institution levels
3. Increase diversity among faculty, staff and students
4. Complete 08-09 Accreditation Self Study and prepare for team visit
5. Implement marketing plan
6. Update Education and Facilities Master Plans based on outcomes of PEP

Matt Christensen noted that “marketing plan” is not specifically mentioned in the NVC Strategic Plan - Goals and Objectives. A revision to #5 was suggested:

5. Implement marketing plan to support the Goals and Objectives in the NVC Strategic Plan.

Stephanie Burns also suggested revising #3 to read:
3. *Increase and support diversity among faculty, staff and students.*

Jerry Somerville thought it important to keep the priority that refers to Program Evaluation and Planning Process (PEP). He feels that PEP is an important activity (a form of quality control) and that it should remain a priority. The consensus of the Planning Committee is to keep the PEP priority, which will read: *Strengthen the Program Evaluation and Planning (PEP) process and build the link to institutional planning and budgeting.*

Mary Shea asked if the Educational Master Plan had ever been updated. Sue Nelson said, that “No, it hadn’t.” Sue also stated that the problem with the old EMP was that the college was not doing program evaluation. Updating the EMP will begin soon.

A new draft of the 2008-2009 College Planning Priorities, with the suggested changes will be emailed to the Planning Committee for their approval and will go to the Board of Trustees for approval at the October meeting.

6.3 **New budget development procedure for 2008-2009**

Judie gave a brief overview of the new budget procedure being considered by the Budget Committee. Currently, the college does a roll-over budget. The suggested new budget procedure would give all budget centers 90% of the average of their actual expenditures over the past three years. They would then have to justify anything over that in 5% increments. Judie will ask Scott Miller to attend a PC meeting when they have the procedures developed.
7.0 Other Business

7.1 Planning Committee meeting schedule

We are having a difficult time determining a meeting time for the Planning Committee. Since faculty have the more varied schedules, Judie’s office collected the PC faculty schedules to see if there was a better time (handout distributed at meeting).

After reviewing this document with PC members in attendance, it was determined that the most convenient time for the majority of members is Friday’s, 8:30 - 10.

Consensus of PC members is to keep the schedule that is currently in place. Friday, 8:30 - 10 a.m.

It was noted that those Planning Committee members that are on the committee due to their positions should make a better effort to attend the meetings.

Adjourned: 10:05 a.m.

Carolyn Sanchez
Recording Secretary