Napa Valley College
PLANNING COMMITTEE
MINUTES
February 5, 2010

PRESENT: Rhue Bruggeman, Stephanie Burns, Matt Christensen, Tom Sana, Bill Fried, Donna Geiger, Vanessa Mullally, Martin Murphy, Armond Phillips, Christina Rivera, Mary Shea, Joann Stubitsch, Judie Walter-Burke

ABSENT: Stephanie Arguello, Oscar De Haro, Sue Nelson, Erik Shearer, Robyn Wornall

1.0 Introductions
Judie introduced the following new PC members:
Vanessa Mullally - Administrative Senate rep
Martin Murphy - Instruction (replacement for Regina Orozco)
Christina Rivera - Alternate for Sue Nelson

2.0 Announcements
Stephanie Burns passed around a thank you card for Rich Bremer for everyone to sign. The card is to thank him for all of his work on PEP.

3.0 Public Comment
None

4.0 Approval of Minutes
M/S/C to approve the minutes of October 9, 2009, October 20, 2009, and October 29, 2009

5.0 Adoption of Agenda
M/S/C to approve the agenda with the following addition:
6.6 Budget Update - Armond Phillips

6.0 Information/Action
6.1 Spring 2010 meeting agenda
Judie shared with PC members the tentative dates for upcoming meetings.
March 5, March 19, April 16, May 7, May 21
1:00 - 2:30 p.m.

There was consensus of the Planning Committee to accept the above dates and time.
6.2 PEP Forum - Joint Meeting with Budget Committee. The verification teams will report results of the 2009 Program Evaluation and Planning process. Eight instruction programs participated in PEP in 2009: MESA, Napa Valley Cooking School, Humanities, Philosophy, Chemistry, Anthropology/Geography, and Cosmetology. The forum is scheduled Friday, February 19, 10 a.m. - 12 p.m. in Room 1340.

6.3 NVC Plans - The list of NVC plans has been updated. A draft will be reviewed by the committee.

6.4 Status of NVC Accreditation - The ACCJC met in early January 2010. The team report and NVC’s accreditation status will be reviewed.

A PEP Forum will be held on Friday, February 19 from 10 - 12 in the Staff Lounge. The forum is an opportunity for the Planning and Budget committees to hear the Verification Team reports and to ask questions of the verification team and the PEP writers. Judie encourages the Planning Committee members to attend.

Judie reviewed with the PC the list of NVC plans that she assembled. The list provides the name of the plan, office responsible; agency that is requesting the plan, date that plan is submitted to agency, and a brief description. Judie mentioned that a few dates are missing which Matt provided prior to this meeting.

Matt mentioned that some plans don’t have to be updated and they should be identified on the list.

Judie thinks that all NVC plans are on the list - but if anyone knows of a plan that is missing to let her know.

Judie distributed and reviewed the letter from the Accrediting Commission for Community and Junior Colleges reaffirming NVCs accreditation. The Evaluation Report includes the six recommendations and six commendations.

All colleges are required to submit a Midterm Report in the third year after the comprehensive visit. NVC’s report is due October 15, 2012. The Midterm Report describes resolution of any team recommendations made for improvement, includes a summary of progress on college-identified plans.
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for improvement as expressed in the Self Study Report, and forecasts where the college expects to be by the time of the next comprehensive evaluation.

6.5 Planning Committee Operating Procedures - The subgroup (Judie, Stephanie, Mary) worked on revisions to the procedures and will review their draft with the committee.

The Operating Procedures were originally developed in 1994. Mary Shea, Stephanie Burns, and Judie Walter-Burke volunteered to revise the document. They cleaned it up and made it more positive.

6.5 Budget Update

Armond Phillips, interim President, reported on the budget. The college has a $2.4 - $2.6 million deficit. The college is really trying to prevent layoffs and will have a better idea of where we stand when we get the numbers on the retirement incentive.

Summer session has been cut 50%. A lot of the vacancies that resulted from retirements will be filled internally through reorganization. The college has an institutional commitment to protect full time employees.

Stephanie thanked Armond for stepping in during this very difficult time. He has done a very good job.

7.0 Other Business

Judie asked everyone to say what they liked best about working at NVC. This activity ended the Planning Committee meeting on a positive note.

ADJOURNED: 2:25

Carolyn Sanchez  
Recording Secretary