Napa Valley College
PLANNING COMMITTEE
MINUTES
August 14, 2009

PRESENT: Rhue Bruggeman, Stephanie Burns, Tom Dana, Donna Geiger, Mary Shea, Joann Stubitsch, Judie Walter-Burke

ABSENT: Matt Christensen, Oscar De Haro, Bill Fried, Chris McCarthy, Sue Nelson, Regina Orozco, Erik Shearer, Robyn Wornall

GUEST: Antonio Castro

1.0 Introductions
Planning Committee members introduced themselves. Antonio Castro attended as a guest.

2.0 Announcements
None

3.0 Public Comment
None

4.0 Approval of Minutes
This item was tabled until the next meeting. There wasn’t a quorum.

5.0 Adoption of Agenda

6.0 Information/Action
6.1 Introductions
Planning Committee members introduced themselves.

6.2 New Member Orientation
Judie reviewed the Planning & Budget Policy, in particular the Philosophy, Charge, Function, Procedure, and Structure & Support of the committee.

Last fall there were some minor revisions made to the policy which still needs to go to the BOT for approval. Two additional nonvoting members were added: Director, Institutional Research and SLO and Assessment Coordinator. Also there were some title changes.

We will have to update the appendices.

6.3 Fall 2009 Meeting Schedule
The Planning Committee meetings will be scheduled for Friday’s, 1:00 - 2:30 pm. Most likely the 2nd and 4th Friday of the month.

6.4 2009-2010 Planning Committee Agenda
Judie reviewed the 2009 - 2010 Planning Committee Agenda. Two items were completed at today’s meeting: New member orientation and Establish regular meeting schedule.

The Planning Committee will review the list of college plans and revise as needed.
Copies of the self study report will be distributed to PC members. The Planning Committee should familiarize themselves with Standard I.

The Accreditation visiting team will be on campus October 19 through 22. The Planning Committee has tentatively scheduled a special meeting for Tuesday, October 20 at 4:30.

PC members asked what to expect during the teams visit. Each team member will be assigned a standard and they will identify people that they would like to interview. There will be two open forums - one in either the morning or early afternoon and another in the late afternoon. On the last day of their visit, the chair will hold an Exit meeting and give an oral report on the college’s strengths and a summary of their recommendations.

The visiting teams recommendations and a written report will go to the Accrediting Commission, which will then take action in January.

Tom Dana asked what should the PC be looking for when they review documents. He thought it would be helpful to have an outline or summary. Basically when reviewing any document the Planning Committee is checking to see if it is consistent with the college’s mission and goals.

Stephanie Burns asked if grants are reviewed by the Planning Committee. Judie answered “No, but it would be a good idea.” Grants should always be written with the college Mission in mind.

Mary Shea asked if there was anything in place to deal with the budget crisis. A suggestion was made to invite President’s Cabinet to a PC meeting to report on what is happening. This could be our first agenda item at our next meeting.
7.0 Other Business

Antonio Castro is NVC’s physics and engineering instructor. The equipment used in his classes is over 20 years old. He received a grant last year to update some of the equipment and is very interested in pursuing additional grants for new equipment. He thought that grants were reviewed by the Planning Committee.

He is currently involved with the Eisenhower Fellowships that were awarded to four NVC students.

Adjourned: 10:30 a.m.

Carolyn Sanchez
Recording Secretary