

## STRATEGIC PLANNING COMMITTEE

### MEETING MINUTES

February 19, 2009

Parkside Complex 11

**VOTING MEMBERS PRESENT:** Stefini Brooks, Lori Fielder, Don Foster, Jackie Grippin, Jeanni Hickman, Briana Jackson, Michael McQuead, James Namekata, Jeff Rhyne, Angela Thomas, Carlos Tovares

**CO-CHAIRS:** Don Foster, Lisa Conyers

**RECORDER:** Angie Arballo

**GUESTS:** Dale Barajas, Cordell Briggs, Daria Burnett, Julio Cuz, Jose Duran, Louie Gutierrez, Jeanne Howard, Wolde-Ab Isaac, Natalie Hannum, Rick Hernandez, Shirley McGraw, Linda Meyers, Kenneth Morgan, Carmen Payne, Monte Perez, Linda Reifschneider, Ron Ricard, Reagan, Romali, Sal Soto, Louis Tamayo, Cid Tenpas

#### 1. WELCOME & APPROVAL OF MINUTES

Mr. Foster called meeting to order at 12:50 p.m. He welcomed committee members and guests. It was moved to accept the minutes of November 26, 2008 by Jeff Rhyne, seconded by Angela Thomas, and approved by voting members with one correction: the agenda should reflect approval of minutes of November 26, 2008 rather than 2009.

#### 2. SUBCOMMITTEE REPORTS

Dr. Conyers summarized 2009 timelines on the accreditation self-study report:

(a) March 4: Accreditation Work Group Meeting, 4:30-6:00 p.m. in PSC 11—Campus invited to review, update, and receive recommendations for the final self-study report. District Managers have also been invited to attend work session.

(b) March 11: Don Foster and Dr. Conyers will take draft for reformatting and meet with ASRCC to obtain their input on the self-study.

(c) March 16-17: Incorporate data being developed by Institutional Research & Effectiveness, along with organization and timeline of activities, organizational charts, and function maps, and other pieces.

(d) April 6: Present self-study draft to MV Academic Senate and ASRCC.

(e) April 23: Present revised self-study to MV Strategic Planning Committee

(f) April 24, 27, 28: Final self-study draft available

(g) May: Present to Board

(h) June 12: Work to scan evidence files begins for Angela Thomas, with graphics to be provided by Jerry Sepulveda.

(i) Summer 2009: Send 3 copies of final self-study report to ACCJC for acceptance and dissemination to their committee members.

(j) October 19-22: Accreditation site visit at the Moreno Valley Campus.

**a. Standard I: Mission & Institutional Effectiveness:**

**Information Items (Non-Action):**

- 1) Stefani Brooks reported that Standard I met on December 4, 2008. A sheet summarizing the committee's recommendations was distributed (see Attachment 1).
- 2) The next meeting is scheduled to take place on March 5, 2009.

**Action Items (Voting):** None

**b. Standard II: Instructional Programs, Student Support Services, Library and Learning Support:**

**Information Items (Non-Action):**

1) Dr. Wolde-Ab Isaac summarized the work of the Standard II, Section A committee. He reported that the core people in this Standard (Jeff Rhyne, Carlos Tovaes, Julio Cuz, Dominique Moise-Swanson, and Wolde-Ab Isaac) divided the tasks into three main sections:

a) Career Technical & Professional Education, which included allied health sciences, public safety, and training, as well as the business information and technology systems (BITS); b) the basic skills programs; and c) the general education programs.

No fundamental changes were made other than upgrading the information with regards to accreditation, introduction of new programs, and program expansion in basic skills, and in the public safety arena. The subcommittee is still expecting some write-ups from the BITS programs that will complete the subcommittee's updates.

2) Mr. Rhyne reported on Standard II, Sections B. and C. He indicated there are minor changes to be done in both of these sections.

**Action Items (Voting):** None

**c. Standard III: Human, Technical, Financial, and Physical Resources:**

1) Reagan Romali reported on Standard III. The committee has added 80 pieces of evidence.

**a)** Physical Resources Subcommittee: Actively working on (i) linking construction planning with the themes of where the campus is going; (ii) campus' appearance: doing landscaping, painting, replacing carpets, deep cleaning, placing labels on doors, signage to advertise campus programs, etc. Members will be meeting with faculty to get their input and ideas on how to help produce and increase student learning outcomes.

**b)** Financial Resources Subcommittee: (i) Reviewing the linkages between budgeting and planning; (ii) finalizing the Budget Allocation Model (BAM). This reflects how the District distributes funds from the State to the three campuses; (iii) Working on finalizing the budget process on how funds are divided at the campus level, which is a part of program review; (iv) doing cash flow projects, 3 year analysis, and creating long-term snapping plan; (v) Measure C Update: (a) Phase III architect selected; (b) FPP (Final Project Proposal) accepted at the state level; (c) prepare FPP with architect to request state bond funding; (vi) next week preparing FPP with architect for the 40,000 sq. foot Allied Health Building to request state bond funding; (vii) land near March Air Reserve Base has been donated for moving the Dental Hygiene Program from the March Dental Education Center into a component-type building; (viii) remodeling of the Lions' Den will take place in a few

months. Outside vendors will provide food during the remodeling; (ix) The architect for the Network Operating Center (NOC) building has been selected. It is projected to be completed by March 2010; (x) The parking structure is being financed by Measure C funds.

**Action Items (Voting):**

The committee was in favor of the Standard III Resources Subcommittee requesting its members to vote electronically for or against the prioritized Resources instructional equipment list that came through Program Review. Ordering deadline is April 1.

**d. Standard IV: Leadership and Governance**

**Information Items (Non-Voting)**

Dr. Briggs reported on Standard IV. Its task is to capture leadership and governance. Over the last two years, global and significant changes in Standard IV have taken place. One of the critical pieces is the strategic planning process. The committee reviewed two issues: (1) Review and update Standard IV. (2) Review and resolve the philosophical issue: What is the relationship between the MV Academic Senate and the MV Strategic Planning Committee? A resolution on this issue will be on the February 23 MV Academic Senate meeting agenda.

Discussions on the district's vs. the campus' prospectus on budgetary matters were held. This included meetings with Aaron Brown, Associate Vice Chancellor, Administration and Finance. Standard IV captures the most recent revisions to board policies.

**Action Items (Voting):** None

**3. New Business**

Dr. Perez reported that he is looking into attending the March 5<sup>th</sup> Standard I meeting to propose establishing a MV Office of Institutional Research and Assessment. This office will be responsible for research, analysis, and assessment of MV students. District personnel have and will continue to provide support. Efforts are underway to identify an office location and team members. Possible resources might also come from Title V and Basic Skills Initiative.

Dr. Burnett requested that members "Save the Date." Commencement 2009 will be June 11, 2009 at 6 p.m.

**4. Next Meeting Date**

The next meeting is scheduled for Thursday, March 19. The meeting was adjourned at 1:40 p.m.