Minutes

Monday, January 24, 2011
1:30 pm – 3:30 pm
Winlock Lounge

Present: Judith Fierro, Judith Ann Friedman, Rose Marie Joyce, Fran Leonard, Dionne Morrissette, Betsy Regalado, Olga Shewfelt, Rebecca Tillberg

1. Minutes of November 22, 2010. Minutes were accepted as submitted.

5. Update on College Strategic Plan. Item 5 was moved up to start of meeting at the request of Dr. Joyce. Dr. Joyce informed the committee that due to the State Budget crisis and its impact on the District’s operations and educational programs, the district must set budget priorities to protect its core educational programs, reduce expenditures, and minimize impact to programs and services. To achieve these goals, the Planning Committee has been tasked with framing principles to be used for prioritizing programs and services at West. The Planning Committee has been given two weeks to work on these principles so that Dr. Joyce can present these to the District Budget Committee. The Planning Committee decided to meet Monday, January 31st at 1:30 pm to develop the principles.

Six budget planning principles were shared by Olga Shewfelt that she brought back from the District Budget Committee meeting held last week. The following budget planning principles were used by the District Budget Committee in developing the proposed preliminary budget allocations for 2011-12:

1) Promote conservative fiscal policy thinking
2) Maintain (insist) on core mission focus, e.g., transfer, CTE, basic skills
3) Maintain current Fall/Spring enrollment level and minimize Summer and Winter offerings
4) Seek alternative revenue opportunities (local fees, foundation, grants, etc…)
5) Identify savings through programs and services review (auxiliary services, procurement, and centralized services)
6) Minimize fiscal impact on individual employees, e.g., March 15 letter, furloughs and layoffs

Rebecca stated that members can email her their ideas for developing principles on how to prioritize the budget and developing a process on how to communicate to the College Council to present to Dr. Joyce.
2. *Campus Climate Survey.* Rebecca shared the draft Campus Climate Survey that was developed by members of the Planning Committee. There was extensive discussion regarding the phrasing of the items and editing was done by the committee. Rebecca invited the members of the committee to send her any additional editing recommendations via email. Key words such as “senior leadership” was discussed and replaced with “senior administration”. It was decided to administer the SurveyMonkey survey to all West faculty, staff and administrators during the two weeks before spring break.

3. *Shared Governance and Planning Manual Update.* Various sections of the Manual are currently being updated. Organization charts are being worked on and the description of all college committees is being updated. The shared governance chart also needs to be finalized.

4. *Program Review Update.* Fran Leonard reported to the committee on the College of the Desert’s Response to Team Recommendations and the Commission Action Letter. In this response, submitted March 2009, and meant to “demonstrate the resolution of the four recommendations” the college received, the college details how it has integrated SLO assessment into their program review process.

The Fall 2010 cycle of program review is drawing to a close with validations of Student Services to be completed this week. Academic Affairs is making progress on its validation, aiming for completion by the end of this month. Prioritization is the next phase, proceeding after validations are completed. Principles for Prioritization might help this process. The Student Success Committee recommended that the college’s learning communities participate in program review.

5. *Update on College Strategic Plan.* Rebecca shared a summary of the goals, strategies, and implementation specifics of the various college master plans, and described efforts to merge them into a coherent overarching strategic plan. There was discussion about how facilities goals are related to campus infrastructure.

The committee returned to a brief discussion about principles for prioritization so that the group will be prepared for the focused meeting on Monday, January 31st.

The meeting adjourned at 3:35 p.m.