Strategic Planning Committee
2014 Retreat Minutes
Wednesday, May 28, 2014; 9:00-4:00pm, T415

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<thead>
<tr>
<th>Present</th>
<th>FACULTY (4)</th>
<th>CLASSIFIED (2)</th>
<th>STUDENT (1)</th>
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<tbody>
<tr>
<td>Sean Abel</td>
<td>Leslie Rice</td>
<td>Sue Hager</td>
<td>Vacant</td>
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<tr>
<td>Takeo Kubo</td>
<td>Lucas Randall</td>
<td>Deanna Herrera</td>
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<td>Isai Ulate</td>
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Guests: President Byron Breland, Duncan Graham, Judy Wessler, Blake Balajadis, Elaine Burns, Phil Crawford, Margaret Muench, Jesus Covarrubias, Keiko Kimura, Larry Harris, Jaime Alonzo, Joe Andrade, Seher Awan, Kishan Vujjeni, Carla Esquival, Linda Meyer

Minutes taken by Keiko Kimura
Minutes prepared by Deanna Herrera

1. Welcome/Introductions

2. Decisions through Consensus/Activity “Silence”

S. Abel explained that the Strategic Planning Committee (SPC) has been utilizing this model in their committee work as of Spring 2014. This model has grown in favor with the group because it results in universal agreement as opposed to a ‘winning’ group and a ‘losing’ group. This seemed like a good approach as the group has been focused on reaching a common goal. S. Abel identified the conditions for using this model, with commentary as below:

Common Goal: All present must have a common goal (e.g., Today’s goal has been identified in the agenda)

Commitment: All must be committed to reaching the common goal. Therefore must be willing to reassess and be flexible.

Trust: All must trust in the commitment and assume that comments and discussion are not being used to manipulate or abuse; all must put the needs and the interests of the college first.

Openness: The process involves looking for decisions that everyone can support (not majority rule)

Sufficient Time: Good decisions take time, and time must be taken to reach them.

Clear Understanding: All must have clarity of purpose to make decisions. Once decisions are made, the group must present a united front when communicating outward re: final decisions
Active Participation: This is needed for the process to work.

Good Facilitation: A good facilitator helps the group to work harmoniously.

S. Abel provided a written example to describe the actions of ‘blocks’ and ‘stand-asides’. A question on differing definitions of ‘consensus’ came up. S. Abel explained that ‘stand-asides’ allow individuals to recuse themselves if the decision is one they personally cannot support. However, the function of each individual is to consider whether the decision is appropriate for the campus as a whole. In the event that the group cannot support a decision, a ‘block’ is exercised.

S. Abel reviewed hand signals to use for ease in facilitation.

3. Review of Standing Committee Self Evaluations & Recommendations

The following reports were reviewed with recommendations listed:

Campus Technology Committee:

Recommendation 1: Once campus and district committee scheduling grid is complete, VP Graham (chair) will select meeting dates and times for FY14-15 that meet the needs of the existing committee members. This will be posted on SJCC website for ease of dissemination.

Recommendation 2: Formalize chair responsibility for all committees to work with S. Awan to ensure meeting agendas, notes, and updates are posted on SJCC website in timely fashion.

Facilities Committee:

S. Awan gave brief overview of committee work to date. Highlights include:

- Safety Committee has been voted to be combined with Facilities Committee, effective FY14-15.
- Interim police chief has expressed interest in including police officer involvement in committee meetings to provide updates
- Security Master Plan scheduled to be approved in Fall. This will allow campus to move forward in purchasing items needed to ensure campus safety

Other comments included:

- Confusion over campus vs. district oversight of police departments
- Advocacy for community policing model – a balanced approach to law enforcement
- Notion of community policing experience has been included in Police Chief job description
- Campus bike patrol improves visibility and reputation of campus safety and security
- Concern for how safety issues are communicated to campus
- Awareness that communications may be restricted based on law enforcement regulations/law

Recommendation 1: Safety Committee monitors the process of Police Chief selection and encourage participation in this process
Recommendation 2: Hold meeting during summer to explain how communication is going to be shared with campus re: campus safety issues

Finance Committee:

Comments included:

- Lack of clarity in relationship between District Budget Committee and SJCC Finance Committee Re: adjunct faculty funding
- Advocacy for equal representation on Finance Committee to ensure that explanations for funding requests are clearly understood by committee
- Program Review Committee has made changes to the “Budget” section of the PR Template to improve understanding of requests being made
- Recovery of FT faculty numbers (per 75% law)

Recommendation 1: Broader representation on Finance Committee from constituency groups and divisions

Recommendation 2: Finance Committee should examine the total SJCC budget and see if there are areas they can contribute to in a positive way.

Student Success Committee:

Recommendation 1: Committee should review charge to include more groups on campus such as Academic Senators, interested staff and faculty.

Recommendation 2: Committee members, Academic Senate and the President should review delineation of functions (per the 22 requirements of the Student Success Act) and make recommendation for structural change to improve communication between the Academic Senate and the Committee.

4. KPI Data Dissemination and Group Work

S. Abel provided data on each of the 6 goals. Participants divided into 6 groups and worked on reviewing each goal and KPI. Groups were asked to make recommendations on appropriateness of goal and KPI.

5. KPI Leads Report Out/Recommendation

Goal 1: Promote Student Success

1A: Increase persistence rate of first time college-prepared and unprepared students each year.

Data source: Student Success Scorecard

To do: Review results of College peer groups and determine:

- Appropriate percentage increase target
- Communicate with peer groups that have high performance in this area and identify best practices
1B: Increase the successful course completion rate of both full-time and part-time students each year.

To do: Request accurate data from RIE. Get explanation for “NA” category in data provided from RIE.

1C. Increase the successful course completion rate in basic skills, vocational, and credit courses each year.

Data source: Datamart

1D. Increase the improvement rate (remedial momentum point) of students in basic skills.

Data source: Student Success Scorecard

Goal 2: Enhance and expand partnerships with external communities

KPI 1: Align partnerships with eternal communities to enhance student success

Goal 3:

1A: 50%

1B:

1C: PDD

1D: Increase number of employees that receive funding to attend conferences

Goal 4:

Reference to DAC...action TB

Goal 5: Campus Safety

1A: 100% of faculty and staff participate in emergency preparedness safety training

1B: DELETE

1C: 85% of faculty, students and staff indicate they feel safe on campus

To do: Conduct classroom surveys

Goal 6: Expand Resource Development

1A: Establish relationship with the Foundation by sharing our college priorities for projects, which include:

- Innovation
- Student Success
- Professional Development

1B: Develop donor relations
To do: Organize Open House, organize scheduled fundraisers

1C: Develop communication plan

To do: Develop our alumni population

1D: ??

6. Outline SPC presentation for Fall 2014 PDD

Participants recommended the following:

PDD Day 1: During Welcoming Address portion, SPC makes brief presentation of work completed by committee in SPR 14 and SUM 14 retreat. This is followed up by a round-robin group participation activity. Six areas led by 2 members of each Goal. Goal members give overview and solicit feedback on areas needing further clarity. Possible Objectives and Strategies are identified. Most popular items are documented at close of Day 1.

PDD Day 2: All campus voting using stickers. Each Goal and Objectives + Strategies are posted centrally. Throughout the day, individuals are able to vote using stickers placed next to those items they strongly support. This response will direct SPC in their work for FY14-15.

7. Adjournment

Meeting adjourned at 4:05pm.