



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

*Instructional Services &  
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**Strategic Planning Committee  
November 30, 2015  
3:30-5:00p.m.  
District Office, Room 220**

## Meeting Minutes

**Members Present:** Berta Harris, Renee Kilmer, Leroy Johnson, Joyce Allen, Marie McMahon, Daniel Miramontez, Ranessa Ashton, Neill Kovrig, Pete Miles, Cathy Hasson, Neary Sim (for Yvonne Schmeltz), Denise Whisenhunt, Tim McGrath, Stephanie Bulger

**Absent:** Angela Liewan, Emalina Ledbetter

**Guests:** Daphne Figueroa, Lorraine Collins

**The meeting began at 3:30 p.m.** The committee was welcomed by Dr. Stephanie Bulger, Vice Chancellor, Division of Instructional Services.

### 1. Introductions

1.1 Introductions were made. The committee was asked to give two words to convey what the Strategic Planning Committee means to them.

- Building Consensus
- Understand Better
- Sharing Information
- Direction & Methodical
- Mapping the Future
- The Glue
- Collaborative Navigation
- Connection & Communication
- Collaborative Energy
- Integrated Planning
- Extensive Planning
- Strategic Piecing Together
- Knowledge & Experience
- Serving Students

### 2. Strategic Planning Committee Charge

2.1 The committee discussed items 1-8 of the Strategic Planning Committee Charge.

2.2 It was determined that items 4-7 will provide an opportunity for action.

### 3. Districtwide Integrated Planning Framework and Resource Allocation Model

3.1 Stephanie Bulger shared the Districtwide Integrated Planning Framework and Resource Allocation Model with the committee.

3.2 The overall interpretation from the committee was that it shows all of the stakeholders and how everyone works together. There is a need for further clarification about when different parts should happen.

3.3 Stephanie shared a draft Annual Integrated Planning and Budget Allocation Cycle (formerly the Annual District Strategic Planning Process).

3.4 The overall feedback from the committee was that it is very useful to have a cycle that includes a monthly timeline of when each process should occur, and mirrors what goes on at the colleges and CE.

#### **4. Annual Cycle and Worksheet Deadlines**

4.1 Stephanie shared the revised worksheet. She explained that columns A-C would be completed during the fall semester, for discussion. Column D would be completed during the spring semester.

4.2 It was pointed out that the worksheet needs to be updated with the current 2013-17 Strategic Planning Goals, and redistributed to the committee.

4.3 The committee discussed which data should be used for the 2015-16 worksheets. They agreed to use data they have access to, including 2014-15 data.

4.4 There was discussion about whether the goals should come from the colleges via their representatives on the committee; or from Chancellor's Cabinet to the committee. It was decided that there will be further discussion about this topic when the committee plans their next set of goals. It will take at least a year to create the next plan. The committee will take this opportunity to assess the current process to give input on the future process.

4.5 The 2014-15 worksheets should be sent to Instructional Services before the winter break. The committee may use the old worksheet for 2014-15.

4.6 The 2015-16 worksheets are due (columns A-D) by April 15, 2016.

#### **5. Environmental Scan Reports**

5.1 Cathy Hasson, Institutional Research and Planning, presented on the High School Student Pipeline.

5.2 The Regional Workforce Trends presentation was postponed until the next meeting. Lorraine Collins, Workforce Development, distributed packets of information to the committee.

#### **6. Data Needs**

6.1 The committee did not have any data needs.

#### **7. Roundtable**

The roundtable was cancelled to allow time for the High School Student Pipeline presentation.

**The meeting adjourned at 5:00 p.m.**