# SAN DIEGO COMMUNITY COLLEGE DISTRICT
## STRATEGIC PLANNING COMMITTEE

**February 2, 2005**
**District Office, Room 245**

**Minutes**

### PRESENT:

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|---|---|
| Libby Andersen | Faculty - City College |
| Elizabeth Armstrong | Vice President, Instruction – Mesa College |
| Julianna Barnes | Dean –Miramar College |
| Carolyn Buck | Academic Representative – Mesa College |
| Terry Burgess | President – City College |
| Robin Carvajal | Executive Director - ETi |
| Gail Conrad | Academic Senate President - Mesa College |
| Pam Deegan | Vice President of Instruction – Miramar College |
| Salley Deaton | Academic Representative – City College |
| Pat Fernandez | Accounting Technician – Continuing Education |
| Bill Grimes | Manager, Institutional Research & Planning - District Office |
| Rich Grosch | Board of Trustees (Ex-Officio) |
| Dan Gutowski | Hourglass Park Coordinator – Miramar College |
| Julie Huang | Human Resources Technician – District Office |
| Hutch Hutchinson | Academic Senate President - Continuing Education |
| Otto Lee | Interim Assistant Chancellor – District Office |
| Sy Lyon | Dean - Continuing Education |
| Mary Lee Meiners | Academic Representative – Miramar College |
| Pat Mosteller | Academic Senate Vice President – Continuing Education |
| Wheeler North | Academic Senate President - Miramar College |
| Ray Ramirez | Dean - Continuing Education |
| Monica Romero | Career Guidance and Transfer Supervisor - Mesa College |
| Desiree van Saanen | Classified Senate President – City College |

### ABSENT:

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|---|---|
| Constance Carroll | Chancellor |
| Dave Evans | Dean – Mesa College |
| Mary Granderson | Business Services – City College |
| Anne Jacobs | Student Representative – City College |
| Kathy McGinnis | Academic Senate President – City College |

### CALL TO ORDER:
Meeting was called to order at 4:32 p.m.

**I.   Welcome and Announcements**
Libby Andersen congratulated Carolyn Buck on her accepting the Dean of Learning Support Services position at Columbia Community College.  The committee passed on its best wishes to Carolyn.

Rich Grosch reported that the Board of Trustees supports the committee. They did have a few suggestions for the group in regards to the Environmental Scan from their Board Retreat:

- Contact the Jacobs foundation Price Charities
- Generate a list of the different entities that we are planning on getting information from so that they can possibly give more input and give other resources.
- If we are going to be doing other scans we should combine them and take advantage of all of those other resources so there is no duplication
- Contact the Chamber of Commerce and the Business Round Table

**II.   APPROVAL OF MINUTES**
Minutes for December 1, 2004 were moved for approval as amended (MSC Sy Lyon/Carolyn Buck)

**III.   REVIEW OF DUAL-TRACK ACTIVITIES REPORT FOR DGC (handout)**
Otto Lee gave an overview of his report to the District Governance Committee

**IV.   PREVIEW OF STRATEGIC PLANNING WEBSITE**
Otto Lee reviewed the Website with the Committee

**V.   DISCUSSION OF TEMPLATE AND PROCESS FOR PILOT PROJECT PROPOSALS**
Rich Grosch reported to the group that Chancellor Carroll is very supportive of the committee and that she has announced an additional $100,000 funding for the committee's activities.

Otto Lee reviewed the Pilot Project Proposal and asked for any input from the committee.

**Question(s) and Comments :**

**1.   What is the timeline for the pilot projects?**
*As far as we know the money is coming out of reserves so it carries over from one budget year to the next budget year so we are not limited to July 1, 2005 deadline; we can go to June 30, 2006. If the group establishes a minimum for any project coming through to be reviewed and scored then we can decide how many of those we want to fund. We are not necessarily limited to a certain amount of money, but we have to come to an agreement of how we want to do a second go-round with the funding.*

**Recommendations from the group:**

- Start with the first round of projects and then try for a second round of projects if there is still funding available.
- Have a timeline of how long the projects can be funded.
- Have a detailed timeline with a methodology to assess the progress and evaluate the success and effectiveness of the project
- List all the priorities and ask for a explanation of how they want to fit them into the project.
- Require a list of individuals involved in the project and the project contact person.
- Require a breakdown in the salary of how many hours for each individual working on the project.

- Add a place for the President of the institution to sign
- Establish a maximum amount that each applicant can request
- Do not identify a set sum that is available to fund for each project, just indicate that they should be reasonable with project amounts
- Indicate that our intention is to support projects at each of the institutions.
- Establish guidelines to make sure all projects are in the scope of what the committee is looking for
- Assign committee members to guide constituents with project requests
- Have smaller projects with funding from $2,000 to $2,500 and larger projects from $20,000 to $40,000
- Do District projects to stay away from the competitiveness
- Do not limit project ideas

**Libby Andersen reviewed the Proposal Process (Handout)**

**Suggestions from the group:**
- How do we make the process less competitive between the various sites
- Allocate a particular amount of money to each of the sites
- Give the sites a little more control of what pilots to fund based on the criteria that we develop in this committee
- No more than $50,000 for a project
- Have 2-3 project requests per institution
- Do not set a limit to the number of project requests from an institution, let them go through the process of ranking, then our committee would know what the top ranking project requests are.
- Support a minimum of one project at each of the institutions
- Weigh the projects by the number of institutions involved in the projects
- Create a point system that weighs the proposals according to the objectives, priorities, etc.
- Have a Phase 1 to fund $20,000 (estimate) to each college and a Phase 2 with $60,000 (estimate) for joint projects.
- Limit the time of the presentations for the projects
- Use the institutional priorities and criteria that the committee has agreed on to create an introduction of our purpose and what we want the outcomes to be.
- List how much money is going to be used for the different types of pilot projects
- The projects should be beneficial to all institutions and have all of us working together
- None of the institutions had much discretionary funds before; we should take advantage and collaborate on a major project

**Questions and Comments:**

1. What is our objective and what are the minimum objectives?
2. How many projects do we want to fund?
3. Should a project be eliminated if only one institution is involved?
4. Does the $200,000 include the Environmental Scan?
5. Should some of the money be set aside for consultants?

**VI. ENVIRONMENTAL SCAN ACTIVITY**

Otto Lee reported to the committee that he has contacted the Workforce Partnership, EDD and other agencies. He gave them a list of the types of factors that the committee is looking at. Otto is planning to invite them to an upcoming meeting in order to identify where the data and if it satisfies what the committee is looking for.

Otto Lee responded that he thought the committee had really great points of discussion so he will try to collect all the points and send out a synopsis of the major ideas.

**VII. ADJOURNMENT**

Meeting adjourned at 6:41 P.M.


**The next Strategic Planning Committee Meeting is scheduled for Wednesday, February 16, 2005 from 4:30 p.m. - 6:30 p.m. at the District Office in Room 245.**


Recording Secretary, Chantaya Robinson - District Office
Otto Lee, Interim Assistant Chancellor 388-6965