

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
STRATEGIC PLANNING COMMITTEE**

**May 4, 2005  
District Office, Room 245**

**Final Draft Minutes**

**PRESENT:**

Libby Andersen	Faculty – City College
Elizabeth Armstrong	Vice President, Instruction – Mesa College
Julianna Barnes	Dean – Miramar College
Robin Carvajal	Executive Director – ETi
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
Hutch Hutchinson	Associate Dean – Continuing Education
Otto Lee	Interim Assistant Chancellor – District Office
Sy Lyon	Dean – Continuing Education
Mary Lee Meiners	Academic Representative – Miramar College
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:**

Terry Burgess	President – City College
Constance Carroll	Chancellor
Gail Conrad	Academic Senate President – Mesa College
Dave Evans	Dean – Mesa College
Mary Granderson	Business Services – City College
Julie Huang	Human Resources Technician – District Office
Anne Jacobs	Student Representative – City College
Kathy McGinnis	Academic Senate President – City College
Pat Mosteller	Academic Senate Vice President – Continuing Education

**GUEST:**

Edwina McKinney      Orion Group

**CALL TO ORDER:**

Meeting was called to order at 4:15 p.m.

**I.      Welcome and Announcements**

Otto Lee briefly reviewed the agenda with the committee and introduced Edwina McKinney from the Orion Group.

**II.     APPROVAL OF MINUTES**

Minutes for April 6, 2005 were approved as amended by Sy Lyon/Ray Ramirez.

### **III. PROCESS MAPPING PRESENTATION – ORION GROUP**

Edwina McKinney, with the Orion Group for seven years, introduced herself and said she was an Adjunct Faculty at Mesa College. She attended the University of Oregon, University of Minnesota and Harvard University; was script writer for CBS, in Public Relations with United Airlines, did Research Analysis for Controlled Data in the Mid-West and Systems Manager for IBM. During all that time her activities involved reviewing how processes flow and streamlining processes.

Edwina said she would be providing the Committee with an understanding of process mapping; what it is, what it can do and how to implement it into the development of the Strategic Planning Review System.

- **Topics to be covered include:**
- Orion Development Group Overview
- Process Management Outline and Benefits
- Process Mapping Tools
- Pilot Program
- Questions/Answers

### **IV. WEBSITE TIMELINE (Handout)**

Otto Lee reviewed the handout regarding the timeline for the strategic planning website. The initial plan is for the site to go live on May 6, 2005; however, it might not be possible until the week after. He asked the committee to review the handout to see if the Committee is in agreement with all items listed or if there were any other additions to be added to the list.

### **V. PARKING LOT ISSUES (Handout)**

The committee reviewed the handout with the 21 parking lot issues listed and the consensus from the committee was the following:

1. Mixed messages for items 2, 3, 6 & 7
2. Do not list names next to the issues listed
3. There should be a process of continued review as other issues arise
4. Parking Lot issues number 4, 5, & 14 are being taken care of now
5. Revisit Parking Lot issue number 4
6. Parking Lot issues number 16 & 20 can be combined
7. Add an area on the website that will put the issues in different categories (accomplished, in process implemented, etc.)
8. Develop a ranking scale
9. Parking Lot issues number 9 & 21 are not clear and some of the other issues do not have enough definition
10. Create a grid that will list the different accomplishments

The committee discussed the presentation from the Orion Group and consensus was that they would like to review the information given to them today and share the information with their various constituents for input.

### **VI. MEETING ADJOURNED AT 6:25 P.M.**

**The next Strategic Planning Committee Meeting is scheduled for Wednesday, May 18, 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