1. The committee welcomed a new member (Theresa Jones) and discussed other replacements needed.

2. The committee approved the 3/14/05 minutes with the few changes noted.

3. Progress updates and status reports
   - Madeline Pumariaga updated the committee on work related to the “Access to the College” theme. The work group has accomplished a lot in the last year and has several potential areas to highlight in the Status Report: Academic Planners and the Student Service Institute.
   - Nora Hendrix provided a report on the work of the “Student Achievement & Success” theme. This group has reviewed what the college is already doing to identify and address challenges and achievement gaps and what still needs to be done. They have identified a number of areas of focus for the upcoming year, and will coordinate with the “Learning Agenda II” and current mentoring programs.
   - Rolando Montoya attended the committee meeting to report on the “Serving the Community” theme. This group has also reviewed what the college is currently doing to identify gaps that should be addressed. They collaborated on the Community Satisfaction Assessment that was conducted by an external consultant and the Career Services improvement plan that is currently being implemented. Weak areas were noted in alumni relations, internship/co-op education coordination, and job placement and will be addressed. They will also recommend that the College Institutional Effectiveness Employee Survey be administered again this year.
   - Gabe Yanni shared progress on the “Resource Development & Allocation” theme, including a preview of the database that is being developed to track all grants, donations, in-kind contributions, etc. received by the College. This will be a very useful tool to inform fund-raising and promotional efforts. The
The committee noted the reliance on accurate information from the Foundation and expressed some concern about the Foundation continuing to keep data up-to-date.

- The committee heard reports from several groups working on the “Employees & the College” goals and objectives.
  - Marlene Gomez reported by phone on the work of the “Career Ladder” subcommittee. As part of their activities, they have researched best practices and models for career ladders and succession and reviewed current practice at MDC. The group requested that they renew their focus on advancement within job classification as originally intended by the objective. **Joanne will discuss with Jesse Alvarez.**
  - Joy Ruff reported by phone on the work of the “Diversity” subcommittee. They have identified underrepresented groups at MDC compared to County demographics and are working on strategies to recruit and report hires from these groups. They are also identifying high turnover, hard to hire, and critical management positions for succession planning and researching practices at comparable institutions.
  - Greg Sharp reported on the work of the “Training & Development” subcommittee. They conducted an environmental scan of training and educational requirements for positions in businesses and non-profits to inform development of training and advancement opportunities at MDC. They will also be surveying MDC managers about cross training needs. The committee suggested that they consider training and educational needs of upper level positions as well (e.g., business/professional writing workshops).
  - The committee did not hear a report on the “Performance Evaluation” or “Salary & Rewards” subcommittees due to time constraints.
  - These separate groups will be meeting to coordinate their activities and collaborate on joint objectives within the next few weeks. **The committee will request a follow-up report at our next meeting.**

- Ted Levitt shared drafts he prepared using theme area year one reports posted on the Strategic Plan website. He asked each theme area lead or liaison to review and report revisions needed within a week. This information will be included in a Status Report to be shared with the College this fall term in a format similar to the original Strategic Plan. **Comments should be shared with Ted.**

The next meeting was tentatively scheduled for Monday, October 24th. Joanne will schedule through Outlook.

The meeting adjourned at 5:00.