Strategic Plan Coordinating Committee Meeting  
October 4, 2004, 2:30 P.M.

Minutes

Present: Joanne Bashford  Cathy Morris  
Toni Bilbao  Joe Okungbowa  
Rene Garcia  Madeline Pumariega  
John Greb  Rebecca Rivera  
Karen Hays (via phone)  Greg Sharp  
Nora Hernandez Hendrix  Brian Stokes  
Ted Levitt

Not present: Gina Cortes Suarez  E.H. Levering  
Alexandra Rodriguez

1. The committee approved the minutes of the April 6th meeting as written.

2. Ted gave the committee final printed copies of the Strategic Plan. Everyone agreed the document looks impressive – Lee Kline and Ted did a great job with the design and layout of the final version.

3. The committee had a lengthy discussion about implementation of the plan and how to keep the plan “alive”. A number of recommendations resulted from the discussion:

   a. The Implementation guidelines will be revised. The emphasis will not be on action planning and preparing another level of report, rather to infuse the goals and objectives into the work of the college as reported through the IE Annual reports and other means. **Joanne will draft revisions and share with committee for feedback.**

   b. Implementation teams will be asked to 1) summarize how goals are already being operationalized (what is already happening to achieve the goals and objectives); 2) Identify gaps and what new initiatives/projects are needed for the college to achieve goals; and 3) How and when these new initiatives/projects will happen. **Joanne and committee liaisons will work with lead presidents/vice provost to communicate this focus.**

   c. IE Annual Report templates will be revised to link more closely to the Strategic Plan goals and objectives. **Joanne and CASSC IE Committee will make revisions.**

   d. Proposals for Golden Apple and Student Services Innovations should require proposers to describe how the innovation links to strategic goals.
or objectives. Decisions on which proposals to fund should consider the potential contribution of the innovation toward achieving strategic goals. **Rene will work with LIIT and Student Service Innovations to revise proposal templates and evaluation criteria.**

e. Executive Committee should allocate time for discussion of each theme area to discuss what is already happening, review new ideas, and prioritize new initiatives. **Nora will discuss with Executive committee.**

f. Employee evaluations should include a section that addresses the contribution employee makes toward achieving the college’s strategic goals. **E.H. will discuss with Jess Alvarez and Kathie Sigler.**

g. Annual planning meetings should be held consistently to review IE report (college-level core indicators and summaries from school, discipline, service area reports), updates to the environmental scan prepared by the Strategic Plan Coordinating Committee, and any other new data that reflects the college’s performance and informs the process. **Joanne will discuss with Norma Goonen.**

h. Brian suggested that the committee conduct another Delphi or other survey process to find out how much employees feel the College is emphasizing the strategic plan and how much progress is being made toward strategic goals. **The committee will discuss details next summer after implementation is underway.**

i. Efforts should be made to communicate and involve support staff in keeping the plan alive. Rebecca suggested printing posters to place in office areas with goals and objectives for each theme area as a reminder. **Rebecca and Ted will explore options and report at the next meeting.**

j. The committee should function as a sort of “think tank” to keep the plan moving and review progress, continue to anticipate changes that will affect the college, and discuss new directions that should be considered.

4. The remaining agenda items were deferred for the next meeting.

5. Joanne will contact the committee to schedule the next meeting.

The meeting adjourned at 4:45.