

**COLLEGE PLANNING COUNCIL**

**MINUTES**

**January 25, 2007**

**East Campus 3-113**

**Council Members Present:** Karen Blondeau, Tom Byrnes, Suzette Dohany, Fitzroy Fahrquharson, Jean Marie Fuhrman, Susan Kelley, Michele McArdle, Lana Powell, Darlene Powers, Ruth Prather, Shawn Robinson, Joyce Romano, Jovan Trpovski, Linda Vance, Rose Watson, George Witta

**Council Members Absent:** Keith Houck, Kaye Walter, Bill White

**Council Staff Present:** Fiona Baxter, Helene Loiselle, Rita Moore, David Rogers

**Guests Present:** Patrick Nellis and Myrna Villanueva (ACE Fellow)

**I. Welcome and Introductions**

Co-chair Fitzroy Farquharson convened the meeting and welcomed new member George Witta, representing faculty from Osceola Campus. He also welcomed Patrick Nellis as a guest presenter. Council members who represent Professional Staff were asked to contact the Professional Staff Council to identify a new representative to replace Danielle Boileau, who is now a faculty member.

**II. Action Item: Minutes of October 26, 2006, Meeting**

Co-chair Susan Kelley presented the minutes of the October 26, 2006, meeting.

**Action: The Council approved by consensus the Minutes of the October 26, 2006, meeting.**

**III. Report: Budget and Financial Advisory Group (BFAG)**

David Rogers reported on the status of the Strategic Budget Initiatives (SBIs). He reported that the planned competition for new SBIs for 07-08 was on hold pending a review by senior staff of the SBI process and budget projections. Evaluation reports on the five currently funded SBIs will be compiled by the BFAG and presented at the February College Planning Council meeting.

David also reported that 07/08 Budget Forums are scheduled for all campuses during the latter half of February. Notices will be forthcoming through all available communication methods.

**IV. Report: Status of 2006-07 Budget and Multi-Year Fiscal Projections**

Keith Houck was not able to attend the meeting. It was noted that a budget report is expected at the February meeting and the multi-year fiscal projections will be shared this Spring, after discussion by the senior staff.

**IV. Report: Strategic Planning Committee and Task Force Activities**

Susan Kelley reported that the Strategic Planning webpage is available for access by way of the Valencia website ([valenciacc.edu/strategicplan](http://valenciacc.edu/strategicplan)). Information on the College Planning Council, College Planning Committee, and all of the Task Forces can be viewed there and soon the schedule of meetings, agenda for meetings, and minutes from the meetings will be posted. Susan also reminded everyone to mark their calendars for the Big Meeting on March 2.

David Rogers said that the first draft of revised Vision, Values and Mission statements has been published in The Bulletin and will soon be sent out collegewide for review and comment. A copy is attached to these minutes.

Karen Blondeau reported that the Communications Task Force has 23 members, with campus-based subgroups. They have been and will continue to be instrumental in disseminating and seeking feedback on the draft Vision, Values and Mission statements.

Susan reported that the Data and Situational/Needs Analysis Task Force has completed a tremendous amount of work in a short period of time. A final edit to the first draft of the Data and Situational Needs Analysis narrative is being prepared by the writing team to ensure agreement on the key questions that will drive discussion at the Big Meeting on March 2.

Tom Byrnes reported that the work of the Evaluation Task Force is ongoing. They began by creating a timeline, dividing the members into teams to work on different aspects of the work. The teams will develop methods of evaluating the planning process and its work products, including the strategic plan itself. A design team has developed evaluation questions for the work of the Task Forces and these have been sent to the other Task Forces for review and comment. The next meeting is February 19, 2007.

**VI. Big Meeting Planning**

Co-chairs Fitzroy and Susan discussed the plans for the Big Meeting. Those invited will include members of the four governing councils, the College Planning Committee, the Task Forces, additional faculty and adjuncts (to achieve a balance of half faculty and half non-faculty), and a member of the Valencia Foundation Board. Fiona Baxter, Karen Blondeau, Tom Byrnes, Jean Marie Fuhrman, Susan Kelley, and David Rogers will form a work team to design the agenda of the Big Meeting. The aim is to create a productive atmosphere to identify strategic issues to be resolved in order to meet our mission, and to project areas of focus for our key strategic goals. The results of the meeting will be used by the Strategies, Goals, and Objectives Task Force to draft strategic goal statements, which will be used by the governing councils who will in turn develop objectives. The planning team will meet on Thursday, February 1, at 10:00 a.m. on West Campus, with the meeting room to be determined.

**VI. Strategies, Goals and Objectives Task Force**

Susan Kelley handed out the attached draft Charge to the Strategies, Goals and Objectives Task Force and said that she and Fitzroy Farquharson will begin recruiting members who will be working on activities through November of 2007.

**Action: The Council members approved the Charge by consensus.**

**VII. Learning Activity**

Fiona Baxter, Karen Blondeau and Pat Nellis presented a learning activity based on the book *Execution*. A handout (attached) was given to members and the council was divided into four groups to discuss and rate the Components of the Valencia Culture. The groups named and discussed areas in which there are gaps in terms of achievement.

Members were asked to review and complete the Criteria for Good Leadership survey also included in the handout and bring it back for discussion at the February meeting.

**VIII. Next Meeting Date and Time**

Fitzroy noted that the next meeting is scheduled for February 22, 2007, at 2:30 at Osceola Campus in 2-219B. The meeting adjourned at 4:40 p.m.

**Vision, Values, and Mission Task Force**  
**Draft Vision, Values, and Mission statements**

16 Jan, 2007

**VISION**

“Valencia Community College: an extraordinary learning community”

**STATUTORY PURPOSE**

Valencia is a publicly supported, comprehensive community college that continually identifies and addresses the changing learning needs of the communities it serves. The College provides:

- \* Associate-degree programs that prepare learners to succeed in university studies.
- \* Courses and services that provide learners with the right start in their college careers.
- \* Associate degree, certificate, and continuing professional education programs that prepare learners for entering and progressing in the workforce

**MISSION**

Valencia Community College supports the success of each learner by embracing our values and committing to partnerships with public, civic, and workforce organizations throughout our communities. Our mission is to provide opportunities for academic, technical, and life-long learning in a collaborative culture dedicated to inquiry, results, and excellence.

**VALUES**

We value:

**Learning** by committing to Valencia’s core competencies – Think, Value, Communicate, and Act – and the potential of each person to learn at the highest levels of achievement for personal and professional success.

**People** by creating a caring, inclusive, and safe environment that inspires all people to achieve their goals, share their successes, and encourage others.

**Diversity** by fostering the understanding it builds in learning relationships and appreciating the dimensions it adds to our quality of life.

**Access** by reaching out to our communities, inviting and supporting all learners and partners to achieve their goals.

**Integrity** by respecting the ideals of freedom, civic responsibility, academic honesty, personal ethics, and the courage to act.

## **Charge to the Strategies, Goals and Objectives Task Force**

### **Approved by the College Planning Council on 1/25/07**

In the Plan for Planning developed by the Council in May 2006, we provided for the creation of a task force as follows:

#### **Task Force #3 – Strategies, Goals and Objectives**

In January 2007, the CPC will recruit/name a Strategies, Goals and Objectives Task Force. The task force will review the processes used to create the strategies and goals in the current SLP, and propose a process to invite broad input into decisions to be made about strategies, goals and objectives for 2008-13.

It is anticipated that the process will work within our current structures and collegewide meeting opportunities. For example, the governing councils could be asked to work jointly, seeking input and reaction from the College, in crafting new strategies and goals. And each Council assigned new goals would be asked to develop measurable objectives and a plan of action to achieve the objectives, all of which would tie into the annual budgeting process and the multi-year financial plan.

The work would take place during the Summer and Fall of 2007. Resulting recommendations for new strategies, goals, and objectives would be made to the Planning Committee by October 31, 2007, and the 2008-09 budget (and the budgets in subsequent years) would reflect the priorities in the plan.

## **The Charge to the Strategies, Goals, and Objectives Task Force**

The Strategies, Goals, and Objectives Task Force of the College Planning Council will be charged with carrying out the following activities and completing the work products named during February – November 2007:

- Reviewing the process used to develop the strategies and goals in the current Strategic Learning Plan as background information to recommend a collaborative process to develop those components of the 2008-13 plan.
- Attending the Big Meeting on March 2, and based on a review of the discussion at that meeting and the planning documents that support the discussion, developing a draft list of strategic issues and related strategic goals for 2008-13.
- Sharing the draft list of strategic issues and goals with the college as a whole, and with the College Planning Council, the President's Staff, and the College Planning Committee, for comment prior to finalizing the first draft in March/ April 2007.
- Being available to provide assistance to the governing councils, if requested by the councils, during May – October, as the Councils recommend further refinements to the goals and strategies and develop measurable objectives to implement the goals.

- In Fall 2007, developing a chart that depicts the goals and objectives in terms of the results levels that each addresses on the Organizational Elements Model, demonstrating the integration of the goals and objectives in terms of the results each is aimed at achieving.
- Receiving recommended goal and objective statements from the governing councils in October, and suggesting edits to address overlaps or incongruencies among the goals so that they may be combined into a clear and cohesive Strategic Plan.