

**COLLEGE PLANNING COUNCIL**

**MINUTES**

**February 22, 2007**

**Osceola Campus 2-219B**

**Council Members Present:** Karen Blondeau, Tom Byrnes, Suzette Dohany, Fitzroy Fahrquharson, Jean Marie Fuhrman, Keith Houck, Susan Kelley, Michele McArdle, Lana Powell, Darlene Powers, Ruth Prather, Erica Reynoso, Joyce Romano, Linda Vance, Kaye Walter, Rose Watson, Bill White

**Council Members Absent:** Shawn Robinson, Jovan Trpovski, George Witta

**Council Staff Present:** Fiona Baxter, Jeff Cornett, Rita Moore, David Rogers

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

**I. Welcome and Introductions**

Co-chair Susan Kelley convened the meeting and welcomed new staff member Jeff Cornett, replacing Rhonda Glover, who is retiring. A new council member, Erica Reynoso, was also introduced and welcomed. She is the new representative from Professional Staff. The Council expressed appreciation to Rhonda Glover for her service to the Council and to Valencia.

**II. Action Item: Minutes of January 25, 2007, Meeting**

Co-chair Susan Kelley presented the minutes of the January 25, 2007, meeting.

**Action: The Council approved by consensus the Minutes of the January 25, 2007, meeting.**

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

David Rogers reported on the plans for consideration of Strategic Budget Initiative (SBI) requests for new and continued funding for the 2007-08 budget year, and on the results of the evaluations of the 2006-07 Initiatives. He handed out copies of the minutes from the February 2, 2007 BFAG meeting which contain the evaluations. He reported that he will work with Pedro Rivera and Stan Stone to identify available funds for the 07-08 SBI competition, that the Valencia website has been updated to reflect the new schedule for SBI submissions, and that the SBI guidelines and information will be

published in *The Bulletin*. The Council agreed that it is willing to review SBI proposals electronically at the beginning of April if needed to advance the process in a timely way.

Susan reminded Council members that the SBI funding is aimed at supporting programs that have a proven record, and that SBI funds are not the appropriate source for trying out new ideas or launching innovations. All SBI proposals will be shared with Council members with ample time for review prior to discussion or action.

David Rogers reported that he is working with Liz Gombash to develop an SBI Budget Manager's Handbook, modeled after the Grants Management Handbook.

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

Keith Houck provided an update on 2006-07 revenues and expenditures, planning for the 2007-08 budget, and on work underway on multi-year fiscal projections to be presented to the Council later this Spring. He reported that FTE enrollment is up an average of 4%, while we had budgeted for 3%. Some of this increase in FTE has been offset by a decrease in non-resident fees. However, there may be more funds than anticipated available in lapsed dollars due to unfilled positions. He indicated that although fee increases have helped us in the past, the Governor's budget for 2007-08 does not include a fee increase for this year. He also noted that Valencia is well positioned to receive PECO funds to be used on energy saving measures.

Discussion followed including comments that our projections are on target for revenue, and that enrollment planning and marketing have contributed to the revenue growth.

#### **V. Report: Strategic Planning – Big Meeting**

Susan Kelley reported on behalf of the Big Meeting planning team, sharing the agenda for the meeting to be held March 2.

Susan indicated that moderators and recorders are being recruited, that she would work with Tom Byrnes to check the RSVP list to attempt to honor the intent to achieve a 50/50 balance of faculty and non-faculty at the meeting, and that the team is designing an evaluation form for attendees to complete after the meeting. The Evaluation Task Force will be asked to review the form and offer comments prior to the Big Meeting.

## **VI. Report : Strategic Planning – Task Forces**

The liaisons for each of the task forces provided updates.

Karen Blondeau, on behalf of the Communications Task Force, reported that:

- Posters have been placed on the campuses with the photo of a strategic planning contact person for each campus.
- Barbara Shell is developing a community outreach plan using contacts from the Achieving the Dream initiative.
- The team will work with Dr. Shugart to send a letter to the community contacts explaining our strategic planning efforts and including a copy of the situational analysis in the mailing.
- The Strategic Planning Website is available at [www.valenciacc.edu/strategicplan](http://www.valenciacc.edu/strategicplan) and contains information on all activities.

Susan Kelley, on behalf of the Data/Situational Needs Analysis Task Force, reported that the draft of the Situational Needs Analysis and Key Data Points are now on the web site. Big Meeting participants will be given the opportunity to select which of the eight questions in the Situational Needs Analysis they would most like to discuss at the Big Meeting. She also reported that the Task Force completed its self-evaluation, using a set of questions adapted from those provided by the Evaluation Task Force.

Tom Byrnes, on behalf of the Evaluation Task Force, reported that the Task Force has created an evaluation questionnaire for other task forces' use, aimed at helping future task forces in understanding what was effective and what might be changed when we embark upon future planning efforts. The Task Force will continue meeting to design the evaluation portion of the Strategic Plan.

Dave Rogers, on behalf of the Vision, Values and Mission Task Force, shared the minutes from the last Task Force meeting, noting that comments continue to be received and considered regarding the draft Vision, Values, and Mission statements.

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

The charge for this Task Force was approved at the January meeting, and recruitment will begin right away. Susan noted that we will be certain to recruit members from those who attend the Big Meeting.

**VIII. Learning Activity**

Karen Blondeau and Pat Nellis led the Council in the second half of the learning activity that was launched at the January meeting, focused on a discussion of the book *Execution*. A handout containing the flip chart notes from the January meeting was passed out for review and discussion. A set of criteria for good leadership was also discussed.

**VIII. Next Meeting Date and Time**

Fitzroy noted that the next meeting is scheduled for March 22, 2007, at 2:30 at West Campus in 6-202. The meeting adjourned at 4:40 p.m. (Note: The March meeting was cancelled subsequently, and the next meeting was to be held April 26, 2007, at the Winter Park Campus, at 2:30 p.m. That meeting was moved to May 10, to accommodate the budget process.)