

**COLLEGE PLANNING COUNCIL**

**MINUTES**

**May 10, 2007**

**Winter Park Campus, Room 226**

**Council Members Present:** Tom Byrnes, Suzette Dohany, Jean Marie Fuhrman, Keith Houck, Susan Kelley, Michele McArdle, Darlene Powers, Ruth Prather, Erica Reynoso, Shawn Robinson, Joyce Romano, Jovan Trpovski, Linda Vance, Kaye Walter, Rose Watson, Bill White, George Witta

**Council Members Absent:** Karen Blondeau, Fitzroy Fahrquharson, Lana Powell

**Council Staff Present:** Fiona Baxter, Jeff Cornett, Thomas Greene, Helene Loiselle, Rita Moore, David Rogers

**I. Welcome and Introductions**

Co-Chair Susan Kelley welcomed Suzette Dohany as the new faculty Co-Chair for 2007-08. Susan and the Council expressed appreciation to Fitzroy Farquharson for his work as Co-Chair during 2006-07.

The Council also expressed appreciation to the following members whose terms are ending: Tom Byrnes, Darlene Powers and Jovan Trpovski. Council staff member Jared Graber was also thanked for his service, as he has moved into the role of interim Provost on West Campus.

It was noted that Rose Watson has succeeded Tom Byrnes in the position reserved for the Faculty Council President, and that Tom will continue his involvement with the planning process both as Co-Chair of the College Learning Council and as Convener of the Evaluation Task Force.

Michael Shugg, as Faculty Council Vice President, will join the College Planning Council in 2007-08, as Rose Watson moves into her year as Faculty Council President. Jean Marie Fuhrman has been appointed as the faculty representative from Winter Park for a term beginning May 2007 and ending May 2009. Faculty representatives from East, West, and Osceola are pending appointment, as is the faculty Co-Chair elect and representatives from the Career Service, and Professional Staff councils. These appointments are expected to be received later in May.

**II. Action Item: Minutes of February 22, 2007, Meeting**

Susan Kelley presented the minutes of the February 22, 2007 meeting.

**Action: The Council approved by consensus the Minutes of the February 22, 2007 meeting.**

**III. Report: Action on Strategic Budget Initiatives (SBIs)**

Susan Kelley reported on the electronic vote of the Council on the Strategic Budget Initiatives and noted that the Council's action was to recommend approval of the four SBIs to the President for consideration for the budget for 2007-08. She noted that the Council does not award the funds, but rather makes recommendations to the President. David Rogers discussed an addendum to the SBI Review Group proposal evaluation, noting that two budget levels were recommended for the Smart Thinking on-line tutoring initiative, one which would bring the project up to scale at Osceola Campus, and the second which would allow broader adoption on other campuses. Both the electronic vote and the SBI addendum documents are attached to these minutes.

**IV. Report: 2007-08 Budget Planning**

Keith Houck provided an update on 2006-07 revenues and expenditures, and on the work underway to prepare the 2007-08 budget.

He reported that while FTE enrollment is up above the three percent that was budgeted for 2006-07, this increase has been off-set by a decrease in the number of non-residents paying higher out-of-state fees. However, the higher fees for students taking classes for the third or more attempt is consistent with last year's amounts. The College anticipates finishing the year with some addition to fund balance due to lapsed dollars that result from unfilled positions and some under-spent budget categories.

He indicated that while there is a five percent fee increase in the legislature's budget recommendation to the Governor, the Governor's recommendation to the legislature did not include a fee increase for this year. That means there is a chance that the Governor may veto the fee increase recommended by the Legislature. If this were to happen, it would reduce Valencia's projected revenue for 2007-08 by over \$2 million.

He also noted that Valencia is budgeted to receive \$51 million in PECO funds for construction projects, renovations, land acquisitions and energy saving projects. This is the largest amount of PECO funds the college has ever received in one budget year. He expressed kudos to Dr. Shugart and Dr. Mullaney for their work to make this happen.

Discussion followed including comments that our projections are on target for overall revenue and that enrollment planning and marketing have contributed to the revenue growth. He noted that our highest budget priority for 2007-08 is completion of the faculty compensation plan.

Current and future measures aimed at reducing energy consumption were also discussed, and it was noted that due to the various locations of our campuses, Valencia works with four different energy companies when making plans for improvements. As we are able to make reductions in utility costs, this makes Fund 1 (Operational Budget) dollars available for other uses.

Keith will report later in the year regarding the tuition increase and the details of the budget as approved by the Trustees, which is expected to take place at the June Trustees' meeting.

## **V. Report: Strategic Planning Process Update**

### Vision, Values, and Mission Task Force

David Rogers reported that the Vision, Values and Mission Task Force is “fine tuning” the language of the Vision Statement, while the Values and Mission statements drafts are completed. When finished, all statement language will be shared with the Council and the entire College for review and comment. After all comments are considered, the resulting statements will be forwarded to the College Planning Committee, which agreed to receive these for electronic vote this summer assuming that the comments do not indicate a need for in-person discussion.

### Goals Team

Susan Kelley reported that the Goals Team will meet with Dr. Shugart on May 29 to develop a final draft of the goal statements that emerged from the Big Meeting. These will then be shared Collegewide for comment prior to presentation to the College Planning Committee. Goal teams will be recruited to develop a few measurable objectives for each of the five goals. That work will be accomplished during May – October.

### Evaluation Task Force

Tom Byrnes reported on the development of an evaluation framework for the entire planning process and for the strategic plan. The Evaluation Task Force is assisting the other Task Forces in evaluating their work, as well. He noted that Kurt Ewen is developing a draft electronic form that might be used to link department, campus, and division plans to the Strategic Plan, and to create an electronic “dashboard” that will help monitor key indicators, facilitating evaluation of the Strategic Plan as it is implemented.

Communications Task Force

In Karen Blondeau's absence, Susan Kelley reported that the Communications Task Force is doing a stellar job at getting information out to the college, using a monthly Strategic Planning Report that compiles all actions for the past month and notes opportunities to get involved in the month ahead.

**VI. Learning Activity**

Suzette Dohany and Jean Marie Fuhrman led the Council in an activity aimed at developing an understanding of the use of De Bono's "Six Thinking Hats," which is a method of working collaboratively to solve problems. The Six Thinking Hats create a framework within which to have discussions, and replaces adversarial thinking with parallel thinking.

**VII. Next Meeting Date and Time**

Suzette Dohany reminded members that the next meeting is scheduled for July 26, 2007, on West Campus in 6-202. Before that time, new members will be contacted by the Co-chairs to ensure that they have the information needed to participate fully. Also, at the July meeting a proposed meeting schedule for 2007-08 and a schedule of Learning Activities, developed by a task force to be recruited by Co-chair Suzette Dohany, will be shared in draft form for comment by the full Council.

An updated roster of members will be sent out prior to the July meeting, once all appointments are known.

**College Planning Council**

**Strategic Budget Initiative (SBI) Electronic Vote – April 2007**

This document records action taken by the members of the College Planning Council on a recommendation on funding for Strategic Budget Initiatives (SBI's) for 2007-08 from the Budget and Financial Advisory Group (BFAG).

**BFAG Recommendation:**

The SBI Review Group supports the following proposals for recommendation by the College Planning Council. They are ranked, with the first receiving the most support, and so on.

1. 07-05 Online Tutoring and Writing Center
2. 07-07 Tutor Training
3. 07-03 International Study and Exchange (ISE) Center
4. 07-02 East Campus EAP Support Center

The remaining proposals were not supported by the SBI Review Group.

Although the Group felt all were valuable to the learning process at the college, and so worthy of funding, it was felt that they were not appropriate for funding through the Strategic Budget Initiative.

The Group encourages the proposal authors for 07-01 Annual Dance Retreat: Atlantic Center for the Arts; 07-04 Language Resource, and 07-06 Steinway Piano Initiative to seek other funding avenues. These might include campus discretionary monies, student activity funds, and equipment requests. The SBI Review Group encourages these authors to contact appropriate sources for procedures and deadlines.

**Additional Comments**

The SBI Review Group noted that three of the four forwarded proposals addressed the development and strengthening of student support areas. Several on the Group felt that these specific projects, and the college as a whole, would benefit if the authors sought to meet and discuss goals, strategies, and assessments for their projects. Collaboration in this area could positively impact the project outcomes, as well as realize efficiencies that may facilitate adoption across campuses.

**Special Recommendation**

Several group members specifically encouraged proposal 07-07 Tutor Training to be targeted for college-wide development, as this would facilitate improvements in all other student support systems.

***Addendum to the  
Strategic Budget Initiative Review Group  
Proposal Evaluation Session draft minutes  
of Tuesday, 10 April, 2007***

**Clarification of recommendation for proposal 07-05 – Online Tutoring and Writing**

This proposal offered two, distinct budget amounts. The first funded Osceola Campus coordination for the SmartThinking software at a cost of \$28,158. The second scaled the development of online tutoring through SmartThinking college-wide at a cost of \$132,474. The disparity between these two figures, both in amount and in potential impact to student learning was discussed in detail by Review Group members during the evaluation session. Evidence of success of SmartThinking at the Osceola Campus, its potential as support for other college initiatives focused on student success at the front door, as well as its ability to integrate the two other support area proposals, 07-02 EAP Support Center, and 07-07 Tutor Training gained the proposal its high ranking.

The Review Group was mindful, too, of the budgetary impact of college-wide adoption. Out-sourced operations and software are ongoing expenses and should be entered-into thoughtfully. Since SmartThinking is both, it deserves collaborative contemplation. The Review Group did work from budget target guidelines introduced *after* initial rubric scoring has been completed. This was done because both the Review Group and the Budget and Financial Advisory Group had independently discussed the role of the budget in the evaluation process. Though it drives decisions, it should not drive aspirations.

The Review Group, then, supported all four proposals because they best exemplified strategic needs at the institution. It was felt that, should resources allow for college-wide scaling of 07-05 Online Tutoring and Writing, it would directly benefit students and the other support area proposals. If budget exigencies do not allow college-wide adoption, Online Tutoring should be maintained at the Osceola Campus and the other support proposals, 07-02 EAP Support Center and 07-07 Tutor Training, should be considered, along with 07-03 International Study and Exchange, for funding. As stated in the minutes, it is hoped that college-wide collaboration might achieve efficiencies in this important work.