



**STATE CENTER COMMUNITY
COLLEGE DISTRICT**

Meeting Minutes
District Strategic Planning Committee (DSPC)
April 28, 2017 - 3:30 – 5:00 p.m.
DOCR/ RC PCR / CCC AC1-149A/Herndon 305

Present

Academic Senate	CSEA Appointment	Student Representatives	Chancellor’s Cabinet Appointments	ATF Faculty Representative
Mary Ann Valentino, FCC		Thomas Martin, FCC	Barbara Hioco, DO	
Linda Cooley, RC			Kira Tippins, CCC	
Scott Phillips, CCC	Classified Senate Appointment			

Absent:

Academic Senate	CSEA Appointment	Student Representatives	Chancellor’s Cabinet Appointments	ATF Faculty Representative
	Cindy Dunn, FCC	Clarissa Zavala, RC	Lorraine Smith, FCC	Lacy Barnes
	Franky Herrera, RC	Vacant – CCC	Claudia Habib, RC	
	Classified Senate Appointment			
	Dan Hoffman, CCC			
	John Cunningham, RC			

Guests:

Lijuan Zhai
Janice Offenbach
James Atkinson

The meeting was called to order by DSPC Co-Chair Dr. B. Hioco at 3:35 pm.

1. Welcome and Introductions

Self-introductions were conducted.

2. Changes to Agenda

Correction to date of next meeting was requested.

3. Review/Approval of Minutes
 - March 10, 2017 DSPC Meeting
 - March 24, 2017 DSPC Workshop

No corrections were noted or requested by the committee.

4. DSPC Operating Agreement

At the last meeting it was requested to add language. The new language is included in red.

The next step is this document goes to communications council for information only.

The consensus of this committee is to move this document forward in the process as presented.

5. 2017-2020 Strategic Plan
 - a. Annual Strategic Objectives
 - i. Chancellor's Cabinet Input
 - ii. Write Final Annual Strategic Objectives

6. Key Performance Indicators

- a. Identify
 - b. Measure
 - c. SMART Forms
- This will also be included on the next IR agenda.

7. Reporting

At Chancellor's Cabinet it was requested that one strategic objective from each goal area clearly state we are looking at something directed towards student success.

The key performance indicators (KPIs) are based on institutional standards, which are all about improving student success. The colleges indicate student success based on their framework, what their baseline is, and what their goals are, which are completely directed at student success and if something shows up in the key performance indicators as lacking, it will become an automatic driver.

The key performance indicators are going to be the primary way to monitor student success and any areas of concern across the district. This is an ongoing goal but not a strategic objective, though it is definitely directed specifically at student success.

We do need to decide on the language for these annual strategic objectives.

The KPIs that are going to be monitored on a regular basis are all about student success. The question is how does a person know that we are doing that as well?

We can list the two annual objectives that were selected, in addition an on-going objective that centers on student success. Key performance indicators will be monitored and assessed annually in order to determine that student success factors are being monitored across the district.

Ongoing Strategic Objective/process: Student Success is our highest priority and is an ongoing part of all annual strategic objectives. Student success will be consistently monitored with the use of districtwide Key Performance Indicators (KPIs) that utilize institutionally-set standards created by the individual colleges. Key performance indicators are monitored and assessed on a regular basis to ensure that student success factors are being monitored across the district and to drive the selection of the annual strategic objectives.

2017 Annual Strategic Objective #1: Create, implement, and maintain a data warehouse.

2017 Annual Strategic Objective #2: Invest in a dynamic environment to attract, develop, and retain our diverse faculty and staff.

SMART Assessment Form. This form proposed specific action.

Possible measurable ways of doing this: Hire an Executive Director, definitions, training, uploading of information, responsible party, and timeline. What they do is take this goal, the creation and implementation of a data warehouse and break that down into action steps. This will be done by research directors, research assistants and IS for the technical side.

The SMART assessment form can provide action steps, implementation process, and indicate funding and how it can be connected into the budget.

A timeline needs to be established. This group needs to decide how much time is going to be needed. This committee provides suggestions as to what we would like to see included; however, this group also needs to give the researcher's free reign on achieving these goals as they are the experts in this area.

It was requested to take this to the IR meeting as other staff need to be involved in this process. Invite Scott Olds to also participate in this discussion.

We need to think in terms of what we can accomplish within one year. This is going to take a long time. Although there is a push for one year, it can be extended for additional years.

Appreciative inquiry process into these kinds of functions.

- Professional development: This is going to have several parts. Flex day and staff development across the board to include classified and academic senate. This is going to be more difficult as there is interest from the workshop in combining opportunities. There are different levels of training.

At Chancellor's Cabinet, the new Vice Chancellor of Human Resources noted that this is high on her priority list, and how can this be improved and accomplished. This may be a starting point.

The district has motivated leaders, but there is trouble motivating staff. There is a level of concern of workplace satisfaction and what our staff is lacking. There is a need for unity across the district and motivating people to be fulfilled overall, not just work related. Taking care of yourself, being a better person, happy, and seeing the reward.

It was asked if Chancellor's Cabinet can come up with a group of people who would like to take this on and brainstorm some ideas in regards to professional development across the district. This could include a global motivational speaker or motivational activities could be a starting point.

Dr. B. Hioco stated she will talk with Vice Chancellor Julianna Mosier in regards to professional development.

It was questioned if this committee feels that training in the process of appreciative inquiry would be beneficial. The consensus was yes it would be. Employees need to learn how to celebrate the success and not focus on what is not being done well.

The goal can be stated as: Invest in a dynamic environment to attract, develop, and retain our diverse faculty and staff.

This can be broken up into action steps.

The next step is to take this to the IR group meeting. This will also be taken to the Vice Chancellor of Human Resources to look at an appreciative inquiry approach.

This will need to come back this fall with the smart assessment forms and what steps are being taken to move forward.

8. Other

At next meeting, have the KPIs presented so that we know what they look like.

9. Adjourn

The meeting was adjourned by DSPC Co-Chair Dr. B. Hioco at 4:16 pm.

Next Meeting Date
Friday, May 12, 2017