

**District Strategic Planning Workgroup
Meeting Summary
March 2, 2012 @ District Office Conference Room
12:00 – 1:30pm**

Present: Marilyn Behringer , Jothany Blackwood, Deborah Blue, Donna Boatwright, Diane Clerou, Linda Cooley, Veronica Jury, Tom Mester, Mark Sanchez, Julie Stark, Robin Torres, Fran White

Agenda Items	Discussion	Outcomes
1. Welcome/Introductions	Email from Tom Mester to Dr Blackwood regarding student representative from Reedley College. Also faculty representative from North Centers.	Informational.
2. Welcome/Introductions	Dr. Blue welcomed committee and thanked the committee for their passion. The plan should be a breathing, living document.	Informational.
3. Orientation for New Members	Brief orientation to provide synergy for the group. Critical systematic process for the provision of integrated planning. Center the group on this definition.	Informational.
4. Orientation for New Members	Development of the district-wide planning aligned with the college plans. This common understanding is critical moving the work of the group forward.	Informational.
5. Orientation for New Members : Capturing a districtwide Lens on Planning	Tom Mester: our work is not to work in a vacuum, rather develop venues to share our work. What work is best for the district, not what is best for our constituency, but the entire district.	Informational.
6. Orientation for New Members : The History/ Purpose of Sub Committees by Location	Linda Cooley: doing work through the smaller committees. Constituency reporting form is being enhanced by Linda. Form is for input based on constituency group. Area for feedback on the form. Linda is working with IT to create this web-based form.	Informational.

<p>7. Orientation for New Members : The History/ Purpose of Sub Committees by Location</p>	<p>Fran White: critical to create venues for communication and documentation. Linda: purpose of sub-committees is to divide the work up by themes and locations. Simply to move the work forward. Claudia and Mark worked out the operating agreement. This subdivision of work helped to expedite the work.</p>	<p>Informational.</p>
<p>8. Orientation for New Members : Representatives as Vehicles of Communication</p>	<p>Jothany: it is critical to have a district-wide lens. Marilyn: important to understand our role of representing various groups. Critical to report back the progress of the work of the committee. Jothany: Board advisory session work was completed based on the themes the strategic conversations completed. Data was completed and Chancellor Blue sent out an update of the strategic conversations. Charette was completed while input was collected on consolidating information. Dr. Blue: work plan schedule and discuss deadlines. Must discuss the drafts of values, objectives, and mission. What will be the process for soliciting input?</p>	<p>Informational.</p>
<p>9. Integrated Planning Update</p>	<p>The Board must also receive the draft prior to final review. The Board can provide an update.</p>	<p>Informational.</p>
<p>10. Integrated Planning Update</p>	<p>When the communications plan was discussed with the communications council and venues are being developed for sharing critical information and progress of the work.</p>	<p>Informational.</p>
<p>11. Integrated Planning Update</p>	<p>Perhaps bring a draft to the April 2012 Board Meeting. Actually, the May Board meeting would be preferable (Dr. Blue). May 4, 2012</p>	<p>Informational.</p>

	would be sufficient with an explanation of the work and presentation of the draft to the Board at the May 4 th meeting.	
12. Integrated Planning Update	Fran: District does not currently have an integrated planning process. Specifically, how does the integrated planning occur between the colleges, centers, and the District? Timeline will be developed for how we pull the integrated planning together.	Informational.
13. Integrated Planning Update	The DSPC is the keeper of the District's Strategic Plan. It must be measureable. The governance structure should be your recommending bodies, i.e. communications council. These governing bodies have responsibilities, the governance structure, integrated planning pull our resources together to guide institutional decision-making.	Informational.
14. Integrated Planning Update	The Board should have a rational documentation to make informed decisions.	Informational.
15. Integrated Planning Update	The District governance council is important for fund allocations based on college and District priorities.	Informational.
16. Integrated Planning Update	The DSPC will be tasked to chart the integrated planning models. Draft of integrated planning model will be completed by Spring/Summer and presented at the Sept. 2012 Board meeting.	Informational.
17. Integrated Planning Update	Tony will have proposal by the end of March 2012. Expanded communication model.	Informational.
18. Organization of Qualitative Data	Julie: data, research, evaluation and data are critical. Plans should be date driven. Base on set on concise instructions. Important to measure progress. Community needs, workforce, access, student success – broad	Informational.

	<p>areas to measure Quantative data – data portfolio continually updated and used. Qualitative data gleaned from the strategic conversations. Simultaneous plan while compiling data. What type of information does the District need to influence planning?</p>	
19. Organization of Qualitative Data	<p>Robin is working with IR to collect data. Update and refine data to make it more concise. Increase the research capacity for the District. Robin went through data to date to prepare for 2012-16 strategic plan writing. Asked committee to review the data and give input.</p>	<p>Robin will send committee her 37 pages of tables for committee to review before next meeting.</p>
Review Strategic Plan Table of Contents	<p>Fran White led the discussion. See attached handout “Work Plan/Schedule”. She stated the Goals and Objectives must be measurable.</p>	<p>Jothany went over assignments and they were distributed as per the attachment. Fran indicated the Board will see the draft two times: once in draft form in May and then when they officially adopt the plan in June.</p>
<p>Role of District Strategic Planning Committee</p> <ul style="list-style-type: none"> - Develop Vision, Mission, Values Goals and Objectives with consultants - Provide input and feedback to SP draft - Oversee SP draft process for college wide feedback 	<p>Discuss: need to start with the development of the mission, vision and values as they will help drive the goals and objectives. The District’s strategic plan is 30,000 feet up plan. College/center plans must align time wise with district’s. Colleges’/centers/ plans must have the District’s goals and objectives but they can add to the District’s.</p> <p>Must act as though Willow is a college.</p>	<p>Jothany said the subcommittees will need a couple of meetings per week outside of every other week DSPC meetings.</p>
Establish a meeting schedule and timelines to complete tasks	<p>Discussion. Dr. Blue asked what the committee’s plan was to communicate to the constituent groups. There was discussion about Dr. Blue sending out a regular written communication.</p>	<p>Committee agreed to update their constituent groups on the DSPC’s progress.</p> <p>Committee members will be doing presentations across the district between April 20 and May 4, 2012 to share progress. This</p>

		<p>will be the same as previous presentations across the district.</p> <p>Dona Boatright will be back for the April 20, 2012 meeting.</p>
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