Napa Valley College Planning Committee Minutes  
September 5, 2014, 10:00AM – 11:00AM  
Conference Room 1763A

Members Present:  Bryan Avila, Steve Balassi, Rhue Bruggeman, Carollee Cattolica, Matt Christensen, Oscar De Haro, John Dotta, Chris Farmer, Lynda Monger, Bonnie Moore, Mary Shea, Joann Stubitsch, Shea Tanner, Robyn Wornall, Cliff Zyskowski

Guests: Jeanine Hawk, Julie Hall, Maria Biddenback

The meeting was called to order at 10:05 AM by Mary Shea.

1.0 Introductions:
Julie Hall, the new faculty chair for the Budget Committee was welcomed to the meeting. Jeanine Hawk the new Interim Vice President of Administrative Services was introduced and welcomed. A brief discussion followed about previous discussions of combining the Budget and Planning Committees. There are a few administrators who are members of both committees, by virtue of their roles (e.g., Vice President of Instruction, Vice President of Student Services, and Director of Facilities Services). It was suggested that perhaps at least one of the co-chairs of the Planning Committee become a regular member of the Budget Committee.

2.0 Announcements:
Terry Giugni was unable to attend the meeting because the New Faculty Learning Community was meeting this morning, for their Office of Instruction orientation.

Next Wednesday is Transfer Day.

Howard Willis will be replacing Carollee Cattolica as the representative for the Administrative Senate.

3.0 Public Comment:
None.

4.0 Approval of Minutes from August 22:
Matt Christensen submitted some changes to the minutes pertaining to his presentation on the Facilities Master Plan Update. The changes eliminated some of the details already included in the FMP (and the Supporting Documents for the meeting) so that the minutes focused on the discussion among Planning Committee members. August 22 Minutes were unanimously approved as amended [Moore/Stubitsch] with Carollee Cattolica abstaining.

5.0 Adoption of Agenda:
The Agenda was adopted as presented [Monger/Bruggeman].
6.0  Information and Discussion:

6.1  Budget Committee Update:

Julie Hall and Jeanine Hawk gave a brief summary of the annual budget. Julie advised that the budget was adopted and an update will be given at the next Academic Senate meeting and will then go to the Board of Trustees next week for adoption. Jeanine added that there were two major issues with this year’s budget. On the revenue side, the state basic allocation to NVC was reduced due to a change in the “center status” of the Upper Valley Campus (UVC). While the UVC qualified as a large center in the past (based on generated FTES), the UVC is now defined as a small center. This change resulted in a net reduction of approximately $550,000. Also, to capture additional state allocations, NVC will need to generate an additional 271 FTES in 2014-2015. This might be accomplished by increasing Spring and early Summer enrollments.

On the expenditure side, there were 3 areas of significant overspending last year: adjunct/part-time faculty; temporary classified hiring; and books & supplies. The part-time faculty budget allocation was augmented to align with actual expenditures from last year. The temporary classified allocation was decreased as a result of recent full-time hires. Expenditures on books & supplies will require more detailed study.

Motion for additional 3 minutes was made, seconded and unanimously approved [Moore/Tanner].

There is $1M deficit in the 2014-2015 budget. If NVC can generate an additional 271 FTES, we will receive an additional $1M from the state, which would offset the deficit.

A question was raised as to how the District Auxiliary Services (DAS) fits into the budget. The budget includes $250K of resources transferred from DAS/the NVC Foundation, with the possibility of more transferred during the year.

6.2  Data Linked to NVC Mission

Robyn presented some qualitative and quantitative data linked to the college Mission Statement. The data are intended to help the Planning Committee assess whether the college is achieving its institutional mission. It is anticipated that the review of mission and data linked to it will become a regular, annual activity for the Planning Committee. The regular review of data linked to the mission will help ensure that the mission statement is reviewed regularly to identify areas for improvement (including a need to revise the mission statement itself). This activity helps address components of Accreditation Standards IA2 and IB 5, which state: “The institution uses data to determine how effectively it is accomplishing its mission . . .” and “The institution assesses accomplishment of its mission through program review and evaluation of goals and objectives, student learning outcomes, and student achievement. . . .”

This activity will be completed by the Planning Committee at a meeting later this semester (due to time constraints at this meeting). Members are invited to identify additional data/information that should be included in this report. The preliminary discussion focused on the table (on page 7) identifying job openings among industries within NVC’s defined service area, alongside the number of degrees/certificates awarded by NVC in 2013.
6.3 Accreditation: Evidence for I. B., I.C. & IV.A:
Robyn facilitated the continuation of a round table discussion begun at the August 22 meeting to help writing teams identify evidence in support of the accreditation self-evaluation. (See Supporting Documents for work completed at the meeting.)

6.4 Year-Round Planning Calendar
The Year-Round Planning Calendar for 2014-2015 Transition was distributed and discussed at the last Planning Committee. The document identifies planning-related activities for each month of the 2014-2015 academic year and covers planning for the upcoming cycle (2015-2016), monitoring accomplishments in the current year (2014-2015), and reporting out on the previous year (2013-2014). This is a timeline for 2014-2015 and a calendar for subsequent years will be developed later this year. Uncertainty was raised with how the document will align with the Budget process. It was noted that Planning Committee needs to inform Budget Committee and not the other way around. The Year-Round Planning Calendar is considered to be a working (“living, dynamic”) document that is flexible and might need to be adjusted over the course of the year.

7.0 Action:
7.1 Year-Round Planning Calendar

The Year-Round Planning Calendar was unanimously approved, recognizing that it is a “living, dynamic document” that can be adjusted as necessary [Moore/Cattolica].

8.0 Future Items (October 3 Meeting)
8.1 Student Equity Plan
8.2 Student Success & Support Plan
8.3 Outcomes Assessment Update

9.0 Adjourn

The meeting adjourned at 11:04 AM [De Haro/Moore].

Minutes drafted by Hilary Wardlaw