Napa Valley College Planning Committee Minutes  
November 7, 2014, 10:00AM – 12:00PM  
Conference Room 1763A

Members Present: Bryan Avila, Rhue Bruggeman, Matt Christensen, Oscar De Haro, John Dotta, Chris Farmer, Christina Rivera (for Terry Giugni), Lynda Monger, Mary Shea, Joann Stubitsch, Shea Tanner, Robyn Wornall, Cliff Zyskowski

Guests: Jeanine Hawk, Maria Biddenback

The meeting was called to order at 10:06 AM by Mary Shea with a quorum present.

1.0 Introductions:
The VP of Administrative Services, Jeanine Hawk, was introduced to the committee to give an update from the Budget Committee. Maria Biddenback, Academic Senate President, was also introduced.

2.0 Announcements:
It was announced to the members that there will be a very important Shared Governance Training held on December 12th from 9am-12pm. Since the Planning Committee (PC) is one of three shared governance committees at NVC, it is very important to attend the training in order to gain a common understanding of roles and responsibilities. Mary and Robyn encouraged all members to participate in the training.

3.0 Public Comment: None.

4.0 Approval of Minutes from Oct 3:
October 17 Minutes were approved unanimously. [Bruggeman/Tanner]

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

6.0 Information and Discussion:
6.1 Budget Committee Updates:
Jeanine Hawk gave an update from the Budget Committee and moving toward more effective integration of planning and budgeting. She explained that the Budget Committee will use “The Way Forward” as their jumping off point and will be restructuring that document into volume 1 (containing background information) and volume 2 (containing ongoing financial elements). A Strategic Plan with more tactical elements would help the Budget Committee allocate resources.

The Budget Committee is in the process of putting together a three-year budget including categories and assumptions. For the revenue side, that includes FTES (Full-Time Equivalent Students) growth, Proposition 30, COLA (Cost of Living Adjustment), and DAS (District Auxiliary Services) contributions. This year, the Budget Committee will be planning changes to the budget approach, with implementation expected for the 2016-2017 budget cycle.
The District will be monitoring possible basic aid status for NVC, as we are $3M away from being a basic aid district. The state is developing a new funding formula, with implementation expected in 2015-2016. The new formula does not benefit NVC, which makes the restoration opportunity for this year even more important.

6.2 2015-2016 Planning Priorities Update:

Robyn provided an update on the Planning Priorities. The priorities developed by the Planning Committee were reviewed and discussed in Cabinet. There was concern that the priorities were too broad and should have a more tactical approach. More detail from the Area Councils (along the lines of what the Administrative Area Council provided) could help the Planning Committee prioritize among activities for 2015-2016. The Budget Committee could then build the priorities into the budget parameters and assumptions. This approach would help strengthen the linkage between planning and budgeting. The Area Councils will provide information for the Planning Committee to refine the 2015-2016 Planning Priorities in December. The members discussed some concerns and expressed an interest in incorporating the priorities identified at the last meeting into the future discussion.

6.3 Student Equity Plan Data:

Chris Farmer, Research Analyst, presented the data portion of the Student Equity Plan (See supporting documents). Robyn mentioned that the final report will be coming to the Planning Committee meeting on November 21st. Chris and Robyn presented the data as a preview before the committee reviews the final Plan. They asked the committee to share questions and/or comments on the data presented.

The following were discussed:

- A comment was made that this information is significant and will be driving institutional planning.
- There was clarification of equity ratio. Chris explained that the access equity ratio is calculated as the percentage of the population at NVC divided by the percentage of the population in our service area.
- The source for Student Success Scorecard (and therefore Equity Plan) data is NVC’s Management Information Systems (MIS) data that is submitted to the Chancellor’s Office.
- Equity ratios under 0.8 are highlighted in re. These areas will be the focus of discussion and more research related to the Student Equity Plan.
- There is an opportunity for funding with the Student Equity Plan.

6.4 Data Linked to College Mission: Evaluation of Performance:

In September, the Planning Committee had a preliminary discussion of “Data Aligned with Institutional Mission.” The report contains qualitative and quantitative components. Robyn explained that the idea is to have an evaluation activity done every year to monitor alignment between student achievement and the institutional mission. This exercise might trigger a review/revision of the mission statement in the future. Due to time constraint, a survey to collect input for the evaluation activity will be conducted.
among Planning Committee members. The results of the survey will be used to draft the evaluation portion of the document, and the resulting document will be shared for discussion at a future meeting.

6.5 Integrated Planning Materials:
Robyn explained to the members that she has constructed a list of terms for the Decision Making Guide and will need the definitions from the appropriate groups. The terms will be sent out to each group to provide the definitions. Mary updated the members on the status of the committee portion of the guideline. Robyn and Mary have distributed the committee template to campus and Academic Senate committees. The Academic Senate will review the materials provided by its own committees and forward the materials to Robyn by the end of the semester.

7.0 Action: (None)

8.0 Future Items: November 21, 2014

8.1 Student Equity Plan
8.2 Measures of Institutional Effectiveness (Core Indicators)
8.3 Integrated Planning Materials for Decision-Making Guide (On-Going)

9.0 Adjourn

The meeting adjourned at 12:00 PM [De Haro/Christensen].

Minutes drafted by Amira Donnelly