1.0 CALL TO ORDER 10:00 a.m..

1.1 Roll Call
Members Present: Michael Baldini, Bruce Ketron, JoAnn Busenbark, Bill Blair, Brenda Knight, Tom Andrews and Ruscal Cayangyang
Members Absent: none

1.2 Adopt Agenda
M/S/C (Cayangyang, Busenbark) to adopt the agenda.

1.3 Pledge of Allegiance
Board Chair Michael Baldini led the Pledge of Allegiance.

2.0 PLANNING RETREAT

2.1 Mission Statement Revisions
Planning Committee Co-chair Maria Biddenback reported that the committee has been working on a revision to the college’s existing mission statement for the past twelve months in response to a reference in the 2009 accreditation team’s report. The reference did not rise to the level of “recommendation” but the team had commented that the college’s mission could more strongly reference its student population.

A clarification from accreditation presenters last spring provided additional information on the team’s comment. The Planning Committee received direction to identify who it served within the context of who would receive consideration in the planning and resource allocation processes of the college, its” target market”.

Ms. Biddenback presented accreditation standards related to community college missions and mission statements. The existing Napa Valley College mission and several draft iterations were reviewed. Ms. Biddenback said that public forums for campus constituent groups were scheduled in the coming weeks.
Board members engaged in discussion that included recommendations to reduce the length of the statement, add specific reference to distance education, and add inspirational language to the statement. Board Chair Michael Baldini invited public input and similar comments were made. Of particular concern was the final sentence and that it needed further careful examination for accuracy with respect to credit, non-credit and not-for-credit courses, and “self-supporting” status.

Additional discussion among the Board and public included the requirements of the accreditation standard and the challenging need to balance a short and inspirational statement with a measurable directive linked to planning and resource allocation at the college.

Ms. Biddenback thanked those present for their comments and said the planning committee planned to recommend a revised mission statement to the Board on November 15, 2012 following open forums and further Planning Committee review.

2.2 Strategic Plan Progress Report
Planning Committee Co-chair Oscar De Haro reviewed a summary of progress toward achieving those goals and objectives specified in the Napa Valley College 2011-2014 Strategic Plan.

As reflected in the Planning calendar, this annual review follows several months of data collection from all areas of the college. Mr. De Haro reviewed several examples from the lengthy progress report document and referenced it’s availability on the Napa Valley College website (http://www.napavalley.edu/AboutNVC/Planning/Pages/default.aspx).

Recommendations for improving the document were discussed with requests by trustees to include information on the responsible department for each activity/measure as shown in the strategic plan document and timelines for completion of those items shown as “in progress.”

General discussion of the planning process followed and included 2013/2014 Planning Priorities and how those priorities were to be developed. The Board requested additional opportunities to provide input into the planning priorities and planning process in general. Ms. Biddenback said that an ad hoc committee of the Planning Committee was evaluating the planning policy to clarify the planning process, improve integration with the Board, and improve the linkages between planning and budgeting. The Board concurred with the need for policy review. President Ronald Kraft will place the policy on the Board calendar for review.

2.3 Planning Priorities 2013/2014
Planning Committee Co-Chair Maria Biddenback facilitated a discussion of Planning Priorities for the 2013/2014 planning cycle including a review of previous years’ Planning Priorities and proposed modifications to the 2011-2014 Strategic Plan.

Ms. Biddenback reviewed planning priorities lists, as approved by the Board of Trustees, for 2011/2012 and 2012/2013. The Planning Committee is collecting input from campus leadership and the Board of Trustees to inform the development of Planning Priorities for the upcoming planning cycle (2013/2014). A list of planning priorities will likely be recommended to the Board for approval in November or December. The progress report on the Strategic Plan will also assist in developing the current priority list.
Ms. Biddenback shared that this year’s planning process included a mid-year modification to the Strategic Plan and it was likely that a recommendation to approve Goal 7 – Fiscal Stability would come to the board in November or December. Any goals and activities/measures developed for Goal 7 will be considered for the 2013/2014 Planning Priority list.

2.4 President’s Report
Interim President Ronald Kraft presented The Way Forward (TWF), a developing plan to evaluate strategic plan initiatives in a holistic manner in combination with analysis of the District’s fiscal health and administrative structures. The presentation included an assessment of the college’s planning structure and opportunities for increased efficiencies through realignment of the college planning model.

Trustee JoAnn Busenbark excused herself from the meeting at 11:45 a.m. Trustee Bill Blair indicated that he needed to excuse himself at 12:25 p.m. and Trustee Bruce Ketron moved to adjourn the meeting to committee. Trustee Brenda Knight seconded the motion, it carried and the Board convened to committee.

Dr. Kraft reviewed elements of The Way Forward and said the development process would balance the needs of shared governance, respect for the local community, and emerging budget realities. A financial analysis of the college’s fiscal health using indicators established for community colleges will be included in the plan. The president and cabinet are developing strategic initiatives, including realignment and reorganization of college departments and areas, to increase efficiency, reduce expenses and increase braided revenue.

The meeting adjourned at 1:25 p.m.