



PLANNING COUNCIL

MINUTES

September 7, 2022

Zoom, 4:00 pm – 5:00 pm

Please note: agenda, minutes, and meeting documents will be archived online: [Planning Council Teams Folder](#).

COMMITTEE MEMBERS: Claudia Alcalá, Pete Bouzar, Dorsie Brooks, Susana Castellanos-Gaona, Erin Craig, Theresa Lavarini, ~~Sean Suter~~, Stephanie Smallshaw, Jill Kiefer (Guest)

CHAIR: Claudia Lee, Meridith Randall

RECORDER: Yadira Lopez-Daly

Purpose: Primary coordinating and recommending body to the College President on matters of college-wide planning. Primary resource for accreditation and program review processing, coordination, and recommendations.

AGENDA ITEMS

1. Introductions and Constituent Group Representation

- Remove Sean Suter and appoint Stephanie Smallshaw as the Classified Senate Designee
- Claudia and Meridith will reach out to CDMA to fill the manager at-large seat
- Yadira will follow up with Mary Avalos for ASGWC reps
- Add Kay Nguyen as ORPIE manager
- Pete Bouzar replaced Claudia Alcalá (resigned) remaining 1-yr term

POSITION	REPRESENTATION	APPOINTMENT	TERM YEARS	MEMBER
VP of Instruction		Position Based	Continuous	Meridith Randall
VP of Student Services		Position Based	Continuous	Claudia Lee
Academic Senate President or Designee	Academic Senate	Academic Senate	2-years F2022-SP2024	Damien Jordan
Faculty Member	Council of Chairs and Deans	Academic Senate	2-years F2022-SP2024	Erin Craig
Faculty Member	At-Large	Academic Senate	2-years F2022-SP2023	Pete Bouzar
Classified Senate President or Designee	Classified Senate	Classified Senate	1-year F2022-SP2023	Stephanie Smallshaw
Classified Member	Classified Senate	Classified Senate	2-year F2022-SP2024	
Manager	At-Large	CDMA	2-years F2022-SP2024	Dorsie Brooks
Manager	At-Large	CDMA	2-years F2022-SP2024	
ORPIE Manager or Designee	ORPIE	Position Based	Continuous	Kay Nguyen
Equity Manager or Designee	Equity	Position Based	Continuous	Susana Castellanos-Gaona
Faculty Member	CFE	CFE	2-years F2022-SP2024	Theresa Lavarini
Classified Member	CFCE	CFCE	2-years F2022-SP2024	

Student	ASGWC	ASGWC	1-year F2022-SP2023	Brooke Truong
Student	ASGWC	ASGWC	1-year F2022-SP2023	Courtney Ngo

2. Purpose

- Planning Council is one of the two midlevel committees under President’s Cabinet. It should guide other operational committees and discuss items they bring to this committee
- Plan to have some joint meetings with Budget Council

3. Chair and Member Responsibilities

- Committee members are responsible for reporting back to their constituency groups and be their voice
- Responsibilities include generating agenda items. Chairs are here to facilitate items and dialogue. This meeting is a strategic dialogue where we do long term and short-term planning.

4. Effective Committee Practices

- Agenda will be sent out by Monday at 3 pm. Agenda items due by Friday at 12 pm
- Please submit agenda items here: [Agenda Items for Planning Council](#) (Teams site > Agendas & Minutes > Files)

5. Potential Time Change – 3:30 to 4:30

- Committee agreed to change meeting time to 3:30 – 4:30 pm to accommodate drive time to Board meetings

6. Brief Overview of Strategic Plan 2021-25

- Review Strategic Plan and get feedback from your constituencies. Please plan to share high priorities
- Review [Decision Making Guide](#) before next meeting. Will review at 9/21 meeting

7. Goals and Objectives for the Year

- Campus Focus: Increase enrollment with efforts from all departments/areas. Everyone should think about how they are can contribute. Goals should be campus effort and must have accountability
- What new strategies can we use to increase enrollment? What are reasonable goals?
- Professional development goals
- Retention: keeping students here – post pandemic project? Think about where we are at, the demographics, what size college do we want to be?

8. Adjourn

Next Meeting: September 21, 2022