

**COLLEGE PLANNING COUNCIL
MINUTES
October 23, 2003**

Members Present: Lisa Armour, Tony Beninati, Chris Borglum, Karen Borglum, Joanna Branham, Ray Enger, Debbie Garrison, Mark Guillette, Michael Hooks (co-chair), Susan Kelley, Chris Klinger, Pedro Rivera, Penny Villegas (co-chair), Dave Williams, Michael Shugg, Lisa Sward

Absent: Joanne Wit, Michael Bosley, Linda Swaine

Staff Present: Louise Pitts, Joyce Romano, Dennis Micare, Stan Stone

Guests Present: Bill Castellano, Dan Dutkofski, Lisa Armour

I Action Items

A. Minutes of Previous Meetings

Action: The Council approved the minutes of the September 25 meeting.

B. Strategic Budget Initiatives: Criteria and Procedures

Lisa Armour, chair of a sub-committee developing criteria and procedures for the Strategic Budget Initiative (SBI), presented further work related to processes and procedures.

Action: The Council approved the recommendations as revised. Also, the Council agreed that Louise Pitts would work with Lisa Armour and Liz Gombash to finalize the materials and distribute them collegewide. The tentative timetable will be disseminated to Council members for feedback prior to implementation.

Mike Hooks commended Lisa Armour for the work of the Strategic Budget Initiative sub-committee and particularly for her leadership.

C. Multi-Year Financial Planning

Dennis Micare provided a draft of a set of guiding assumptions developed by the Budget and Financial Advisory Group.

Action: The Council approved the guiding assumptions as revised.

Action: The Council approved the priorities for a 2004-2005 budget as revised.

The process for funding multi-year approved Strategic Budget Initiatives developed by the Budget and Financial Advisory Group was discussed.

Action: The Council approved the recommended process as revised.

The Budget and Financial Advisory Group also recommended a process for revising approved strategic budget initiatives.

Action: The Council approved the process for revising approved initiatives as revised.

Another recommendation from the Budget and Financial Advisory Group dealt with “good stewardship”.

Action: The Council decided to take this recommendation under advisement. The co-chairs will discuss this matter further with the President.

Dennis Micare was asked to thank the Budget and Financial Advisory Group for its good work.

D. SLP Review and Refresh

Louise Pitts reported that she had disseminated information regarding strategic directions and will compile the feedback that is received from throughout the College. The Council officers will review the recommendations from each council regarding revisions to the action items with the President. Based upon feedback from the College and the input from the President, a draft revision of the SLP will be developed for discussion at future meeting of the Council.

II Discussion Items

A. Diversity Report

Stan Stone presented a comprehensive report of work that is underway dealing with Goal 6: Diversity Works. This work includes development of diversity training, materials in conjunction with an external consultant, previous development of diversity initiatives inventory, and work policy dealing with non-discrimination and equal opportunity.

Stan Stone reported that Bill Mallowney is coordinating a comprehensive review and revision of all College policies and procedures. All work teams have been asked to consider diversity issues while conducting this review. While the non-discrimination and equal opportunity policy was recently revised by the District Board of Trustees, this policy will be included in the collegewide review. Individuals interested in making recommendations regarding revisions should work with Stan Stone who will ensure that the information is considered by the appropriate work teams.

Stan Stone was thanked for his comprehensive report.

B. Communication and Feedback: Goal 6, Diversity Works

Penny Villegas lead a discussion on feedback that was received by various members of the Council. The members reported that the discussions were very constructive and resulted in a number of useful suggestions. Stan Stone documented the feedback and will incorporate this information into his work on diversity.

Commendation and Thank you to Dr. Michael Hooks

Bill Castellano, Past CPC Co-Chair, Dan Dutkofski, Past CPC Co-Chair, and Penny Villegas, current CPC co-chair, provided words of commendation to Mike Hooks for his contributions to the College Planning Council. Bill Castellano presented him with a framed transparency, titled "The Mother of All Transparencies". Louise Pitts presented Mike Hooks with two large chocolate bars.

III Information Items

A. Revised Membership List

The membership list was sent electronically to all CPC members.

B. Next Regular Meeting

The next meeting of the CPC will be December 2, 2003 at the Osceola Campus, Room 2-240.