



STRATEGIC PLANNING TASK FORCE <i>AGENDA</i>

MEETING TYPE:	x	Staff	Date:	9/13/01
			Starting Time:	2 p.m.
		Product/Project	Ending Time:	4 p.m.
		Special	Place:	ES-21

CHAIR: Sherrill Amador **MEMBERS:** List attached

RECORDER: Barbara Baldrige

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
1. Welcome, Introductions, and Expectations	Information		15 min.
2. Why Strategic Planning?	Information/Discussion	Handout	30 min.
3. Development of a Strategic Plan and Planning Process	Information/Discussion	Handout	30 min.
4. Annual Implementation Plan	Information/Discussion	Handout	5 min.
5. Agenda for Fall	Information/Discussion	Handout	10 min.
6. Writing Team Selection	Decision		10 min.
7. Other			



PRESIDENT'S STRATEGIC PLANNING TASK FORCE MEETING

September 13, 2001

The first Strategic Planning Task Force meeting was held on Thursday, September 13, 2001, at 2 p.m., in ES-21. This meeting consisted of Administration, Faculty and Classified members as well as students and Foundation members totaling 75.

A. Introduction

The meeting was called to order at 2:05 p.m. by Dr. Amador after handouts were distributed. Dr. Amador welcomed everyone and said she was looking forward to working with a large group which would provide diversity and inclusiveness. The Task Force has 75 members. She outlined expectations of the Task Force:

1. Participation: create sharing of information.
2. Respect and Trust: listen to each other; trust that we will all be open and honest inside meetings and out.
3. Time Commitment: average 10 hours this semester; maximum 30 hours.
4. Responsibility: If you miss a meeting, it is up to you to get handouts and notes, etc.

Dr. Amador spoke about the “c”: word: change. She used the analogy of buying a house and that change is not chaotic if there is planning involved. We will plan before we make changes and we will self evaluate as well as work as a group. We will use the terms, “We,” “Our,” and “Us.”

B. Power Point Presentation: Why Strategic Planning?

Dr. Amador outlined the need for strategic planning and the roles of the various players using a PowerPoint presentation and handout. She spoke about what her role would be and what the task force can expect from the process. She stressed all to “think outside the box.” She took questions:

?: Question led to statement that Dr. Amador will not be the EMPC chair.

?: Consultants, (external scan).

Ans.: Outside consultants will be used for the facilities master plan, not strategic planning. Palomar College will not hire anyone for this process but rather Dr. Amador will be bringing in outside groups to speak.

C. Development of a Strategic Plan and Planning Process

Dr. Amador outlined the phases of the planning process (handout) and provided a sample of an annual implementation plan. She then took questions:

?: Concern about the word “consensus.” The ideal of shared governance is sharing in the process not just the outcome. She feels everyone who comes into contact with the students should participate.

Ans.: “Consensus” will not mean stopping until *everyone* agrees. If the intent of reaching consensus stops us from moving forward then we go to a democratic process. Dr. Amador states it is her responsibility to keep things moving and that the majority of us will agree by the nature of this process. The purpose of this task force is not to keep things status quo. This does not mean that everything happening at Palomar for the past 55 years has been wrong. This is a great institution. Things just need to be brought together so everyone feels we’re moving forward.

?: Students are not well represented.

Ans.: Agree...however students will be surveyed. We need to let students get on with the business of being students and not saturate them with policy decision-making.

?: Are we still using same format for 1 – 3 year planning.

Ans.: No new plans for this year, but an assessment of what was done and still needs to be planned, part of EMPC.

C. Development of a Strategic Plan and Planning Process (con.t)

?: How do we change direction in mid-stream?

Ans.: We need to remain flexible until we have the plan and continue operations.

?: Describe what the Council is.

Ans.: The Council is a governance structure, (like structure of EMPC). It is a constituent-based group where all parties are represented. It can't be the size of task force. Structure of council will be decided.

?: Faculty is concerned that this a business model and will ignore academic excellence. The Faculty is sick of planning and skeptical to "buy into" yet another planning model.

Ans.: The strategic planning process is based on a business model but with 2,000 employees, if we don't have a plan to set priorities, we can't achieve academic excellence! We need academic excellence for the students not the Faculty and Administrators. We need a plan!

Our Goal: Get the plan and make it happen.

?: Concern about when and how to integrate new processes while working on existing plans and schedules.

Ans.: Scheduling parameters will have to continue. Integration will happen as plans evolve and materialize. Our goal is to keep Palomar's excellence. We must maintain operations until plan is in place.

?: How do we integrate planning with current negotiations?

Ans.: Dr. Amador stressed that this task force is not set up to negotiate contracts. The negotiation process needs to be maintained outside of strategic planning. Negotiating contracts do not move the institution forward. Aside from that, this will work. Integration will happen when plans materialize.

?: Comment: All involved need to pay attention to standards of evidence. We need a consensus of direction.

?: Define Implementers under the Classified section.

Ans.: Once we decide what to do, the implementers who normally do work related to that will execute the plan.

?: Can we videotape these sessions.

Ans.: Yes we can if we want. More importantly we need to share information outside the meetings. Dr. Amador asked everyone that if they disagree with something to please come to her first.

A few other mentions: A flipchart will be available for use for future meetings. Room D6 may be available for future meetings. Bob Gilson will let us know.

D. Conclusion: Future Agendas (Tentative)

Dr. Amador reviewed the future agenda (handout) and made some changes: the agendas for the 9/27 and 10/11 meetings were switched.

E. Final Comments

Dr. Amador made some final comments:

1. Need volunteers for writing team. A diverse group. This document will be read internally and externally.
2. Don't lose documents.
3. Study documents.

NEXT MEETING: 9/27/01: INTERNAL SCAN