



Santa Monica Community College District  
**Strategic Planning Task Force**  
**MEETING -DECEMBER 7, 2007**  
**MINUTES**

A meeting of the Santa Monica Community College District Strategic Planning Task Force was held on Friday, **December 7, 2007** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 1:35 p.m.

II. Members Present

Administration: Randy Lawson  
Katharine Muller  
Management Association: Erica LeBlanc  
Academic Senate: Richard Tahvildaran-Jesswein  
Nancy Grass Hemert  
Faculty Association: Bill Price  
Kathy Sucher  
CSEA: Leroy Lauer  
Vivian Rankin-Scales  
Bernie Rosenloecher  
Associated Students: None  
Staff Support: Lisa Rose  
Facilitator: Bill Reckmeyer

III. The minutes of the October 19, 2007 and November 29, 2007 meetings were reviewed and accepted.

IV. Motto, Mission, Vision and Goals

A draft of the Motto, Mission, Vision and Goals developed by the work group was presented for review and discussion. The document will be revised according to comments and suggestions made at the meeting. A new draft will be distributed to the task force for further review and may be submitted to DPAC at its next meeting (December 12, 2007).

V. List of Strategic Initiatives

The following strategic initiatives developed to support the District's overarching goal of Student Learning and Achievement were reviewed:

1. Fiscal Stability: Develop benchmarks and maintain a fund balance to support the implementation of goals and priorities.
2. Curricular Initiatives: Identify up to three curricular initiatives to be funded and implemented in the next five years.
3. Full-Time Faculty and Permanent Staff: Develop an aggressive plan for the hiring of full-time faculty and permanent staff so that targets are met within the next five years. Full-time faculty target: the college comes into compliance with Education Code that mandates a goal that 75 percent of credit instruction be

delivered by full-time faculty. Permanent staff target: all vacant position be filled.

4. Engagement of Constituencies: Initiatives and leadership coming from within campus constituency groups should be sought, acknowledged, and implemented.
5. Environmental Audit: Identify specific recommendations from the Environmental Audit to be funded and implemented in the next five years.
6. Training Priorities: Develop a set of institutional training priorities for faculty, staff and managers to enhance innovation, improve effectiveness, encourage succession planning and career laddering opportunities and increase efficiency in serving students.
7. Student Support Services: Identify critical student learning support services and improve accessibility.

Bill Reckmeyer commended the task force for developing a comprehensive set of strategic initiatives that he called an "entire package." He suggested that the task force start working on action plans for the strategic initiatives and integrate them into on-going planning before flex day on March 4, 2008. He also suggested that the task force review previous surveys and determine what is already being done by existing bodies.

It was agreed that a status report should be prepared and distributed campus-wide and input should be solicited before flex day. It was further agreed that Katharine Muller and Kathy Sucher would be the presenters on flex day.

VI. Adjournment: 3:30 p.m.

Strategic Planning Task Force Meetings schedule, through June 2008:  
Fridays, 1:30-3:30 p.m., Drescher Hall 300-D (the Loft)

2008  
January 18  
February 22  
March 21  
April 18  
May 30  
June 20 (hold)

## SMC STRATEGIC PLANNING TASK FORCE

### Calendar of Activities 2007-2008

September 21, 2007	<p><u>SPTF Meeting</u></p> <ul style="list-style-type: none"> <li>◆ Revised Strategic Issues Narrative (Student Learning and Achievement)</li> <li>◆ Reviewed and Discussed Vision, Mission and Goals. Established work group to draft for discussion at meeting on October 19<sup>th</sup></li> <li>◆ Discussed Activities for 2007. Reconvened narrative work groups to develop strategic goals in four categories</li> </ul>
October 5	Work group meets to discuss Mission, Vision, Goals and Values
October 5-17	Mission, Vision, Goals and Values work group will develop a draft to present at the meeting on October 19 <sup>th</sup>
September 24-October 17	Narratives work group to draft 5 (plus or minus 2) strategic goals for their respective categories to present at the meeting on October 19 <sup>th</sup> .
October 19, 2007	<p><u>SPTF Meeting</u></p> <ul style="list-style-type: none"> <li>◆ Review draft of Mission, Vision, Goals and Values</li> <li>◆ Review suggested strategic goals for four strategic categories</li> </ul>
October 22-through end of November, 2007	SPTF continue drafting strategic initiatives for campus-wide distribution
November 29	<ul style="list-style-type: none"> <li>◆ Review Mission, Vision and Goals</li> <li>◆ Review Summary of Strategic Initiatives</li> </ul>
December 7, 2007	<p><u>SPTF Meeting</u></p> <ul style="list-style-type: none"> <li>◆ Review Mission, Vision and Goals</li> <li>◆ Review List of Strategic Initiatives</li> <li>◆ Discuss Schedule for Distribution</li> </ul>
December 12, 2007	<p>DPAC Meeting</p> <ul style="list-style-type: none"> <li>• Report on Mission, Vision and Goals; Strategic In</li> </ul>
January 2008	Distribute Strategic Planning Task Force Update camp
January 18, 2008	<u>SPTF Meeting</u>
February 22	<u>SPTF Meeting</u>
March 4	<p><u>Institutional Flex Day</u></p> <p>Preview to college community</p> <ul style="list-style-type: none"> <li>◆ Mission, Vision, Goals and Values</li> <li>◆ Strategic Initiatives</li> </ul>

Spring 2008	Develop Strategic Action Plans
March 21	<u>SPTF Meeting</u> ♦
March 18	<u>SPTF Meeting</u>
April 18	<u>SPTF Meeting</u>
May 30	<u>SPTF Meeting</u>
June 20	<u>Hold</u>
End of Spring	Develop action plans for the strategic goals identified in Fall 2007

2008-09	Implementation phase of the action plans for the strategic goals
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