



Meeting: BC Strategic Planning: Process, Questions, And Timeline

Date: Friday, October 5, 2007

Location: Academic Senate Office

Attending: John Gerhold, President, Academic Senate; Ann Morgan, Dir. Institutional Res. Planning; Jennifer Marden, CSEA President joined

Proposed Timeline

- John corrected a typo previous timeline draft – Feb 15 (i.e., mid-February) for drafting the plan

Process

- Need to develop more detail about the process: groups, task force, who else now can work with a small group to develop this – staff, faculty, administration

Planning Group

- John wants more people for small-group planning. He is missing two members from the A.S. Executive Board: (1) Co-chair for staff development council and (2) Assessment Coordinator; hopes to have these positions filled by mid-October.
- CSEA President Jennifer Marden, whose term expires in December, may continue in a governance capacity but that will have to be determined. She will appoint 1-2 other staff to serve on this group, probably from the CSEA Executive Board

Questions / BC Vision/Mission/Goals

- Academic Senate exec board is comfortable with developing questions
- BC vision/mission/goals: This needs review. John was charged with refining the mission last spring
- Need to add: Values that incorporate Ethics Policy and Communication Standards/Processes

Facilitators

- A facilitator team, formerly at the Weill, worked with PFE and did a great job according to several BC people.
- We might also consider the facilitator for the KCCD SP retreat several years ago.

Communication

- The Academic Senate is working to develop communication standards.
- A big problem at BC is not enough sharing of high-level information; Need to change the culture.

Action Items

- John meets with the large Academic Senate group 10/10 & 10/24; the Executive Board 10/17; he will discuss timeline and process with these groups
- Jennifer will appoint 1-2 CSEA Executive Board or staff to work with the small planning group
- Ann will send one page summary with proposed timeline and potential questions to John and Jennifer to use with their constituencies

Next Meeting

- Not set; Ann will follow up via email with John & Jennifer and relate progress to President Andrews



Meeting: BC Strategic Planning: Process/ Planning Group/ Next Steps
Date: Tuesday October 30, 2007
Location: Academic Senate Office

Attending: John Gerhold, Jennifer Marden, Ann Morgan

Early Strategic Planning Work at BC

- Retreat in 1999 at Rio Bravo led by Pat Caldwell
- A plan went to the KCCD Board in 1999 – Kellie Van Western at the DO should have the document

Questions / BC Vision/Mission/Goals/Strategic Plan Components

- BC vision/mission/goals: We agreed with John's proposal to replace goals with "values" and develop question re: BC values
 - E.g.: BC does not currently have a "Values" statement – what would you suggest?
- John pointed out several existing reports and resources include action items that can be part of the strategic plan, e.g.:
 - Accreditation Self-Study (October 2006) and related documents (before October 2006)
 - Basic Skills Initiative data collected by Hunter-Boylan representatives spring 2007 and the NCDE report with recommendations (note: many recommendations – some could be scheduled for future years in the strategic plan)
 - Foundations of Excellence (FoE) reports re: first time students – Action Items for implementation AY 2006-2007
- Best questions from previous handout:
 - What are the (three?) most important reasons people want to work at BC?
 - What are the (three?) most important things to help us grow?
 - What prevents BC from being the institution that you want it to be?

Strategic Plan Should Embrace and Build On:

- Values should incorporate Ethics Policy and Communication Standards/Processes in the Chancellor's Cabinet Operational Guidelines
- "Aspirational Model" used in FoE is positive and encourages high aspirations
- Should be the umbrella that links and guides major processes with budget/resources
- Be a "Strategic Roadmap"

Proposed Timeline

Sep-Oct IR&P develop questionnaire with Academic Senate, CSEA
Oct IR&P develop process with Academic Senate, CSEA
Nov IR&P administers survey throughout BC using electronic & paper surveys to all constituents groups (students, classified staff, faculty, administrators) & community
Need to work on remaining process steps later:

Process Planning Group

- Academic Senate: No volunteers to date and requests for more specific information
- CSEA: No volunteers to date; people may be confusing strategic planning with other processes
- Need to develop more detail about entity/person responsible for each part of the process
- John and Jennifer recommended that we assign a person to work 5-10 hours/week to coordinate the strategic planning between people and groups
- Two retirees with BC work history: Patti Coffman (Corporate Community Office) or Greg Goodwin (former social sciences faculty who volunteers at BC Archives).

Next Meeting

- 3:00 Wed 10/31 President Andrews' office



Meeting: BC Strategic Planning: Process/ Planning Group

Date: Wednesday October 31, 2007

Location: President's Conference Room

Attending: President Andrews, John Gerhold, Jennifer Marden, Ann Morgan

Purpose of Meeting

- Review lack of volunteers through Academic Senate and CSEA
- Recommend hiring consultant with strategic planning experience who is known to BC community to work 5-10 hours per week with sole focus on the strategic plan
- Consultant would coordinate between planning constituents and work out of the IR&P office

Discussion Points

- Strategic Plan should incorporate a “futuristic” perspective
- Jennifer will ask Patti Coffman and John Milburn, a potential strategic planning consultant, to develop a proposal for working with us to develop the strategic plan
- This strategic planning group will be available to meet with the accreditation visitation team, November 8-9 as needed.

Follow-up to Meeting

- Meeting with consultants set for Tuesday, November 13th, 2 p.m-3 p.m. in the President's Conference room
- Patti Coffman will attend the meeting and John Milburn will be available by telephone; the initial consultation will be at no charge to BC
- Prior to the meeting they will review our documents including:
 - Meeting minutes
 - Proposed Timeline and Potential Questions,
 - Strategic Planning Guide: Alignment of CCC-KCCD-BC Annual Goals (2007-08)
 - BC Strategic Plan from 2000