

AGENDA/MEETING MINUTES
Strategic Planning Committee Goal 2, Objective 2
Sub-Committee Chairs Only
Friday, October 9th, 2009
10:00 am- 11:00 am
CRA 100
Lake Worth Campus

ITEM 1. Review of Progress Report

Dr. Vallejo/Dean Richie

Discussion: Dr. Vallejo opened the meeting explaining the re-alignment of the sub-committees to reduce the overlaps of tasks and to create a better balance of members across all sub-committees. The re-alignment is displayed in Item # 2 below.

Data/data source: (where appropriate)

Action:

ITEM 2. Re-alignment of merged sub-committees

- Business Partnership for best Practices- Barbara Cipriano, Chair
 - Marjorie Simon, Peggy Adams-King, Sal Manuele
- Business Partnership for Role, Recruitment and Structure Membership (*Merger of Role & Recruitment and Structure and Tenure sub-committees*)- Jane Fisher and Nancy Denholm, Co-Chairs
 - Rylene Stein, Roxanne Solomon, Sheryl Giese, Laura Gainer, Nancy Zinser
- Business Partnership Accountability- David Gossman, Chair
 - Diana Krause
- Business Partnership Recognition, Duties and Representatives (*Merger of Recognition and Duties & Representatives sub-committees*)- Diane Bifano and Jeannett Manzanero, Co-Chairs
 - Richard Stormer, Jessica Mrozek, Roger Ramsammy, Kim Ardila-Morgan, Stephanie Harris and Sara Klompus

Discussion:

Each of the sub-committee charges were discussed providing guidelines for the structure. (eg. Recruitment-Diversity and gender membership, sustainability, number of people in each business partnership, how long should they serve, etc.). Staggering the membership was discussed so that there would be continuity as well as new blood and perspectives. Diversity among the industries—not all represented—how to get them more involved. Recruitment; ethics involved in building the structure-i.e., exclusion of members currently holding contracts with the college—conflict of interest.

Recognition- what are the steps for recognition? Letters of “thank you” for participation; when leaving the committee; advertising recognition in *Perspectives*; tickets, door prizes at meetings; number of meetings per year.

-Partnership- to help with agenda for the meetings depending on areas served. Build the agenda for an entire year and distribute to allow businesses to plan accordingly. Curriculum development, staff recruitment, committee involvement; set minimums for meetings per semester.

Hospitality- bring the students from the culinary schools to present and create the meals; involve graphic arts students to work with CAD to create invitations; Videos created by film students.

-Accountability- identifies the level where each of the partnerships on each campus to report; as well the need for District-wide overview to insure consistency.

Program review process used to develop yearly agenda—created by the campus to drive the activities of the Business Partnerships.

Best Practices- one person from this sub-committee to work with each sub-committee and apply best practices principles and model.

Trade & Industry Program Managers—missing full representation from all disciplines—identify the voids in the different areas—contact and invite to participate in the sub-committees.

Data/data source: (where appropriate)

Action: Create letterhead and form letters for the various sub-committees

ITEM 3. Upcoming meetings (as a group), scheduling of re-aligned sub-committee meetings and discussion of remaining timeline

- October 23rd (Friday) – 9:00 am – 12:00 noon (committee and subcommittees to meet)- NS 129
- November 6th (Friday) – 9:00 am –12:00 noon (entire committee)- CRA 101
 - This is the last meeting to review the action plans as a group. Break up into groups to prepare the final draft due November 13th.

Discussion:

Data/data source:

Action:

OTHER:

Submitted by:

Christine Ferrera

Christine Ferrera, Scribe

Committee Members: In Attendance

Peggy Adams-King	Jane Fisher	Jessica Mrozek
Kim Ardila-Morgan	Laura Gainer	Pat Richie
Diane Bifano	Sheryl Giese	Marjorie Simon
Barbara Cipriano	David Gossman	Roxanne Solomon
Nancy Denholm	Stephanie Harris	L. Rylene Stein
Diana Krause	Sara Klompus	Richard Stormer
Roger Ramsammy	Sal Manuele	Maria Vallejo
	Jeannett Manzanero	Nancy Zinser