



Santa Monica Community College District
Strategic Planning Task Force
MEETING -FEBRUARY 28, 2007
MINUTES

A meeting of the Santa Monica Community College District Strategic Planning Task Force was held on Wednesday, **February 28, 2007 at 3 p.m.** at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order: 3:13 p.m.

II. Members Present

Administration:	Randy Lawson Katharine Muller
Management Association:	Al DeSalles Steve Myrow
Academic Senate:	Richard Tahvildaran-Jesswein Nancy Grass Hemmert
Faculty Association:	Bill Price
CSEA:	Cecil Godbold Leroy Lauer Vivian Rankin-Scales Bernie Rosenloecher
Associated Students:	Victoria Pregler Jason Van Buren Tamar Jacob
Members Not Present	Kathy Sucher
Others Present:	Chui L. Tsang, Superintendent/President Bill Reckmeyer, Facilitator Bruce Smith, Public Information Officer Lisa Rose, Task Force Assistant

III. Orientation Workshop

Superintendent/President Chui L. Tsang welcomed the members stating that there are two purposes of the strategic planning process (1) to work together as a college, and (2) to develop a process to make major recommendations.

- ♦ Facilitator Bill Reckmeyer presented the basics of the strategic planning process and outlined the plan for spring 2007. The process is aggressive but workable. The initial strategic planning process will take three to five years. The focus should be proactive, not reactive, and should be on areas that need attention in the form of time and resources.
- ♦ The process will start immediately with the development of a survey to be distributed college-wide. It will be developed incorporating important issues identified at two previous flex days and will solicit other important issues. The survey will be distributed on flex day and sent via college-wide email with responses due March 19th. The Task force will synthesize, summarize and cluster the responses and distribute college-wide Survey #2 for input. The third phase will be a college-wide forum.

- ♦ Members of the Task Force were encouraged to get the word out and promote participation.
- ♦ It was suggested that a sub-group be assigned with reviewing the mission statement.

IV. Adjournment: 7:50 p.m.

Strategic Planning Task Force Meeting schedule, through June 2007:

Meetings schedule, through June 2007:

March 28
April 25
May 23
June 27

SMC STRATEGIC PLANNING TASK FORCE

Calendar of Activities
March 5-28, 2007

March 5	<ul style="list-style-type: none"> • Bill Reckmeyer will email draft of survey to Richard, Randy and Jason. • Jason will work on layout • Randy and Richard will review content and edit 	
March 5	<p>Bruce on behalf of Randy and Richard Email announcement to faculty, staff and students that survey will be distributed/ emailed and responses are due March 19</p> <p>Task Force members should use every opportunity to encourage participation</p>	
March 7	<ul style="list-style-type: none"> • Finalize survey • Link on website • College-wide email with link to survey • Responses to SPTF@smc.edu 	
March 8	<p>Flex Day</p> <ul style="list-style-type: none"> • Distribute hard copies with pencils • Task Force members to assist with distribution and collection • 	
March 19	<p>Responses due to Lisa Rose (hard copies and emails)</p>	
March 19-27	<p>Sub-group(s) to summarize and cluster (number of responses will determine number of sub-groups)</p>	
March 28	<p>Strategic Planning Task Force Meeting</p> <ul style="list-style-type: none"> • Review responses and develop Survey #2 based on responses • 	

