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**YCCC Strategic Planning 2016-2017**

**Meeting Notes, November 10, 2016 (DRAFT)**

**Strategic Planning Members (**[x] **: indicates attendance)**

[x]  Nicholas Gill (Chair)

[x]  Cathleen Ferrick

[x]  Brittany Heaward

[x]  Margaret “Peg” Wheeler

[x]  Audrey Gup-Matthews

[x]  John Hall

[x]  Paul Gurney (committee recorder)

[x]  Samuel Ellis

[ ]  Student representative (not yet appointed)

Community members in attendance: **None**

**1. Call to order and roll call**

* Meeting to order at 9:05 AM

**2. Approval of meeting notes**

* Draft minutes from the October 13, 2016 meeting approved with no changes.

**3. Review and approval of agenda**

* Agenda presented by Nicholas Gill (Chair) and accepted by a unanimous vote of the committee members present.

**4. Updates**

**4.1 Note taker in accordance with Article V, Section 2 of SPC bylaws**

* Paul Gurney, Manager of Financial Services, was appointed note taker by Dr. Finkelstein, President.
* Paul started at YCCC on 10/17/2016

**4.2 Staff Representative**

* John Hall was selected by his peers and will serve as the staff representative for the 2016-2017 academic year

**4.3 Status update on appointment of a student representative**

* Attempts to secure a student representative have been unsuccessful.
* Nicholas Gill led the team in a discussion of ideas generated at the Dean’s meeting. The goal is to encourage students to join. Topics discussed include: reimbursement of expenses incurred by student to attend; offer incentives; student involvement in the community; demographic shifts; and participation on committee to enhance student resume.
* Cathleen Ferrick has a student in mind; she will coordinate with Nicholas Gill (Chair) and plan an outreach to that student as soon as possible.

 **4.4 Materials for the Strategic Planning Committee are on the web portal not the website.**

* [my.yccc.edu/ICS/Campus\_Services/Governance/Strategic\_Planning\_Committee.jnz](https://my.yccc.edu/ICS/Campus_Services/Governance/Strategic_Planning_Committee.jnz)
* The information for the Strategic Planning Committee is up to date and available to the public.
* Internal documents are on the portal within 5 business days in most cases
* The YCCC Portal is the proper forum for the SPC and the content is easily amendable by the Chair directly.
* The Chair presented an overview of the YCCC Portal’s functionality pertinent to the committee at the las campus-wide College Council meeting. The goal is to encourage individuals to use the portal more regularly. The demo has helped to reeducate staff in this process.
* The website has links to the portal <http://www.yccc.edu/about-yccc/college/office-president/governance/>

 **4.5 NEASC Draft report received from the focused visit team**

* The NEASC team was most impressed with the progress YCCC has made over the past year regarding strategic planning.
* They are pleased the see that the new comprehensive Strategic Planning Committee has membership from across the institution.
* President James Lombella was particularly thankful that so many of the committee members were able to make it to his meeting on such short notice.
* The areas of opportunity that they highlighted for the committee and the institution include securing a student member as soon as possible, promoting community-wide involvement through an activity or activities, and insuring that the faculty know where to find the committee materials on the YCCC Portal.

**5. Old business**

* None

**6. New business**

 **6.1 Ideas for community event to solicit input on strategic actions and initiatives**

* Samuel Ellis suggested use of Survey Monkey.
* Nicholas Gill will develop survey with 1-3 questions for students, faculty, and staff.
* Samuel Ellis suggests a brief mention of the Strategic Plan during student classes. Cathleen Ferrick and Margaret “Peg” Wheeler will approach faculty about mentioning the survey at the start of classes.

**6.2 What initiatives does the committee envision (i.e. Student Success focus, professional development, and communication)**

* The team discussed what measures to take in order to quantify “success”?
* What goals are students setting during college? How are we measuring that students have met their goals?
* The committee discussed the increased use of Jenzabar software to note success of specific students, perhaps through notepad or actions in the database.
* There is a marked increase in students attending part time (>70%). Is this by choice?
* How do we meet the needs of students? Example discussed: are classes offered that students need.
* The team discussed the option of having an area on the website/portal where students can leave messages about classes not offered.
* Offer locker room, Nicholas Gill will check with the Building Committee on the possibility of this.
* There were other suggestions about possible low-cost wellness initiatives including offering yoga (mini grant from YCCCF), creating a walking trail, starting a walking group, etc.…

**7. Announcements**

* None

**8.** **Public Comment**

* None

**9. Adjournment**

* + Meeting adjourned by Nicholas Gill at 10:05 AM