

**STRATEGIC PLANNING COMMITTEE (SPC) MEETING**

Thursday, September 7, 2006, 8 – 9 a.m.

Yavapai College, ITS Conference Room 3-106 (Prescott) and Room J-107 (Verde)

1100 E. Sheldon Street, Prescott, Arizona 86301

(Approved 09/21/06)

THOSE PRESENT:

Vikki Bentz  
Michael Dougherty  
Barbie Duncan  
Lisa Griest  
Effie Hacklander

Tom Hughes  
Diane Mazmanian  
James Perey  
Sandra Thurman-Jackson  
Barbara Wing

THOSE ABSENT:

Rick Giardini\*  
Utpal Goswami  
James Horton  
Rose Hurley

Bob Lynch  
Rick Marcum  
Sue Sammarco  
Tom Schumacher

GUESTS:

\*Gary Yates (Representing Rick Giardini)

- I. Review of Minutes from August 31, 2006 Meeting – All committee members in attendance were in favor of accepting the minutes from the August 31 meeting, as presented.
- II. Review of Action Items from August 31 2006, Meeting –

***ACTION ITEM: Barbie Duncan will follow-up with Kalin Walker to receive Kalin's paper concerning her perspective on what worked and what didn't work as a student intern serving on the SPC last year.***

- This document was disseminated to the group.

***ACTION ITEM: Tom Hughes will follow-up with Cheryle Porter to ensure there is faculty representation in the retention efforts.***

- Tom contacted Cheryle Porter, who is currently out of the office, and left a message for her to contact him concerning the above request.

***ACTION ITEM: Vikki Bentz will communicate with the business/computer division at the upcoming division meeting to determine if a student can be identified for the SPC internship; Vikki will forward that information to Tom Hughes.***

- Shan Stewart is a student currently participating in an internship and, when approached with the invitation to participate with the SPC, expressed interest in an internship with the SPC. Vikki Bentz was requested to forward Shan's contact information to Tom Hughes, who will initiate a meeting with Shan to discuss integrating an internship with the SPC into his current internship.

**ACTION ITEM: In order to keep adjunct faculty in the communication loop, Chris Heyer, Adjunct Faculty Coordinator, will be copied on all future SPC correspondence, minutes, etc.**

- Chris Heyer has been added to the SPC information dissemination list.

**ACTION ITEM: Tom Hughes will contact Juanita Felix, current YCSA President, concerning the YCSA status and representation on the SPC.**

- No election has occurred for this year's officers of the YCSA – the YCSA is currently in limbo. Effie Hacklander will continue to serve on the SPC until the YCSA situation is resolved.

**ACTION ITEM: All SPC members are requested to email committee membership recommendations to Tom Hughes in the next five days.**

- No recommendations on committee membership were received by Tom; therefore, all committee members present agreed with the following changes to the SPC membership:
  - ✧ Vikki Bentz will replace Scott Farnsworth as Faculty Association President.
  - ✧ Utpal Goswami, Vice President of Academic Affairs, will be added to the membership.
  - ✧ The addition of Shan Stewart's name to the membership list as student intern is pending his meeting with Tom Hughes.

**ACTION ITEM: Rose Hurley will develop a resource overview sheet.**

- Rose Hurley was not in attendance to address the above action item.

III. New Action Items:

**ACTION ITEM: Tom Hughes will contact Sue Sammarco, Office of Public Information, to discuss OPI representation on the SPC.**

**ACTION ITEM: Vikki Bentz was requested to forward Shan Stewart's contact information to Tom Hughes, who will initiate a meeting with Shan to discuss integrating an internship with the SPC into his current internship.**

**ACTION ITEM: Tom Hughes will contact Rose Hurley concerning the development of the planning overview resource sheet for new employees.**

IV. Higher Learning Commission (HLC) Meeting Recommendations – All members present were in agreement that it would be beneficial to hear presentations by those who attended the HLC/NCA meeting last year, provided that they tie their presentations into strategic planning.

- ✧ It would be beneficial to have a summary of all the recommendations illustrating the linkage of the recommendations with strategic planning.
- ✧ It would be beneficial to have Dr. Horton and Dr. Goswami in attendance at the above presentation.

**ACTION ITEM: Tom Hughes will contact the HLC participants with an invitation to make a presentation to the SPC and communicate the expectation that their recommendations be tied into Yavapai College strategic planning.**

V. Integrating New 2006-07 Priorities/Board Ends into the Strategic Initiatives

- Discussion ensued concerning which approach to take: (1) integrating the newly established board ends into the current strategic planning document, or (2) adopting the newly established board ends as the Yavapai College strategic plan.

**ACTION ITEM: Tom Hughes will take the above issue to the PLT for guidance on how to proceed.**

The meeting adjourned at 9:05 a.m.

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