



Strategic Plan Task Force Meeting
 November 8, 2017
 Administrative Conference Room, EW 207
 3:00 p.m.

Present: President Board, Lisa Couch, Heather Ostash, Deanna Campbell, Corey Marvin, Lisa Stephens, Matt Crow, Jessica Kawelmacher, Ana Mora, Kellen Nelepovitz, Rebeca Pang, Rebecca Parker, Michael Kane. Peter Fulks,

Absent: Paul Kuttig, Melanie Jeffrey

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		3:03pm		
2. Approval of Minutes & Action Items	President Board	No minutes to approve. No Action Items.		
3. Approval of Agenda	President Board	No agenda to approve.		
4. Purpose of the Meeting	President Board	President Board gave a history of how the College develops the Strategic Plan which is reviewed every three years. A review of the current Strategic Plan's measures is currently being done by Institutional Research. Goals → Metrics → Targets		
5. Kern Community College District Board of Trustees Goals	President Board	The Kern Community College District Board of Trustees goals for 2017-2019 were shared with the group.		
6. Educational Master Plan & Strategic Plan Overview	Corey Marvin	The State Chancellor's office requires that each college throughout the state complete an Educational Master Plan. Cerro Coso Community College's plan was just completed this year. Accrediting Commission for Community and Junior Colleges (ACCJC) requires that we complete a strategic plan every three years. The rewrite of Cerro Coso Community College's strategic plan will need to include a Mission, Vision, Values, and Institution Set Standards. Annual planning is done every year – AUP, Section Plans, etc. which ties back to the above items. Program review is done by every unit every six years.		
7. Mission, Vision, Values, and Institution Set Standards	President Board/Corey Marvin	The Mission was reviewed and recommended changes were discussed.		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		<p>Mission</p> <p>The mission of Cerro Coso Community College is to provide tailored programs and equitable services to <u>meet the needs of</u> the students, in the communities, and rural areas we serve <u>through multiple modes of delivery</u>. We demonstrate a conscious effort to produce and support student success and achievement through; traditional and distance delivery.</p> <p><u>To accomplish this mission we will provide</u></p> <ul style="list-style-type: none"> • <u>degrees and certificates in transfer and career technical education;</u> • <u>transfer preparation</u> • remedial instruction, • comprehensive support services, • learning opportunities that develop ethical and effective citizenry, and, • <u>continuing education that is compatible with the institution's primary mission.</u> <p><u>Recommended additions</u></p> <p><u>...is to provide programs and services that align with the educational and economic needs and conditions of the communities and...</u></p> <p><u>**Infuse concepts of Guided Pathway into Vision; clear paths</u></p>		
8. Review of Action Items		<p>1. Provide a copy of the District Office Strategic Plan Common Measures document to the group. Completion Date: November 29, 2017.</p>		
9. Miscellaneous				
10. Future Agenda Items		Strategic Plan – Mission, Vision, Values, and Institution Set Standards.		
11. Future Meeting Dates		November 29, 2017 3:00pm -5:00pm		
12. Adjourned		5:00pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

O Open/**C** Closed



Strategic Plan Task Force Meeting
 November 29, 2017
 Administrative Conference Room, EW 207
 3:00 p.m.

Present: Lisa Couch, Heather Ostash, Deanna Campbell, Corey Marvin, Lisa Stephens, Ana Mora, Kellen Nelepovitz, Rebeca Pang, Rebecca Parker, Michael Kane, Peter Fulks, Paul Kuttig

Absent: Melanie Jeffrey, Matt Crow, Jessica Kawelmacher, President Board

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		3:05 pm		
2. Approval of Minutes & Action Items	Corey Marvin	Minutes approved with no changes. 1. Provide a copy of the District Office Strategic Plan Common Measures document to the group. Completion Date: November 29, 2017. Completed.		
3. Approval of Agenda	Corey Marvin	No agenda provided.		
4. Review of Mission	Corey Marvin	Changes were discussed conceptually. Corey Marvin will apply the changes to the Mission, Vision, and Values and bring a draft to the meeting in January. The following changes to the Mission were discussed: <ul style="list-style-type: none"> • Guided pathways – lightly touch on the pathways in the mission • Important to define what the student experiences instead of the way it is delivered • Economic standpoint • Turning the verbs into nouns 		
5. Review of Vision	Corey Marvin	The following changes to the Vision were discussed: <ul style="list-style-type: none"> • The concept of equity • Guided pathways more in depth 		
6. Review of Values	Corey Marvin	The following changes to the Values were discussed: <ul style="list-style-type: none"> • Include efforts to deliver from an economic stand point • Clarity- should be defined well • Core values should stay the same and unwavering • Include equity and accessibility • Guided pathways 		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
7. Review of Institution Set Standards	Corey Marvin	A review of the Institution Set Standards was provided. ACCJC requires that we not stray too far from our goals. The standards set will be reviewed and it will be decided at that time if changes need to be made.		
8. Review of Action Items		<ol style="list-style-type: none"> 1. Corey Marvin will apply the recommended changes to the Mission, Vision, and Values and will present at the next meeting. Completion Date: January 2018. 2. Committee members were tasked with reviewing the Objectives in the Strategic Plan booklet to see what specific objectives are important over the next three years. Completion Date: January 2018. 		
9. Miscellaneous		Committee members were tasked with reviewing the Strategic Plan booklet to see what specific objectives are important over the next three years. The Strategic Plan must be completed by February 28, 2018.		
10. Future Agenda Items		None.		
11. Future Meeting Dates		Jennifer Curtis will send out a Doodle Pool to narrow down dates for two meetings in January and two in February.		
12. Adjourned		4:13pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

Open/ Closed



Strategic Plan Task Force Meeting
 January 18, 2018
 Administrative Conference Room, EW 207
 9:00 a.m.

Present: Heather Ostash, Deanna Campbell, Corey Marvin, Lisa Stephens, Ana Mora, Kellen Nelepovitz, Rebeca Pang, Rebecca Parker, Michael Kane, Peter Fulks, Paul Kuttig, Melanie Jeffrey, Matt Crow, Jessica Kawelmacher, President Board

Absent: Lisa Couch

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order				
2. Approval of Minutes & Action Items	President Board	Minutes approved with no changes. <ol style="list-style-type: none"> 1. Corey Marvin will apply the recommended changes to the Mission, Vision, and Values and will present at the next meeting. Completion Date: January 2018. 2. Committee members were tasked with reviewing the Objectives in the Strategic Plan booklet to see what specific objectives are important over the next three years. Completion Date: January 2018. 		
3. Approval of Agenda	President Board	No agenda provided.		
4. Review of Draft Mission, Vision, and Values	President Board	The draft Mission, Vision, and Values was presented. Mission – Agreed to the changes made by Corey Marvin. Vision – Recommended changes - Cerro Coso Community College will be the first choice in higher education for the Eastern Sierra region, source of programs and services for tomorrow’s workforce, a model for student learning, and a valued partner with education and business in its communities. Values – Add to Educate: bullet number 3 add – and equitable support services. Add to Inspire: We celebrate the diversity of each individual student, staff, and faculty; and Move second bullet to serve		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		<p>Add to Serve: We model a culture of life-long learning; Add language– We support local economic and workforce development in our communities. Move first bullet to inspire Eliminate second bullet</p>		
<p>5. Kern Community College Strategic Goals/Cerro Coso Community College Strategic Goals</p>	<p>President Board</p>	<p>Cerro Coso Community College’s Strategic Goals should map back to KCCD’s Strategic Goals.</p> <ol style="list-style-type: none"> 1. Improve Student Access ↔ CC #3 Ensure Student Success 2. Improve Student Success ↔ CC #1 Maximize Student Success CC #2 Advance student Equity Measures 3. Support Professional Development for College & District Employees ↔ CC #5 Obj.1 Strengthen Organization Effectiveness 4. Plan and Implement College Capital Infrastructure Improvements ↔ CC #5 obj.4 5. Maintain Fiscal Stability ↔ CC #5 Obj. 5&6 6. Review District Organizational Structure and Effectiveness ↔ CC #5 Obj. 2&5 <p>There was a recommendation that we write up what we are doing well in the first few pages of the document.</p> <p>Strategic Goal 1 Maximize Student Success Objective 1 – Improve milestone achievements Increase CTE completions Metric: annual CTE degrees & certs</p> <p>Objective 2 – Increase “retention” – students continuing in education plan</p>		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		<p>Objective 3 – Increase number of Basic Skills students successful at transfer level.</p> <p>Strategic Goal 2 – No changes to Objectives Advance Student Equity Measures An explanation of the student equity proportionality index measures for service area population vs. student population was provided.</p> <p>Strategic Goal 3 – No changes to Objectives Ensure Student Access Objective 1 – Optimize Student Enrollment <i>Strategy – increase conversion rate to first day (more students kept)</i></p> <p>Objective 2 – Be the Higher Ed option of first choice <i>Strategy – More students choose us</i></p> <p>Strategic Goal 4 – No changes to Objectives Enhance Community Connections Objective 1 – Provide Workforce and Economic Development Programs that respond to local industry Strategy – relevant and up to date</p> <p>Objective 2 Reflect the Communities We Serve</p> <p>Strategic Goal 5 – Possible change to Objective 5 & 6 Strengthen Organization Effectiveness Objective 1- Provide Effective Professional Development</p> <p>Objective 2 – Meet and Exceed Internal and External Standards and Requirements</p> <p>Objective 3 – Increase Trust and Create a Collaborative Culture</p>		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		Objective 4 – Improve Facilities and Maintenance Objective 5 – Improve Institutional Effectiveness Possible change to - Improve customer satisfaction Objective 6 – Generate Revenue Possible change to – Improve overall fiscal health		
6. Review of Action Items	President Board	1. Ryan Khamkongsay, from Institutional Research, will be invited to the next meeting to assist with the targets. Completion Date: January 18, 2018.		
7. Miscellaneous	President Board	n/a		
8. Future Agenda Items	President Board	1. Institutional Set Standards – Michael Kane will provide copies of the Institutional Set Standards after they have been reviewed by the CTE committee. It was felt they should be printed along with the Strategic Plan. 2. Review of the Draft Strategic Goals and Objectives.		
9. Future Meeting Dates		February 7, 2018 1:00pm-3:00pm		
10. Adjourned		11:00pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

O Open/**C** Closed



Strategic Plan Task Force Meeting
 February 26, 2018
 Administrative Conference Room, EW 207
 1:00 p.m.

Present: Heather Ostash, Deanna Campbell, Corey Marvin, Lisa Stephens, Kellen Nelepovitz, Rebeca Pang, Rebecca Parker, Michael Kane, Paul Kuttig, Matt Crow, Jessica Kawelmacher, President Board, Lisa Couch, Peter Fulks, Melanie Jeffrey

Absent: Ana Mora

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		1:02 pm		
2. Approval of Minutes & Action Items	President Board	No minutes to approve.		
3. Approval of Agenda	President Board	Agenda approved.		
4. Approve Plan	President Board	<p>The final version of the Mission, Vision, Values, and Strategic Goals were presented. It was noted that the goals were not changed but may be modified once the metrics are discussed. The confirmed dates for the new document will be 2018-2021.</p> <p>The plan was approved by the task force. The plan will be put on the College Council agenda for March 1, 2018.</p> <p>Action Item: The Mission, Vision, Values, and Strategic Goals will be presented to College Council on March 1, 2018. Completion Date: March 1, 2018.</p>		
5. Institutional Set Standards	President Board	<p>Corey Marvin presented the Institutional Set Standards. The numbers are designed to measure whether Cerro Coso is accomplishing its mission.</p> <p>Required Measures</p> <p>Successful Course Completion Standard 2018 - 67% Proposed Goal - 75%</p> <p>Number of Certificates Standard 2018 - 145 Proposed Goal - 230</p> <p>Number of Degrees Standard 2018 - 290 Proposed Goal - 400</p>		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		<p>Number of Transfers Standard 2018 - 150 Proposed Goal - 190</p> <p>% Basic Skills Course Success Standard 2018 – 50% Proposed Goal – 62%</p> <p>% Online Course Success Standard 2018 – 62% Proposed Goal – 69%</p> <p>% Licensure Pass Rates Varies per area</p> <p>%CTE Graduate Employment Rate Varies per area The group was good with the numbers and will be sent to college council on March 1, 2018.</p> <p>Possible Other Measures of Completion 6 Year Completion Rate 3 Year Completion Rate Transfer Velocity The recommendation is to stay where we currently are and revisit at a later date. Action Item: The Institutional Set Standards will be presented to College Council on March 1, 2018. Completion Date: March 1, 2018.</p>		
<p>6. Members Continue On To Discuss Metrics & Objectives</p>	<p>President Board</p>	<p>A task force will be developed to discuss the metrics and objectives. Ryan Khamkongsay and Corey Marvin will chair the group. Jennifer Curtis will send out a Doodle Poll to see if members of the group will be available for a meeting in mid-march and early April. Action Item: Jennifer Curtis will send out a Doodle Poll to determine dates to discuss metrics and objectives. Completion Date: March 5, 2018.</p>		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
7. Review of Action Items	President Board	<ol style="list-style-type: none"> 1. The Mission, Vision, Values, and Strategic Goals will be presented to College Council on March 1, 2018. Completion Date: March 1, 2018. 2. The Institutional Set Standards will be presented to College Council on March 1, 2018. Completion Date: March 1, 2018. 3. Jennifer Curtis will send out a Doodle Poll to determine dates to discuss metrics and objectives. Completion Date: March 5, 2018. 		
8. Miscellaneous	President Board	n/a		
9. Future Agenda Items	President Board	n/a		
10. Future Meeting Dates		To be determined.		
11. Adjourned		2:32 pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

Open/ Closed



Strategic Plan Task Force Meeting
 Objectives & Metrics
 March 19, 2018
 Administrative Conference Room, EW 207
 2:00 p.m.

Present: Deanna Campbell, Corey Marvin, Kellen Nelepovitz, Rebeca Pang, Rebecca Parker, Michael Kane, Paul Kuttig, Jessica Kawelmacher, President Board, Lisa Couch, Peter Fulks, , Davis Kunz, Ryan Khamkongsay

Absent: Ana Mora, Melanie Jeffrey, Lisa Stephens, Heather Ostash, Matt Crow

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order				
2. Approval of Minutes & Action Items	Corey Marvin	Minutes were not reviewed. 1. The Mission, Vision, Values, and Strategic Goals will be presented to College Council on March 1, 2018. Completion Date: March 1, 2018. 2. The Institutional Set Standards will be presented to College Council on March 1, 2018. Completion Date: March 1, 2018. 3. Jennifer Curtis will send out a Doodle Poll to determine dates to discuss metrics and objectives. Completion Date: March 5, 2018.		
3. Approval of Agenda	Corey Marvin	No agenda.		
4. Maximize Student Success	Corey Marvin	SSSP will be asked to review the objectives under “Maximize Student Success” 1. Number of credits first term 2. Number credits first year 3. Completion gateway math & English first year 4. Number of credits earned in program first year 5. Persistence term 1 to term 2 6. Percentage of college-level course completion first year *Consider using descriptors above to measure goal #2 by student sub-groups. *Use “CC” as home campus *Calculate all metrics as all KCCD colleges		
5. Advance Student Equity Measures	Corey Marvin	An overview on how we currently gather race and ethnicity was provided. We need to determine the service area population to give us a more accurate picture of the demographics in our different areas we serve. We currently use the percentage point gap method to calculate student		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		<p>populations. It was decided that goals and floor rates will be developed and shared at the next meeting.</p> <p>It was the consensus of the group that the document should be reported out as a college. The more detailed information can be shared individually with each of the areas we serve.</p> <p>Every campus will need to determine their own measures with IR, but keeping in mind that measures will need to be decided on college wide.</p>		
6. Ensure Student Access	Corey Marvin	<ol style="list-style-type: none"> 1. FTES 2. Number of concurrent enrollments 3. High School yield 4. Adult participation rate (by service area including online only) 5. Number of incarcerated students 6. Number of new students – Full time vs. part time – single class 0-5.9, 6-11.9, 12 or more 7. Number of students by campus 8. Online only – by number of courses 9. College Promise Students 		
7.Enhance Community Connections		<p>Respond to local industry</p> <ol style="list-style-type: none"> 1. Awards in CTE area 2. Employer satisfaction 3. Number CTE grads: working, working in field, promoted (skills builder) <p>Reflect community</p> <ol style="list-style-type: none"> 1. Number of students by sub-population 2. Number of employees by sub-population 		
8.Stenghten Organization Effectiveness		It was suggested that the climate survey could be helpful with this area.		
7. Review of Action Items	Corey Marvin	No action items.		
8. Miscellaneous	Corey Marvin	Any changes or addition to the data should be sent to Corey Marvin.		
9. Future Agenda Items	Corey Marvin	n/a		
10. Future Meeting Dates		<p>March 19, 2018, 2:00pm-4:00pm</p> <p>April 4, 2018, 9:00am-11:00am</p> <p>April 25, 2018, 9:00am-11:00am</p>		
11. Adjourned		3:55pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

Open/ Closed



Strategic Plan Task Force Meeting
 Objectives & Metrics
 April 4, 2018
 Administrative Conference Room, EW 207
 2:00 p.m.

Present: Corey Marvin, Kellen Nelepovitz, Rebeca Pang, Rebecca Parker, Michael Kane, Paul Kuttig, Jessica Kawelmacher, President Board, Lisa Couch, Peter Fulks, Davis Kunz, Ryan Khamkongsay

Absent: Ana Mora, Deanna Campbell, Melanie Jeffrey, Lisa Stephens, Heather Ostash, Matt Crow

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		9:30am		
2. Approval of Minutes & Action Items	Corey Marvin	Minutes were not reviewed. No action items.		
3. Approval of Agenda	Corey Marvin	No agenda.		
4. Strategic Plan Targets 2018-2021	Corey Marvin	<ol style="list-style-type: none"> 1. Strategic Plan Targets for 2018-2021 were discussed and new targets were set. 2. SSSP will recommend measures for #1 & #2. 3. Ryan Khamkongsay and Corey Marvin will come back with the recommendations for the targets based on the discussions that have taken place and will present the semi-completed targets to the group. 		
5. Review of Action Items	Corey Marvin	No action items.		
8. Miscellaneous	Corey Marvin	None.		
9. Future Agenda Items	Corey Marvin	n/a		
10. Future Meeting Dates		March 19, 2018, 2:00pm-4:00pm April 4, 2018, 9:00am-11:00am April 25, 2018, 9:00am-11:00am		
11. Adjourned		11:00pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

O Open/**C** Closed