

**EDUCATIONAL MASTER PLAN COMMITTEE  
MINUTES  
FRIDAY, MARCH 5, 2010  
10:00 A.M., BOARD ROOM**

<b>Present:</b>	Valerie Rodgers	James Patterson	Michael Heumann
	Jose Ruiz	Dawn Chun	
	Taylor Ruhl	Frances Beope	
<b>Absent:</b>	David Drury	David Zielinski	Jan Magno
	Ted Ceasar	Mary Lofgren	Jose Lopez
	Victor Jaime	Toni Pfister	Lianna Zhao
	Jesus Esqueda	Robin Ying	Kathy Berry
	Tina Aguirre	Efrain Silva	John Lau
	Lianna Zhao	Suzanne Gretz	
<b>Guests/Visitors:</b>	Travis Gregory	Carol Lee	Carol Cortez-Ramirez
Bill Gay	Bill Gay		
<b>Recorder:</b>	Martha Navarro		

Michael Heumann chaired the meeting of the Educational Master Plan Committee in Kathy's absence.

Reports, discussion and action included the following:

- Staffing Plan Subcommittee Report: Chair Suzanne Gretz was absent. Subcommittee members Carol Lee and Carol Cortez-Ramirez presented the subcommittee's staffing plan report. They explained that the report was written based on the information available to the subcommittee. The report is a first attempt and it's likely the report will be revised. The subcommittee is open to suggestions for improvements. A description of the process undertaken by the subcommittee in its review, evaluation, prioritization, and recommendation of staffing needs was provided to the EMPC. A description of the challenges experienced by the subcommittee was also provided and included the following:
  - the size of the plan report generated from the annual program review Web application (29 pages);
  - the plan report included new requests, ongoing salaries of existing positions (some with step increases and some without this information), and some information appears to be incorrect;
  - the program reviews did not include all identified vacant positions (programs were contacted to provide this information);

Suggestions related to the hiring process were made, including the suggestion that quantitative and qualitative data be provided before positions are hired. This information could be obtained by utilizing the forms developed by the thaw committee.

The staffing committee meets every second and fourth Wednesday through April until the process is completed. Information from Human Resources is needed to complete the process, specifically a list of vacant and unfilled classified positions. It was noted that the Staffing Plan Committee is a standing committee that also report to the EMPC.

- SLO Plan Subcommittee Report: Toni Pfister, Subcommittee Chair, was absent. Michael Heumann mentioned that Toni is working on the three-year plan.

- Marketing Plan Subcommittee Report: Chair Bill Gay stated that a draft marketing plan was submitted; however, the plan needs revision.
- Facilities Plan Subcommittee Report: Chair John Lau was absent. Subcommittee member Frances Beope explained the evaluation criteria that will be used in development of the summary report and recommendations:
  - Only certain account codes would be addressed;
  - Only new facilities-related requests of \$5,000 and above would be considered;
  - Ongoing expenses would not be considered;

Frances stated that those programs that did not include facilities requests in their annual program reviews were contacted to determine future facilities needs. In response to inquiry regarding the relation of the Ten-Year Build Out Plan to the subcommittee's report, Frances stated that the build out plan reaffirms the facilities needs in the program reviews and serves as backup information.

- Technology Plan (Administrative) Subcommittee Report: Chair Robin Ying was absent; no report given.
- Professional Development Plan Subcommittee Report: Chair Travis Gregory reported that he had submitted a plan to the subcommittee, that members had discussed the methodology used to give their rankings and made general observations and recommendations for future years. He explained that the subcommittee used a 1-3 system and placed an "x" by line items that they didn't think belonged in this plan's budget.
- General discussion took place regarding the upcoming accreditation team visit, the program review process and the planning timeline: It was noted that the planning process appears to be on track. Travis requested clarification regarding whether plan subcommittees would become committees, so that bylaws and Websites could be developed. Members once again identified training as a need and made the following suggestions:
  - Online training;
  - the trainer should be someone who knows how and is responsible for entering the information in the program review Web application;
  - conduct the training in August;
  - record the training for future reference.
- Michael stated that Kathy had recommended that EMPC members attend the accreditation and curriculum conference.

Adjournment: The meeting adjourned at 10:55 a.m.