



Trinity Valley Community College
Committee on College Planning (COCP)
Meeting Minutes, Thursday April 29, 2010
8:30 AM Disciples Crossing - Athens, Texas

The Administrative Retreat was introduced and called to order by Kay Pulley at 9:00 a.m.

In Attendance

Mike Abbott	Dr. Sam Hurley	Kay Pulley
Charlie Akin	Dr. Jerry King	Dr. Helen Reid
Brett Daniel	Michael Landers	Gayla Roberts
Dr. Rip Drumgoole	Wendy Mays	Jennifer Robertson
Dr. Glendon Forgey	David McAnally	Tina Rummel
Charles Gann	Dr. Jeremy McMillen	Janice Sutton
David Graem	Jean McSpadden	
Dr. Colette Hilliard	Mary Nicholson	

Guests

Cortney Curran	Iris Reeves
Keri Launius	Rebecca Whitley

Minutes 4/23/2009

- Reviewed and Accepted

Kay Pulley

Session 1 - Strategic Plan and Administrative Outcomes

- What is our legacy? What will our mark have been on a place where many of us have spent more than half of our lives? Where do we want to see our work end up?
- Strategic Plan was approved by TVCC Board of Trustees on Monday, April 26, 2010.
- TVCC Dashboard – graphically represents our 4 year goals and AOs (1 year plans) and portrays alignment (using red, green, yellow lights) by various departments of TVCC towards common goals. This particular report shows completion of AOs as opposed to quality.
- LEAPS are being evaluated by General Education Committee (every 2 years) to ensure their quality; We need to move in a similar direction to have AOs evaluated.
- Closing the Gaps (participation, excellence, and success) are also measured and reported.
- CARDS Database still has plans that have not been completed and/or finalized to wrap up the fiscal year ending 2009.
- Consider current deadlines:
 - Time Frame for AOs – July 15, 2010 deadline for 3 new AOs to be written for 2010 – 2011 year; September 15, 2010 deadline to wrap up and comment on 2009-2010 AOs
 - Time Frame for LEAPS – June 1, 2010 deadline to wrap up and comment on 2009-2010; August 31, 2010 deadline for 3 new LEAPS to be written for 2010-2011 year
 - Do revisions to these deadlines need to be considered so as to avoid the “busy” times of year for the various departments? J. King suggested moving them to later (possibly mid-semester); T. Rummel reminded us that if you have data or something complete, there is nothing in the system that prevents you from entering/finalizing your AOs in the CARDS database. R. Drumgoole echoed that this is a fluid document we are work on a continuously. J. McMillen remembered that we originally set the

dates to comply with the pending SACs review in late October, 2006. H. Reid suggested setting October 1st to finalize and comment on previous years' AOs. K. Pulley asked whether or not to leave the creation of new AOs at July 15th. C. Akin suggested that because of the large population that take vacations in the summer, moving the date to August 1st might be better. J. McMillen reminded us that the July 15th date was set to parallel the budgetary process. K. Pulley reinforced that student success should be the driving force when we write these goals, not just budget.

- Decision was made to set October 1st as deadline for final reporting date on previous year's goals and August 1st as the deadline to create goals for upcoming year and new plans.
- Red Bird Report has been created as a central clearinghouse to list accomplishments and achievements of the various departments. In pilot report, there were 28 items included, with H. Reid receiving the "official Red Bird" award for providing the most entries. This reporting system can be accessed from the IR webpage and the Strategic Plan webpage. Currently, Dr. Forgey uses this database to report to the TVCC Board of Trustees the accomplishments that are being made at TVCC.
- LEAD interns – Keri Launius and Rebecca Whitley presented their projects
 - Keri Launius – Dual/Concurrent Credit Guidebook
 - Rebecca Whitley – Employee Recognition/Award Development

Door Prizes and Morning Break

Action Area Leaders

Session 2 - Strategic Action Area Reports

- Strategic Plan Action Area Leader Reports – At least one 4 year goal for each of the Action Area Leaders (refer to Strategic Plan Section 5)
 - Kay Pulley – 5.1.1
 - Rip Drumgoole – 5.1.2
 - Jeremy McMillen – 5.1.3
 - David McAnally & Helen Reid – 5.1.4
 - Janice Sutton – 5.1.5
 - Jean McSpadden (on behalf of Joyce Helberg) – 5.2.1
 - Jean McSpadden – 5.2.2
 - David Graem – 5.2.3
 - Mike Abbott – 5.2.4
 - Jennifer Robertson – 5.2.5
 - Mary Nicholson – 5.3.1
 - Kay Pulley (on behalf of Audrey Hawkins) – 5.3.2
 - Gayla Roberts – 5.3.3
 - Courtney Curran (on behalf of Mike Peek) – 5.3.4
 - Wendy Mays – 5.3.5

Lunch Break

Leadership Panel Discussion

Session 3 – Dr. Forgey and Vice Presidents

- Is there a possibility that all classrooms will eventually become Smart Rooms? – M. Abbott responded that the intent all along was to meet this goal. This streamlines well with our 4-year goal and while it is our hope to increase the number of smart rooms on all TVCC campuses, it cannot be done at the expense of preserving the quality of the current smart rooms. By summers' end 2010, we will probably be close to reaching 80% of classrooms designated as Smart Rooms, excluding new buildings that are scheduled to be built; VHS issues are an example of how important it is to maintain the functionality of the current rooms in operation. D. McAnally stated Cloud computing – any computer could connect to our system, without compatibility issues—are we considering such an approach? M. Abbott responded with the fact that other issues/goals have taken priority and while this is a very appealing idea, we have to focus on other resources for now. D. McAnally remarked that a huge benefit is the reduction in need of licenses to purchase for software programs, etc. M. Abbott indicated that we would be trading this for server load issues. H. Reid requested a timeline (indicating priority) of Myles Pennington's website design. M. Abbott responded that we need additional assistance in the web design department. T. Rummel asked what about the status of our using the Share Point. M. Abbott responded that with the limited resources, it has been pushed aside as well. We will begin doing different areas as a pilot. It is currently online now. We had to wait on purchasing additional storage.
- When do we expect our growth in enrollment to top out or level off? – Dr. Forgey responded that the economy has played a part in our enrollment growth. The unemployment rate may stay around 9 or 10% for years to come, obviously continuing to impact our enrollment, perhaps, though not to the same extent. As students graduate from high school and have no other options with respect to employment, they will likely go to college. Possibly next year's growth will again be around 10% with the following years dropping down to around 4% or 5% increase. J. King added that as our university counterparts are increasing tuition and fees at such a pace, we will likely continue to have increased enrollment since we are such a "bargain". Dual Credit will continue to increase as well as our online instructional opportunities. J. McSpadden referred to the media's report of this being a jobless recovery. We are using a 5% growth estimate for budgetary reasons. K. Pulley asked how many courses our faculty normally teach. J. McMillen and D. McAnally responded with 7 or 8 (almost twice the normal load). J. King responded that this increase in enrollment is placing stress on our faculty, necessitating increase in number of faculty that need to be hired. R. Drumgoole added that Student Services areas also feel the effects of increased enrollment and consequently need additional assistance. J. Robertson echoed that it possibly could be a contributing factor to the increased rates of retirement. It is truly a vicious cycle and domino effect. The possibility of us turning students "away" is a potential result of the tremendous growth. Dr. Forgey reminded us that all of this is happening at a time when the state may cut the budget significantly, challenging us to balance the faculty and facility needs without going into significant debt with bonds. Raising our low ad valorem taxes provides us an opportunity to increase revenue and accommodate for this gap. J. McMillen mentioned the fact that we are focusing on maximizing the size of our current classes.
- Is it expected that Distance Ed will eventually affect the need for additional classroom space and faculty? – J. King does not think that it will directly impact our strategy to build more facilities. It impacts primarily the night and evening courses as those students are moving to an online format rather than evening classes. The day classes haven't been impacted to the same extent. Faculty will still be "repurposing" to teach in an online format as opposed to the traditional evening classes that were taught. Many of the courses don't lend themselves to online format as effectively. J. King expressed concern for the possible

competition with TxVSN and other strictly online colleges that could be a threat to us as they offer everything online. M. Abbott reminded us that the increase in Distance Education student population has inundated the IT Help Desk and increased this department's workload issues as well. C. Gann reminded us that the testing on their campus has placed a tremendous burden on their library staff (1500 tests administered in their library per semester).

- Some Strategic Plans are tied to the budget. What kind of alignment would we have based on proposed budget? J. McSpadden thinks the best way to tie the two together is with the Budget Initiatives Process since the strategic plan should drive your budget and not vice versa. With respect to this year's budget, we are still working on putting the budget requests together. Dr. Forgey reminded us that we need to focus on student success and as the VPs look at the Budget Initiatives, more weight is placed on those initiatives that address and try to meet the AOs tied to student success.
- How will we deal with space issues and requests for additional Early College High Schools (ECHS)? How do we determine future growth in terms of who gets priority for ECHS programs? K. Launius mentioned that she didn't think that TEA would be funding any more grants for this. J. King indicated that we need to look at each circumstance individually in determining those who can appropriately be served by TVCC. Forney may be the only other district interested in developing the ECHS collaboration with TVCC. To turn a school down would be very difficult and we would need to have some justified reasons to do so. J. McMillen did reiterate that the ECHS money may have been one of the programs that was cut by the state. J. King raved about the value that we are providing the students of the ECHS even though he was not initially in favor of this program when it was first mentioned. While it may not be providing TVCC with a great financial advantage, it is a great community service that is being provided and one we can be very proud of.
- Will there ever be entrance requirements for Distance Ed students such as a possible test in computer literacy? Dropout rate is pretty high. J. McSpadden asked if we could possibly require verification of READI assessment (or similar program) prior to student enrollment? While this is the goal of the Distance Education department, we have to start slow. J. McMillen asked if it would be possible for all students enrolled in online courses to take the READI for us to develop baseline data and determine what population of students we are talking about that are not truly "equipped" to take online courses.
- Will we make another attempt to get Forney into the taxpaying district? – Dr. Forgey indicated that we didn't make the attempt before. It is up to the school district to attempt to be voted in to our district and requires a lot of hard work by the district. This would be like any other district in our service area and TVCC would do what we needed to do to assist them in this process. J. McMillen reminded us that in Forney they are putting together a Career and Technology Program in which they are voting on a \$30 million bond in May. Therefore, they may have redirected their efforts.
- Will we consider adding baseball and soccer in the future? Our hands are full now with adding softball and volleyball (R. Drumgoole and Dr. Forgey in unison). R. Drumgoole wants to consider adding additional sports in the future when the additional housing, offices, locker rooms, etc. are provided. Many of these facility issues are still unresolved for volleyball. Baseball poses an additional challenge of needing a field to play on. Soccer could use the current pit as a place, but the band and Cardettes are also using it. Dr. Forgey echoed R. Drumgoole's stated need for additional facilities (Fine Performing Arts Center, University Center, etc.). The school is looking at possibly 10 years in the future before these needs are met or we can consider adding additional sports. Soccer poses an additional challenge because there are not too many community colleges in our area that play soccer, limiting the competition in our area. If we did pursue adding an additional sport, it would

likely be baseball down the road, resulting in another Title IX concern. J. McSpadden asked if additional vehicles would need to be purchased to transport the Volleyball team. R. Drumgoole said that this issue has been discussed and resolved, there is not too much overlap between volleyball and basketball. M. Landers is generating a master schedule that will assist in the task of scheduling of transportation for the teams.

- Will the new dorm have a central study (commons) area? Dr. Forgey presented his "repurposed" blueprint on the white board that includes a student lounge area (at the "top" of the "L"). On each floor (at the intersection of the "L"), there is a study area planned. The Laundry Room will also be large enough to have tables. J. McMillen asked about the possibility of food services in the new dorm. C. Curran said that they are considering "kiosk" sales of some form. A mobile coffee unit is being considered. S. Hurley asked where the proposed building site of the new dorm is. R. Drumgoole responded that the site is where the old tennis courts were located, across from the gym (eventually joining Northwest Hall) to avoid destroying anything.
- What is the ultimate goal of the TVCC Foundation? M. Nicholson said to raise funds for scholarships and not to buy brick and mortar. The first year is "friend-raising", there is outreach to the community and relationships will be built and cultivated. The Foundation will no longer be in the scholarship award process. The application process will be streamlined into one document and all foundation money will go through the scholarship committee. Estimate of total scholarship foundation money is around \$115,000. Endowments have changed a lot this year with the assistance of the TVCC Foundation Board. Bylaws have been changed, allowing 60 months to fund endowments.

Session 4 – Wrap-up and Concluding Remarks

Dr. Forgey

- Pleased with the productive dialogue that has resulted, focusing on the direction that we need to take to focus on students.
- Progress has been made, but additional progress will be a focus. Perhaps with the increase in tuition, the budget cuts will not be too bad. It is prudent to wait and see what direction the state will take before additional faculty are hired, and ensure that it will only be the suggested 5%. In addition to the budgets associated with hiring personnel, physical space issues must be considered. These things take time and we are making progress. The salary study will be progressing; some will be realized in this year's budget cycle.
- J. McSpadden announced that a senior accountant has been hired and will assume responsibility for grant accounting from Judith McGilvray so that Judith may focus on purchasing, contracts and insurance coordination.
- C. Gann mentioned the issue of helicopter parents and how they are inundating us
- H. Reid asked for legislative updates. Dr. Forgey indicated that preliminarily budget impact will remain as was initially discussed.
- J. Robertson said that she would know more about the insurance premium impact as a result of the ERS shortfall in the near future.
- J. McMillen updated us on his appointment to the 7 Points Advisory Committee.

Meeting concluded at approximately 2:40 PM