

INTEGRATED PLANNING SESSION
Institutional Effectiveness Committee, Planning and Priorities Committee, Budget and Resource Allocation Committee
April 26, 2013 – 9:00 a.m. – 12:00 p.m.
NOTES

The following Planning & Priorities, Institutional Effectiveness, and Budget and Resource Allocation Committee Members and Resource Experts were present:

PLANNING & PRIORITIES	IEC	BRAC
Deborah Cantarero, Classified Senate Yajaira De La Paz, Classified Senate Stephanie Fleming, Co-Chair, (IEC)* Matt Jordan, Co-Chair, (IEC)* Katie Rodriguez, Academic Senate Dustin Tamashiro, Classified Senate Leslie Tirapelle, Management Assoc. Amy Ulmer, Dean, English Division	Carrie Afuso, Classified Carlos Altamirano, Classified Jim Arnwine, Management David Colley, Resource Expert Joe Futtner, Management Lori Gabrielian, Classified Krista Goguen, Faculty Jeff Hupp, Classified Crystal Kollross, Management, (P&P)* Marie McClendon, Faculty Andrea Murray, Faculty Dan Raddon, Faculty Shelagh Rose, Faculty, Co-Chair Sonya Valentine, Faculty Gloria Wong, Classified	Denise Albright, (P&P)* Anthony Brown Marie Descalzo, (P&P)* David Krause David LeClaire A.C. Panella Joe Simoneschi, (P&P)* John Wood, (P&P)*

The following guests were present:

Ofelia Arellano, Academic Affairs
Earlie Douglas, Business Division
Dan Haley, Library
Pat Rose, English Division
Marjorie Smith, English Division

The meeting opened at 9:20 a.m. in the Circadian.

PRESENTERS

Matt Jordan, Stephanie Fleming, Shelagh Rose, A.C. Panella, and Crystal Kollross.

DISCUSSION

The presenters displayed and discussed a series of examples of PCC's current program review, planning, and budgeting processes. They asked questions to measure the level of knowledge among the participants, about PCC's program review, planning, and budgeting processes. Many of the participants were not aware that there was a planning process. The committees had a long, in depth discussion about why the planning process is not well known or understood and how the process can be improved. Below is a list of current issues, possible improvements, and recommendations from the committees for the planning and budgeting process:

CURRENT ISSUES

1. The committees are currently in silos and don't communicate well.
2. We are unclear about the current processes – overall communication problem.
3. Need more access to information.

*Also on this committee

POSSIBLE IMPROVEMENTS

1. The Institutional Effectiveness and Planning and Priorities Committees should inform the Budgeting and Resource Allocation Committee.
 - Programs should regularly report to BRAC
2. Establish on-going maintenance budget process that is distinct from budget for program improvement.
3. Planning and Priorities needs to help units/programs develop processes.
4. Communication model – B.P.C. (Big Purple Circle)
 - 2? Representatives from each of the committees – 2-way communication.
5. Need feedback to College Council.
6. Sync the timelines of the processes for program review, planning, and resource allocation.
7. Governance website
 - Graphic of structure with button for each committee.
 - Click for each committees' minutes, policy, etc.
8. Examine committee structure in relation to resource allocation.
9. How do programs (resource allocation requests) get to BRAC?

RECOMMENDATIONS

Group 1

- Flow Chart of Committees
 - Click and be sent to committees webpage
 - Knowing charge – ownership
- Integration of Efforts
 - Center of communication
- 3 members from each committee (IEC, P&P, BRAC) to create a leadership group.
 - Management, Faculty, Classified
- Process/Procedure of funding

Group 2

1. Need a clear, doable, planning process at all levels.
2. Need a way for program/departments to state their needs/plans.
3. Prioritization process for resource allocation.
4. Need a clear flow chart for resource allocation (IEC, P&P, BRAC).
5. College-wide priorities need a process for resource allocation.
6. *Establish on-going process for
 - 1) On-going maintenance
 - 2) Equipment replacements cycles (3 or 5 years).

*This could be a separate process from program review and resource allocation.
7. Explore a process for reviews of each program area.
8. Need to evaluate roles of: P&P, BRAC, IEC (need to define role).

Can we merge? What about a partial merge?
9. Is program review for “new” or “innovation”? Need to define what requests come through program review?
10. Need to establish a budget for regular maintenance of facilities/equipment.
11. Need a rubric criteria for resource allocation for BRAC.

Group 3

Communication -

1. Social Media Presence
 - Updates, changes in membership (=viable, accessible 24/7/365)
2. Examine unit procedure/policies regarding release time, etc. especially important for Classified employees.
3. Inculcate a culture of “best practices” (shared, communication).
4. Unified calendar (Dave C: in progress)

Group 4

1. Need a Big Purple Circle Committee for communication from each committee to the others.
2. Program plans which require resources should have a direct way to get to BRAC.
3. IEC recommends resource allocation to BRAC based on program reviews.
4. Committees should be given some “teeth” so recommendations are accepted at higher levels and acted upon.
5. Should a representative from each committee attend other committee meetings to be informed?

FUTURE INTEGRATED PLANNING SESSION MEETING (S)

The committees agreed to have another full-group, all-committee meeting in the fall.

The meeting closed at 12:05 p.m.