**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:

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| --- | --- | --- |
| **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 siloed and don’t communicate well.
2. We are unclear about the current processes – overall communication problem.
3. Need more access to information.

**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

1. Establish on-going maintenance budget process that is distinct from budget for program improvement.
2. Planning and Priorities needs to help units/programs develop processes.
3. Communication model – B.P.C. (Big Purple Circle)

* 2? Representatives from each of the committees – 2-way communication.

1. Need feedback to College Council
2. Sync the timelines of the processes for program review, planning, and resource allocation on an annual cycle
3. Governance website

* Graphic of structure with a button for each committee
* Click for each committees’ minutes, policy, etc.

1. Examine committee structure in relation to resource allocation.
2. 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
7. On-going maintenance
8. 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?

1. Is program review for “new” or “innovation”? Need to define what requests come through

program review?

1. Need to establish a budget for regular maintenance of facilities/equipment.
2. 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)

1. Examine unit procedure/policies regarding release time, etc. especially important for

Classified employees.

1. Inculcate a culture of “best practices” (shared, communication).
2. Unified calendar (Dave C: in progress)

**Group 4**

1. Need a Big Purple 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.