INTEGRATED PLANNING TASK FORCE
Tuesday, November 01, 2011
10:00 a.m. Mayock House

MINUTES

Attending: Randy Brown, Kyle Billups, Fran Lopez, Dr. Kathleen Rose, Joe Keeler, Laurel Blakley

1) Reemphasis on the importance of our work for integrated planning and allocation
   Randy reviewed the Strategic Planning Survey and the need for increasing awareness of the Strategic Planning process.

2) Input from constituent groups and survey
   Dr. Rose met with the Department Chairs and shared their concerns
   a. There is no communication regarding the outcome of the Program Plans
   b. The rollover of the Program Plans from the previous year are difficult. If a new plan is created a new objective needs to be created.
   c. Sometimes the end user doesn't know what the staff costs will be. Maybe a range could be put in the form in order to populate the field.
      i. Joe Keeler suggested the end user needs to contact HR to get a staff cost
   d. The end user puts the information into the Unit Plan then it goes to the Budget Committee. What needs to be done to get the information back to the end user?
      i. Dr. Rose mentioned to the Department Chairs the there were no faculty at the table during the budget process.
   e. The perception is that key projects get funded regardless of higher rated projects.
   f. The end user would like to add text in the Plan.
   g. What is the tie between SOL and the spending plan (budget allocation)?
   h. What should or should not be forwarded in the Program Plans (ongoing costs). Should the Program Plans only be for new innovative creative ideas, or would the ongoing costs keep the program secure?
   i. The faculty think that if it's not in the Program Plan, they won't get it.
   j. The Strategic Plan doesn't address everyday focuses on new & improved.
   k. There are so many strategies and goals, it is overwhelming and they start becoming diluted. Maybe focus on a few at a time.
   l. Is there a piece missing? How does the Strategic Plan tie into the Program Review? Per Randy, this is currently being looked into.
   m. There seems to be a loss of connectivity between the elements. Need solid language to help with the connection.
   n. Once the Program Plan is complete it goes to the Budget Committee, then to President's Council. It is important that President's Council does their due diligence before they make the recommendation to the President.
   o. End users want to see feedback from the Budget Committee
   p. End users want to see feedback from their Deans
   q. End users are not updating the previous years' plan in order to begin the current year's plan.
   r. Updating the previous years' plan is important in order to find out what type of impact any funding that was given had on the plan.
   s. There should be more training for the end user on how to finish the prior year and fill out the new year.
   t. Can't print out the Unit Plan once it's completed. A PDF takes programming, but Kyle is looking into this as an option.

3) Communication about the process and procedures
   a. Dr. Rose is on the Presidents Council subcommittee on Shared Governance. They will be convening in the next 10 days. Randy will talk to Jan Chargin and Dr. Rose so they can take it to this committee and discuss.
   b. Need to finalize the communication process. It's hard to train if constantly changing the model. The suggestion is to leave the model alone and make changes next year. Prepare for spring so the end users can be retrained.

4) Budget ranking process
   a. This is the shallowist part of the whole process. The question is in equality. Why does one department get more than others?
      Bonnie Donovan suggested to set aside a percent or a certain dollar amount as a pool for the smaller items. The Budget Committee would need to prepare criteria for this.

5) Integration of grant funding into the planning process
   a. Grant funding is independent of the planning process
   b. The planning process needs to be used in order to show the justification of the grant monies.
   c. Possibly institutionalize after the grant is complete

6)   Incorporating data (SLO, program review, other data) into the planning and allocation process
   a.   This would involve retraining
   b.   Why was the objective made in the first place.
   c.   How did this effect student success. (closing the loop in data)

7)   Providing data on the impact of the funding of the objective
   a.   Some end users are using the Unit Plan to enter programs that have no cost. These end users are using this as a planning tool. This is what the District wants to do as a group.

Joe Keeler made a motion to extend the deadline to submit the Program Plans to December 1st. Joe will send out the email. Randy and Kyle will send something to Joe to add into the Email.

The next Unit Plan Revision Task Force meeting will be scheduled in early January. The focus will be on putting together training.

Prepared by Laurel Blakley