



DISTRICTWIDE STRATEGIC PLANNING & BUDGET COUNCIL

Meeting Notes – December 5, 2011

ATTENDING: S. Abushaban, D. Averill, M. Barendse, J. Barnes, B. Blanchard, J. Buckley, J. Colson, S. Cooke, M. Copenhaver, W. Corbin, T. Corcoran, T. Flood, S. Gonda, C. Houston, L. Jensen, J. Mahler, C. Miles, C. Phillips, S. Rearic, A. Satele, R. Steinback, M. Wangler, M. Zacovic

ABSENT: E. Miller, B. Nath, K. Widdes

RECORDER: P. Tillery

1. Planning Definitions

J. Buckley distributed and reviewed a District planning framework which was first shared at the September 6, 2011, DSP&BC meeting. Definitions for the Educational Master Plan (EMP), Strategic Plan and Operational Planning were expanded to provide a general structure describing how District planning works. Buckley asked members to review the definitions and send any comments or suggestions to him via e-mail.

Included in the District planning framework handout were two planning diagram examples – one in target format, and the other in flow-chart format. The diagrams provide an illustration of how planning works, i.e., the District *Mission, Vision and Values* drives the EMP, which in turn drives other plans.

Following discussion, it was generally agreed that the flow-chart format provided the clearest illustration of the planning process. Buckley will revise flow chart to add linkages to financial plan (resource allocation), quality improvement, and include additional arcs to show linkages between plans.

2. Educational Master Plan

Chancellor Miles suggested that it would be very helpful to include the flow-chart diagram (to be revised based on above discussion) in the EMP and Accreditation Self Study reports being prepared by the colleges.

3. Strategic Planning

- Site Updates – The colleges' planning and budget timelines were reviewed.
- Preparation for August Annual Year-End Strategic Plan Presentation to Board - Chancellor Miles discussed the Board's involvement in the Strategic Planning process and the importance of the Board receiving feedback each year in order to assess how things are working, accomplishments and plans for moving forward. A pre-Board meeting is scheduled on August 21, 2012, regarding the 2010/2016 Strategic Plan and Annual Report of 2011/2012 Outcomes and Update.

President Cooke commented that the August date is difficult for the colleges because of Flex Week activities. Following a brief discussion, it was agreed that the August meeting with the Board regarding Strategic Planning would be postponed to be part of the September 4, 2012, Board Adoption Workshop.

- Overall District coordination of Site Timelines - Rearic suggested that a calendar be developed to coordinate Strategic Planning dates for both the colleges and District Services.

4. Other Planning

- Rearic reported that Brian Nath of Information Systems is working on the District Technology Plan, and that it is being vetted through various councils for review. Both colleges are also working on their site Technology Plan. Brian is working with the colleges to ensure linkage between all three plans. Rearic said that the District and colleges' plans would be presented at a DSP&BC meeting in early spring.
- Rearic reported that the facilities-related Master Plans are being reviewed for update. There were five facilities-related Master Plans that were funded by the *Prop R* bond. If the District moves forward with another bond, those plans could be revised and components added.
- Chancellor Miles discussed the *Prop R* bond saying that *Prop R* funds are nearly exhausted and that there are still many needs to be met. In order to fund the Technology Plan to be fully functional, external funding would be necessary. She reported that the District has contracted with a bond consultant, Tramutola LLC, to determine the feasibility of going forward with a bond measure on the November 2012 ballot. Feasibility study results are expected in late January. If results of the feasibility study are positive for moving forward with a bond, the District would begin the bond preparation in March 2012.

5. Staffing Plans

- District
 - Chancellor Miles discussed the critical hire position of Vice Chancellor-Human Resources (VC-HR). She explained that the VC-HR would oversee the Human Resources Division and would report to her. The VC-HR job description has been developed. The screening committee for the position would include representatives from each of the bargaining units.
 - Rearic reviewed two positions on the District Services critical hire list due to recent resignations: Sr. Dean, Research, Planning & Institutional Effectiveness, and Public Safety Officer.

- Cuyamaca
President Zacovic reviewed the positions on the Cuyamaca critical hire list:
 - Administrative Secretary/Business Services Specialist
 - Associate Dean, Special Funded Programs
 - Counseling & Assessment Center Supervisor
 - Custodian
 - Instructional Lab Assistant – Writing Center
 - Full-Time Faculty – Water/Wastewater
 - 3 full-time faculty positions (due to retirements)
 - 1 full-time faculty position (funded by savings from retirement of 3 senior faculty)
 - 1 full-time faculty position for Student Services general counselor in Veterans' Affairs
 - Health Services Supervisor

- Grossmont
 - Dean of Student Development (Services)
 - Director Campus Facilities, Operations & Maintenance
 - Custodian
 - Associate Dean of Counseling & Special Programs (placeholder)
 - Supervisor of Counseling (placeholder)
 - Director of Admissions & Records (placeholder)

Discussion followed. Concerns were expressed by various members due to the large number of proposed hires in light of the budget situation. It was also commented that compliance issues must be taken into consideration for proposed positions.

Note: Placeholder positions are under consideration for possible restructure.

In conclusion, Chancellor Miles directed that a financial review be completed at budget Cabinet meeting, and that compliance issues need to be clearly stated in critical hire bullets.

6. Full-Time Faculty Obligation (FON) – Report for Fall 2011 – Deferred to January meeting
7. Budget Preparation Calendar – Deferred to January meeting

Next Meeting: Monday, January 9, 2012, 2:30 – 4:00 p.m.
Cuyamaca College Student Center, I-209