

Santa Rosa Junior College



INSTITUTIONAL PLANNING COUNCIL

Monday, October 14, 2019

Plover 526

1:30 PM – 3:00 PM

Minutes - **APPROVED**

VISION – SRJC aspires to be an inclusive, diverse and sustainable learning community that engages the whole person.

MISSION – SRJC passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community.

- We focus on **student learning** by preparing students for transfer; by providing responsive career and technical education; and by improving students' foundational skills.
- We provide a comprehensive range of **student development** programs and services that support student success and enrich student lives.
- We support the **economic vitality, social equity and environmental stewardship** of our region.
- We promote **personal and professional growth** and cultivate joy at work and in lifelong learning.
- We foster **critical and reflective civic engagement** and thoughtful participation in diverse local and global communities.
- We regularly **assess, self-reflect, adapt, and continuously improve**.

Excerpted from SCJCD Board Policy 1.1 – Vision, Mission Statement, Values (approved October 8, 2013)

In attendance: Pedro Avila, Dorothy Battenfeld, Frank Chong, Stephanie Dirks, Jeanne Fadelli, Maggie Fishman, Karen Furukawa-Schlereth, Luz Garcia, KC Greaney, Vince Hamilton, Alex Hays, Sean Martin, Jessica Melvin, Purnur Ozbirinci, Jane Saldaña-Talley, Sandy Sigala, Eric Thompson, Julie Thompson

Absent: Patty Collis, Kate Jolley, Amy Roscielle Flores

1. **APPROVAL OF MINUTES (1:30-1:35)** From the meeting of September 23, 2019
Stephanie Dirks motioned to approve, Eric Thompson seconded. Alex Hays abstained. Minutes were approved.

Alex Hays, representing the SRJC Student Government, was welcomed onto the Institutional Planning Council.

2. **PLANNING UPDATES (1:35-1:45)**

- a. **Administrative Update** (SRJC President Frank Chong)
SRJC staff did a good job of communicating the 3-day closure due to the PG&E outage last week, despite the sporadic communication from PG&E. All staff will be compensated for the time off during the closure. We are open to suggestions for any improvements. There were issues with powering back up at the Petaluma campus on Friday; it's not a simple process. The Town Halls are scheduled on the Santa Rosa and Petaluma campuses to elicit feedback from the college community. The State Chancellor's office has promised to notify SRJC regarding our request for an additional 2 years of fire relief funding.
- b. **Budget Advisory Committee Update** (SRJC Vice President Kate Jolley)
Eric Thompson stood in for Kate Jolley. The BAC has met once so far this academic year. Last year the committee created a budget 101 presentation, which is a summary of what the SRJC budget is, how we are funded, how the funding for the whole community college system works, categoricals, etc. A lot of positive feedback was received from these presentations. The presentation was sent out to everyone, and then the committee held listening sessions for questions & answers throughout the college community. This was well-attended, so this year the committee will create a budget 102 presentation to provide more details about the current budget such as the reorganization and reductions.
- c. **Academic Senate Update** (Academic Senate President Eric Thompson)
The Senate is passing resolutions regarding the District's reorganization. We are working together as an institution together to enhance collaboration. There is room for improvement to increase the collaboration between Academic Affairs and Student Services. This is a priority for the Senate.
- d. **PRPP Update** (Director of Institutional Research KC Greaney)

In the Fall, we focus on the chain of approvers in the timeline of activities document, which changes annually. We then roll the information over from December to January, so the template gets refreshed while still keeping the information from the prior year. There will be some new data posted by January 2020 on the PRPP website, which will need to be referenced. We launch the new PRPP in January 2020. We will send out some year-end information in January talking about the process for 2019 and where it's ended up. We are now at the end of the annual cycle for 2019 and looking forward to 2020. This will be a unique year with the reorganization. The units in PRPP are defined by a collection of budget codes and this is what separates the units. If we combine departments or break them up, then all the budget codes need to be repackaged as well. Some academic departments will be housed differently under different Deans, so this will change the PRPP structure. Hopefully by January, we will have the changes with the budgets repackaged as well as the chain of approvals.

- e. Update on Budget Reductions, Reorganization, and Restructuring Governance (as appropriate)

The new handbook on shared governance will be coming out soon. There are no other updates right now.

3. INSTITUTIONAL PLANS AND PLANNING

- a. **Review of PRPP (1:45-2:00):** As a part of the annual process of aligning budget with planning, and as a key step in ensuring SRJC planning processes are integrated, IPC members will review the PRPP Cabinet Priorities 2019-2020 to confirm alignment with the Strategic Plan and districtwide goals. President and Vice Presidents will answer any questions. (back up: PRPP Cabinet Priorities 2019-2020)

Review of PRPP Cabinet Priorities 2019-2020

- The first tab contains budget requests.
 - The headings include:
 - vice-president rank
 - supervisor rank
 - department rank
 - unit location
 - strategic plan goal that the request is tied to
 - how the request is aligned with the mission and then the rationale
- The second tab is for staffing which shows the alignment to the mission and strategic plan and more specifics about the request and rankings.
- The last tab is for non-instructional equipment and technology
- Comments/Feedback:
 - What does a zero ranking mean?
 - It means that the department ranking is what's being used
 - It used to be the case that the VP's were sent the meeting minutes to recommend action PRPP deadlines
 - Would like to make this a practice going forward
 - Can we change the format of the spreadsheet to separate Academic Affairs and Student Affairs, so that we can sort and filter the information?
 - Yes this can be done, recommendations are welcome, just let VP's Academic Affairs office know
 - How can we understand the various rankings?
 - Student services convenes on all different aspects by importance by individual clusters within the department
 - With Academic Affairs, just the highest priorities are ranked
 - Needs to be narrowed down while only capturing the highest priorities
 - Very complex process and difficult to get it into this current format
 - We are always open for recommendations on improvement
 - It's good to get fresh eyes from IPC Committee on this to recommend change
 - HR department distinction is that they are just 1 department making it more homogenous
 - The staff and management provide the feedback
 - Very hard to sort out the ultimate needs, all are critical
 - When there are disagreements on the priorities between the Dean and VP, how is this resolved?
 - These are simply wish lists
 - We have not had new unrestricted general fund money in a very long time, only reductions

- There are no guarantees that the items will be funded
- Who is creating the wish lists? If a department has a zero ranking on an item, then how does it make it on the list in the first place?
 - Everyone fills out the PRPP, then a master list is created for each component area
 - Every request gets submitted regardless of the ranking initially
 - Then within each area, the list gets prioritized, then only the top ones make this list
 - The clusters often meet and have discussions about this
 - Each area prioritizes the top ranked one for this PRPP spreadsheet
 - There is a process where the priorities are decided on a trickle up basis from staff to the supervisor then to the VP
 - Ranking occurs at each level
- Once we have the value structure in place, when we go through this exercise, are we losing focus on what's really important and missing opportunities to re-think institutional priorities because we are so focused on this assignment?
 - We have a strategic plan, but need to revisit our progress on the plan
 - We are already 1 year behind on refreshing the strategic plan
 - We need to take a step back and see what's changed and what can be changed going forward
 - The planning process is related to the budget at most institutions
 - This will come up again during accreditation – we should be ahead of it
- How does this process fulfill priorities and decision making within the Academic Senate that would then forward recommendations to the Board of Trustees?
 - It's really about the process or engagement
 - There are ways to tighten up the process to include the Senate
 - Additional funding is not readily available, mostly cuts
 - Linking planning and budget should include categorical funding
 - The Senate involvement has not been systematic when it comes to shared governance initiatives
 - Better to start with bigger plan and then create processes to support this plan which aligns with the priorities
- Why isn't there a "senate" ranking column?
 - What's required is that the senate is embedded in the shared governance process, that allows Senate to provide input
 - Shared governance process is not clear
- Is there anything to report on the shared governance workgroup?
 - Consists of all constituent groups: students, staff, faculty, administration
 - They look at the shared governance structure, specifically committees and give recommendations on ways to trim the number of committees
 - Trying to identify where purview is out of whack, or crossover on responsibilities or function of the committee
 - Created a handbook
 - Their goal is to bring recommendations to College Council sometime this semester
 - The timing for this is ideal because we need to maintain a more streamlined shared governance process considering the staff reductions
 - There has been a generation of new committees instead of cutting some more, so work to make cuts is still in progress.
- Student perspective: there are a lot of student committees, but have a hard time recruiting student members due to lack of involvement, enrollment drop, etc.
 - There could be more collaboration between committees
- It is worth looking at the ten plus one?
 - We have a system that continues to develop itself after so many years
- It would be good to get updates on the shared governance process
 - It would help when we start to downsize, as we all try to manage our new workloads
- All the CA community colleges have the same struggles with shared governances
 - There is still a lot of good work being done by the committees
 - How do we empower more staff to get involved and share the responsibility?
 - We need more ideas from as many individuals as possible
 - American River College(ARC) has reduced down to 3 master committees

- Maybe we need to create a diagram to show what it would look like to put what it is we do (teaching) in the center to include our mission, values, etc.
 - Need to stay focused on passing the center on to future generations as well as our purpose as an institution
- Is there a limitation on how many committees a faculty member can join? What is the process for a faculty to become a member?
 - The senate appoints the faculty members
 - There is no limit or requirement for joining; only about 10% actually get involved
 - There is a process in place for being assigned to a committee
 - All faculty are required to do service which includes department committees
 - The CTE faculty have received a pass on service due to the compensation structure
- We need to think of ways to integrate the values with the committee function
 - Find a way so that ideas are not lost; vision and mission of the college is on every agenda which is a good thing
- We are trying to navigate the issues with theories, plans, ideas, which sometimes results in a committee being created.
 - Likes the idea of having a handbook (AB 1725) which clearly states the function and purview
 - Need to be able to delegate and members need to know what they are to be doing
 - People want to feel like their committee has a purpose, to make sure they are making good use of time
 - Things get so diffused, and sometimes members feel like their voice is not heard, which is why it's good that this is being assessed.
- The general thought with committee members is who do I represent, and what do I do with the information that gets disbursed?
 - There is a responsibility of the members to share the information, held accountable to share the information with their peers
 - How many folks email and summarize the minutes to their peers? (only 2-3 members)
 - Limiting the number of all committees might get more people to read the minutes so they have time to actually read them.
 - How do we deal with the workload issue for classified staff to be able to stay involved? Needs to be addressed
- Do we ask ARC to come and present on their shared governance structure?
 - Dr. Chong will make the request so we can get an idea of how they reduced to only 3 committees
 - We can ask the ARC Academic Senate president also

b. **Focused Conversation: Strategic Plan Evaluation (2:00-2:30):**

Due to robust conversation on other agenda items, this focused discussion was deferred until the next meeting of IPC.

c. **Continued Focused Conversation: Participatory Governance (2:10-2:30)**

This conversation flowed from agenda item 3a, and is captured in the notes above.

6. **FUTURE 2019/20 MEETING DATES:**

October 28

November 25

December 9

January 13 & 27

February 10 and 24

March 9 and 23

April 13 and 27

May 11

IPC COMMITTEE FUNCTION (Revised and Approved – January 27, 2014; College Council Approval February 20, 2014)

The Institutional Planning Council (IPC) is the Sonoma County Junior College District (SCJCD) central coordinating body responsible for the integration of planning activities and pursuit of institutional effectiveness. In collaboration with Academic Senate and other shared governance bodies, IPC:

1. *Initiates and leads the collaborative process of creating, modifying, and reviewing the SCJCD vision, mission, and values, strategic planning process, and establishment of student success and achievement benchmarks*
2. *Annually reviews, affirms, and monitors progress toward achieving the SCJCD Strategic Plan goals and objectives and pursuit of institutional excellence*
3. *Leads a college-wide annual review of institutional and student outcomes data, and prioritization of action goals for the upcoming year*
4. *Oversees the evaluation, continuous quality improvement and outcomes of the Santa Rosa Junior College annual Program and Resource Planning Process (PRPP), to include affirming alignment of the following with the SCJCD vision, mission and Strategic Plan goals and objectives:*
 - *Budget priorities*
 - *Staffing priorities*
 - *Annual component goals*
 - *Accomplishment of annual component goals.*

Chancellor's Office URLs for further exploration

Chancellor's Vision for Success: <https://vision.foundationccc.org/>

Math, English and ESL placement (AB 705):
<https://assessment.cccco.edu/ab-705-implementation/>

California College Promise:
<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/Special-Populations/What-we-do/California-Promise>

Student Success Metrics:
<https://www.calpassplus.org/LaunchBoard/Student-Success-Metrics>

Guided Pathways:
<http://cccgp.cccco.edu/>

Online 115th Community College, Calbright:
<https://www.calbright.org/>

California Virtual Campus – Online Education Initiative:
<https://cvc.edu/>

Student Centered Funding Formula:
<http://extranet.cccco.edu/Divisions/FinanceFacilities/StudentCenteredFundingFormula.aspx>

Vision Resource Center – portal for Chancellor's Initiatives (requires you to register using your SRJC e-mail address):
<https://visionresourcecenter.cccco.edu/>

Chancellor's 2019 State of the System Report:
<https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Reports/Files/2019-sos-final-web.ashx?la=en&hash=154BCA70664246A7FBD7C76DEDEF768E2309A1DE>