



Integrated Planning Committee Meeting Minutes

Thursday, September 10, 2020 12:20 pm – 1:30pm, ZOOM <https://cccconfer.zoom.us/j/93963699219?from=msft>

Co-Chairs: Kuni Hay, VP of Instruction and Stacey Shears, VP of Student Services

Membership:

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| <ul style="list-style-type: none"> ✓ <u>Susan Truong</u>/Gabriel Martinez, Counseling Faculty chair or designee ✓ Joshua Boatright, Library Rep ✓ Gail Pendleton, Enrollment Services/Coordinator <input type="checkbox"/> Ramona Butler, EOPS/CARE/Coordinator ✓ Brenda Johnson, Dean Student Support Services/Special Programs Rep ✓ Martin De Mucha Flores, Associate Dean/Learning Community Designee <input type="checkbox"/> Susan Khan, Professional Development Chair <input type="checkbox"/> Jennie Braman, Teaching and Learning Center/Coordinator or designee <input type="checkbox"/> Dr. Elissa Jaw, DSP& S Coordinator/Counselor <input type="checkbox"/> Liam Zhu, Associated Students President or designee ✓ Tim Rose/<u>Mary Clarke-Miller</u>, Department Chair or designee <input type="checkbox"/> John Saenz, LRC/Coordinator ✓ Linda McAllister/<u>Melina Bersamin</u>, Guided Pathway Leads <input type="checkbox"/> Andrea Williams, Transfer & Career Info. Center/Coordinator ✓ Joseph Bielanski, Curriculum Committee Designee/Articulation Officer | <ul style="list-style-type: none"> <input type="checkbox"/> Ari Krupnick, Curriculum Committee <input type="checkbox"/> Pieter de Haan, Assessment Committee ✓ Felicia Bridges, Classified Senate President/Representative ✓ Jasmine Martinez, Classified Senate Representative ✓ Matthew Freeman, Academic Senate President or designee ✓ Kuni Hay, Vice President of Instruction ✓ Stacey Shears, Vice President of Student Services ✓ Lisa Cook, Dean of Instruction ✓ Joya Chavarin, Dean of Instruction <input type="checkbox"/> John Nguyen, Director of Campus Life/Student Activities ✓ Shirley Slaughter, Finance Rep <p>Ex-officio: ✓ Phoumy Sayavong, Researcher Guests: ✓ Angelica Garcia/College President Note takers: <u>Jasmine Martinez</u> – <u>Domonique Prince</u></p> <p>✓ = Present ___ = underlined name of member present when there a dual rep's</p> |
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| Agenda Item | Description | Follow-up Action | Decisions (Shared Agreement/Resolved or Unresolved?) |
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| I. Preview Agenda/Minutes | Review agenda and 8/27/2020 meeting minutes | none | Minutes approved |
| II. ISER – Debrief/Accreditation Day 9/10/2020. Update on timeline change. | <p>9/10 Accreditation day feedback: very productive meeting, informative for those who are not familiar with the process, break out groups had good energy and was fun.</p> <p>Kuni shared on screen the PR/APU & Resource Allocation Process from the 'BCC 2020-21 Program Review & Resources Allocation and Integrated Budget Development Cycle'; refer to attachments sent via email.</p> <p>There was a meeting with the Executive Leadership earlier this week where a potential committee "Resource Allocation Subcommittee" was discussed. This subcommittee would do the resource allocation and</p> | | <p><i>Motion carried, all in agreement to submit the recommendations for the Resource Allocation Sub Committee to Roundtable on Monday, September 14, 2020, to move toward the endorsement and</i></p> |

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| | <p>budget development. The committee should consist of members from Roundtable and the IPC committee. We discussed the make-up of the Resource Allocation Subcommittee as well as the composition and will then bring the recommendations to the Roundtable.</p> <p><u>Resource Allocation Sub Committee (resources allocation and budget development) composition:</u></p> <ul style="list-style-type: none"> • 3 Administrators • 2 Faculty • 3 Classified • 2-3 Students <p>Appointments should be grounded in equity framework with having faculty, senates, classified, students and the unions to provide an equitable representation.</p> <p><u>Committee Charge:</u></p> <ul style="list-style-type: none"> • Inform and discuss the college budget development process (connected to institutional planning). • Committee ensures that our prioritization process is based on the SCFF. • Recommend adoption of the budget for the new fiscal year. Recommendation will go to Roundtable and then to the President. • Review resource requests and how those requests align to college goals, priorities, district goals, and ultimately vision for success. • Committee establishes a rubric to conduct resource allocation process. • Committee introduces General Fund availability (not categorical or bond funds) to make resource allocation decisions. <p>Motion carried, all in agreement to submit the recommendations above to Roundtable on Monday, September 14, 2020, to move toward the endorsement and creation of this committee.</p> <p><u>ISER Roadshow dates:</u> 8/31: RoundTable 9/1: Student Services 9/2: Academic Senate, 9/3: ASBCC 9/10: Accreditation Day 9/11: Department Chairs 9/15: Classified Senate</p> | | <p><i>creation of this committee.</i></p> |
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| III. 2020-21 APU and Resource Allocation process and recommended structure of Roundtable. Review of APU questions. | <p>Reviewed the APU timeline. The APU 2020-21 was presented on 9/2 at the academic senate meeting; the department chairs also reviewed it. New activities recommended were; equity minded data analysis, training for the chairs, student services and administrative services. Hoping to finalize this by 9/14.</p> <p>Phoumy shared the APU template in WORD with everyone to briefly review and explain. When this template is sent out it will be populated with the previous year's data inputted. It was recommended that the training be recorded so faculty can review it at their leisure. There were some concerns last time with faculty struggling with the estimated salary and benefit costs for the personnel request section. The benefits spreadsheet can be accessed from the district website to assist with that process. The area PLO's and SLO's should be up to date in order to complete the APU this year. Phoumy added an additional column for overall priority ranking for the prioritized resource requests.</p> | <i>In progress</i> | |
| IV. Announcements | President Garcia shared that the ACCJC November draft response will be sent to this committee to review as well as the Roundtable Committee. | | |
| V. Adjournment | Meeting extended 10 minutes to review the APU template. Adjourned at 1:54pm | | |
| VI. Next Meeting: | Thursday, September 24, 2020 | | |

Minutes taken by Jasmine Martinez, Assistant to the VPSS

These minutes were approved at the 9/24/2020 IPC Meeting.