

SCCCD Integrated Planning Model and Manual

Presented to the Board of Trustees on October 10, 2013

Dr. George Railey, Vice Chancellor of Educational Services & Institutional Effectiveness

with

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Districtwide Liaison for Strategic & Integrated Planning

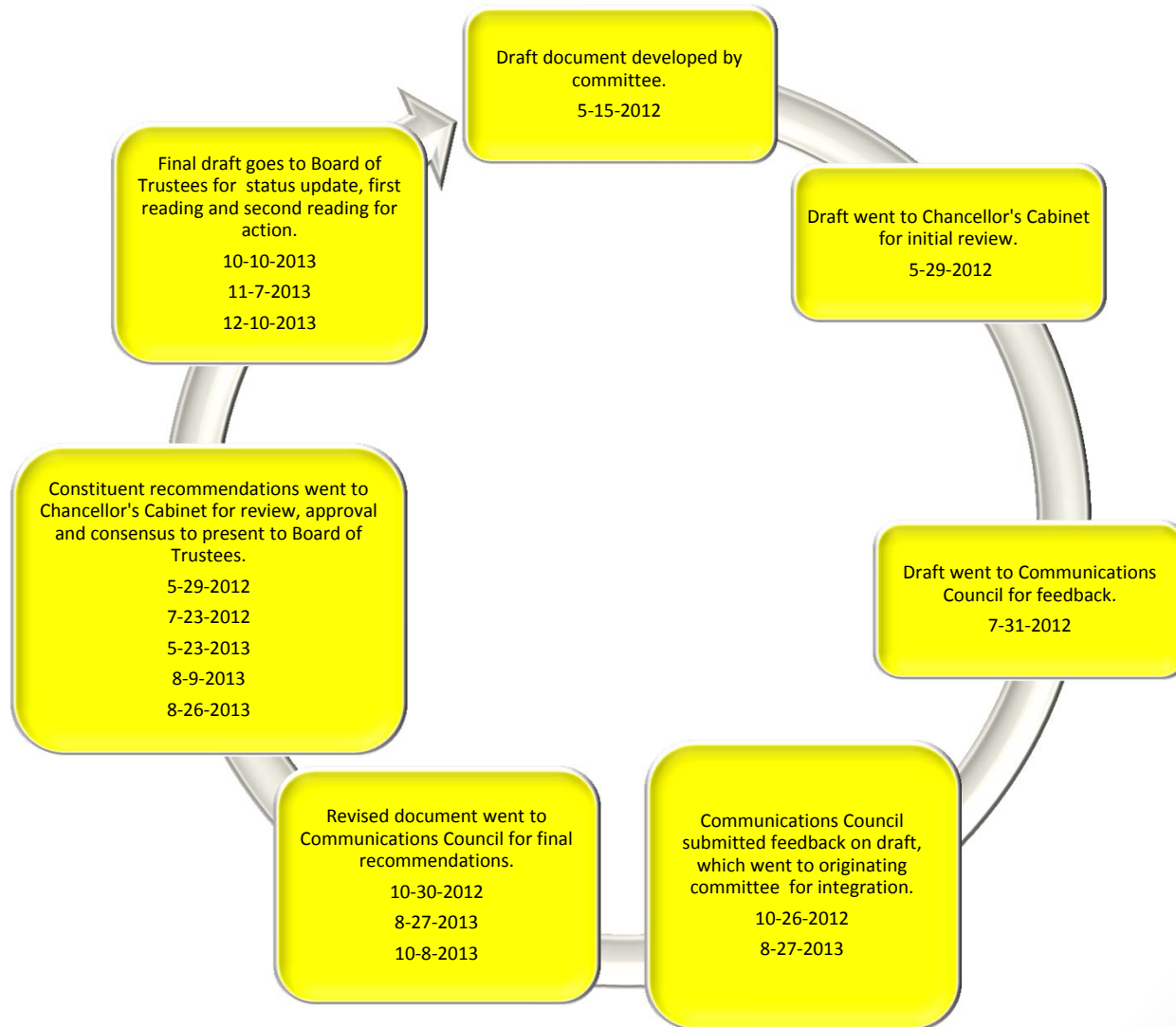
Introduction

- The draft *SCCCD Integrated Planning Model and Manual* depicts how the components in the District-level planning process link to one another in a cycle of evaluation, development of goals and objectives, resource allocation, plan implementation, and re-evaluation.
- In this way, SCCCD's planning practices demonstrate institutional effectiveness and a cycle of continuous quality improvement.
- The processes described in this manual identify the ways that constituent groups participate in and contribute to District-level long-term and short-term planning.
- This draft document begins with a description of the *SCCCD Integrated Planning Model*. Following that overview is a description of the process and timeline for each component in the model.
- Research is central to the *SCCCD Integrated Planning Model* because plans are based on data, and plan outcomes are assessed using quantitative and qualitative data.

Background

- As this presentation is an update on the current status of the *SCCCD Integrated Planning Model and Manual*, the presidents, vice chancellors and Chancellor will continue our dialogue with constituency groups to reach mutual agreement on the *SCCCD Integrated Planning Model and Manual*.
- In demonstrating our ongoing commitment to *AR 2510: Participation in Local Decision-making*, we will continue to collegial consultation and ongoing dialogue with constituency groups through November, 2013 on the *SCCCD Integrated Planning Model and Manual*. A revised draft will be presented to the Board of Trustees in November for a first reading and in December for second reading and approval.
- In multiple meetings during the spring and summer of 2013, Chancellor's Cabinet has discussed recommendations on the Integrated Planning Model and responded by removing the draft resource allocation model and replacing it with the current budgeting process until the RAM is vetted and approved by constituency groups.
- The graphic image on the next slide will outline constituency participation in development of the *SCCCD Integrated Planning Model and Manual*.

Constituency Participation in Development of the *SCCCD Integrated Planning Model and Manual*



Planning Group

Membership of Ad Hoc Committee on Integrated Planning Spring 2012

- Jothany Blackwood, Liaison of Districtwide Strategic & Integrated Planning, Co-Chair
 - Marilyn Behringer, former Vice President of Instruction, RC, Co-Chair
 - Tony Cantu, President of FCC
 - Diane Clerou, Associate Vice Chancellor, HR
 - Larry Dickson, former President, CSEA
 - Ed Eng, Vice Chancellor, Finance and Administration
 - Claudia Habib, former President, FCC Academic Senate
 - Thomas Mester, Dean of Instruction, WI
 - Mark Sanchez, former Dean of Counseling, FCC
 - Robin Torres, Institutional Researcher, District Office
- While this workgroup was responsible for the development of this model and manual during spring 2012, the work and revision process was continued by the District Strategic Planning Committee starting in fall 2012, which is comprised of all constituent groups from the colleges, centers, and District Office.

Understanding College/Center Integrated Planning Processes in Relationship to the District Model

- Fresno City College, Reedley College/Madera Center/Oakhurst Center, Willow International, and the District Office have site-specific integrated planning processes in which the components are linked to one another.
- The colleges and centers have planning processes linked to District-level planning in two ways:
 - The District Strategic Goals establish the districtwide institutional objectives. The colleges and centers in turn align with these objectives and develop action plans that collaboratively contribute to the achievement of the District Strategic Goals.
 - The annual progress report details progress on the District Strategic Goals and District Objectives as well as the colleges' and centers' goals and objectives.

Timeline

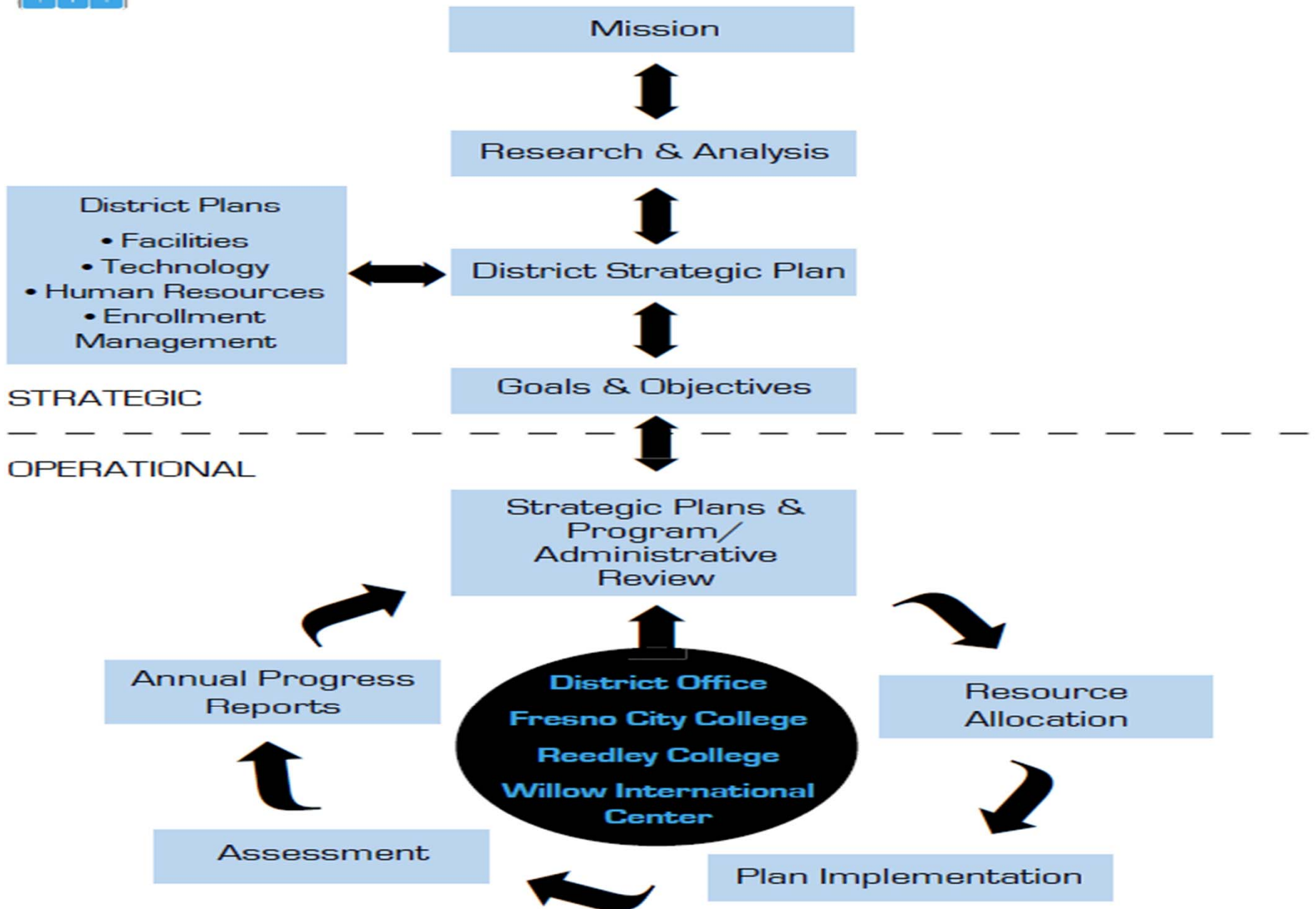
- The annual update prepared by the District Strategic Planning Committee (DSPC) reflects minor changes, such as descriptions, timelines or processes.
- In addition to this annual review of content, the planning processes described in this document are evaluated every four years.

Components of Districtwide Integrated Planning

- SCCCD Mission Statement
- 2012-2016 State Center Community College District Strategic Plan
- District Office Administrative Services Unit Review (ASUR)
- Resource Allocation
- Strategic Plan Implementation
- Assessment of Progress on District Strategic Goals
- Assessment of Planning and Decision-Making Processes
- An in-depth description and timeline is explained for each component of planning.



SCCCCD District Integrated Planning Model



SCCCD Mission Statement

- The SCCC Mission Statement is the touchstone for the planning process in that it describes the intended student population and the services that SCCC provides to the community.
- SCCC reviews its Mission Statement every four years during the development of the District Strategic Plan.
- The Mission Statement was recently reviewed, revised, and approved by the Board of Trustees on June 5, 2012.

2012-2016 State Center Community College District Strategic Plan

- The *2012-2016 State Center Community College District Strategic Plan* is SCCCD's 4 year plan that guides annual operational planning.
- The *2012-2016 State Center Community College District Strategic Plan* was developed in spring 2012, with implementation beginning in fall 2012, and will be in place until the next Strategic Plan is developed in 2016 for implementation for 2016-2020.
- The *2012-2016 State Center Community College District Strategic Plan Implementation Matrix* is a work plan that identifies the action steps, baseline measures for each campus, success measures, timeline and responsibility for each goal and objective of the SCCCD 2012-2016 Strategic Plan.

District Office Administrative Services Unit Review (ASUR)

- The District Office Administrative Services Unit Review is the annual program review process for centralized services.
- The purpose of this process is to analyze and track the efforts of each District Office Administrative Services Unit to continually improve the quality of the services provided to the campuses and to other District Office services departments.
- Beginning in fall 2012, all district units regardless of their schedule with the ASUR cycle participated in developing an Annual Operational Plan so that planning priorities were linked to resources.

Resource Allocation

- Resource allocations align with the SCCCDC Mission Statement and link District Strategic Goals and District Objectives to the resources needed to accomplish these institutional goals.
- The district has historically utilized an incremental budget approach for the fiscal allocation process. Each year, the allocation process begins with rolling forward the prior year's adjusted base allocation. Permanent adjustments are made for new positions, COLA adjustments, growth funding, step & column increases, payroll tax, benefit rate changes, utilities and insurance increases, etc. In recent years, adjustments for workload (funding) reductions have been allocated to the various cost centers as well.
- During fiscal year 2011-12, the chancellor appointed a Districtwide Resource Allocation Model Taskforce (DRAMT). DRAMT's charge was to develop and recommend a resource allocation model that defines the process for allocating fiscal resources to the SCCCDC entities in the district.
- DRAMT evolved into the District Budget and Resource Allocation Advisory Committee (DBRAAC) in the spring 2013. DBRAAC has continued the work to develop a new resource allocation model.
- Upon approval, the manual will be updated to reflect the new resource allocation model, which will also help ensure a fully developed integrated budget allocation process is established.

Strategic Plan Implementation

- The *2012-2016 District Strategic Plan Implementation Matrix* is the implementation work plan that identifies the following components:
 - the action steps
 - baseline measures for each campus
 - success measures
 - timeline
 - responsibility for each goal and objective

Assessment of Progress on District Strategic Goals

- A Progress Report will be produced annually to inform the internal community about progress toward achievement of the District Strategic Goals.
- Annual progress reports will be prepared at the end of the spring semester and presented to the Board of Trustees each fall.
- The annual Progress Report is an essential accountability tool in the SCCCD integrated planning process because it reinforces and sustains a districtwide dialogue on long-term and short-term districtwide goals.

Assessment of Planning and Decision-Making Processes

- SCCCD assesses its planning and decision-making processes in keeping with the ACCJC standards on institutional effectiveness.
- A formal assessment of planning and decision-making processes is conducted every four years. The assessment includes gathering districtwide input and using that feedback to prepare an assessment report that is submitted to the District Strategic Planning Committee.
- To maintain credibility as a valuable resource, the current version of the *State Center Community College District Integrated Planning Manual* is reviewed and updated every two years by the District Strategic Planning Committee to capture minor changes, such as in descriptions of planning components, timelines, or processes.

Next Steps

- As we continue to strive for mutual agreement with the Academic Senate consistent with *AR 2510: Participation in Local Decision-making*, we will continue collegial consultation and ongoing dialogue with constituency groups on the *SCCCD Integrated Planning Model and Manual* through November, 2013.
- A revised draft will be presented to the Board of trustees in November for a first reading and in December for second reading and approval.
- Upon adoption of the *SCCCD Integrated Planning Model and Manual*, it will be implemented and evaluated.
- The District Strategic Planning Committee will be responsible for the assessment of planning and decision-making processes outlined in the manual.
- We will ensure opportunities for all constituent groups to understand the *SCCCD Integrated Planning Model and Manual* and its alignment with the colleges' and centers' integrated planning processes.

Questions?