

Las Positas College
Town Meeting
February 5, 2014

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District-wide Committees are located: <http://www.clpccd.org/board/IPBM.php>

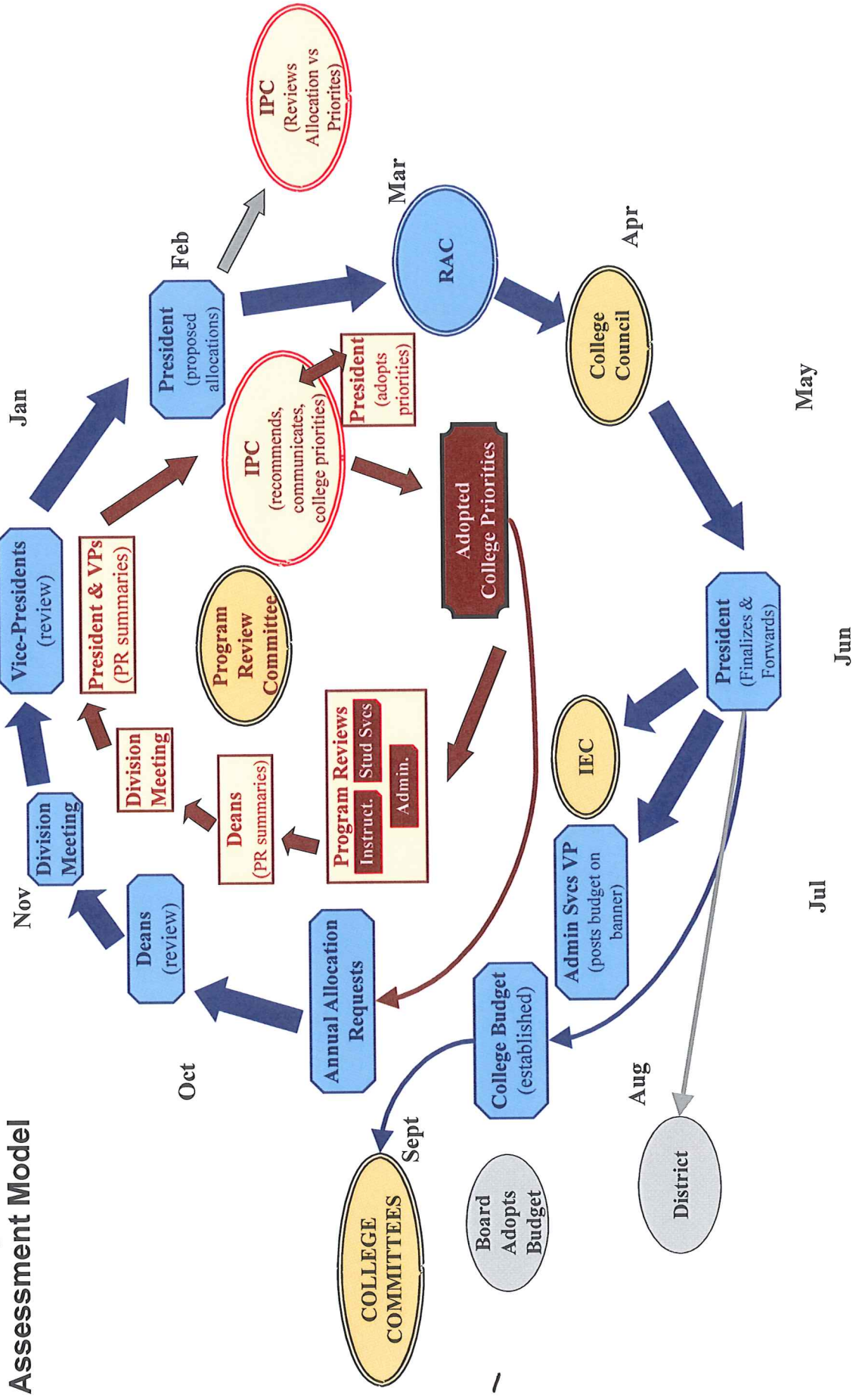
Activity Rooms for Selected Committees

Committee	Room	Chair
Basic Skills	2420 Right side	Paula Schoenecker
College Council	2420 Left side	Barry Russell
Curriculum	2490	LaVaughn Hart
Distance Education	2410	Scott Vigallon
Facilities	2470	Katie Eagan
Institutional Effectiveness	2411U	Rajinder Samra
Program Review	2411A	Teri Henson / Jill Carbone
Resource Allocation (RAC)	2480	Scott Miner
Technology	2414	John Gonder

[Although we are a 'paperless' district, handouts should be very useful due to the importance of this discussion.]

LPC - Integrated Planning, Budget, and Assessment Model

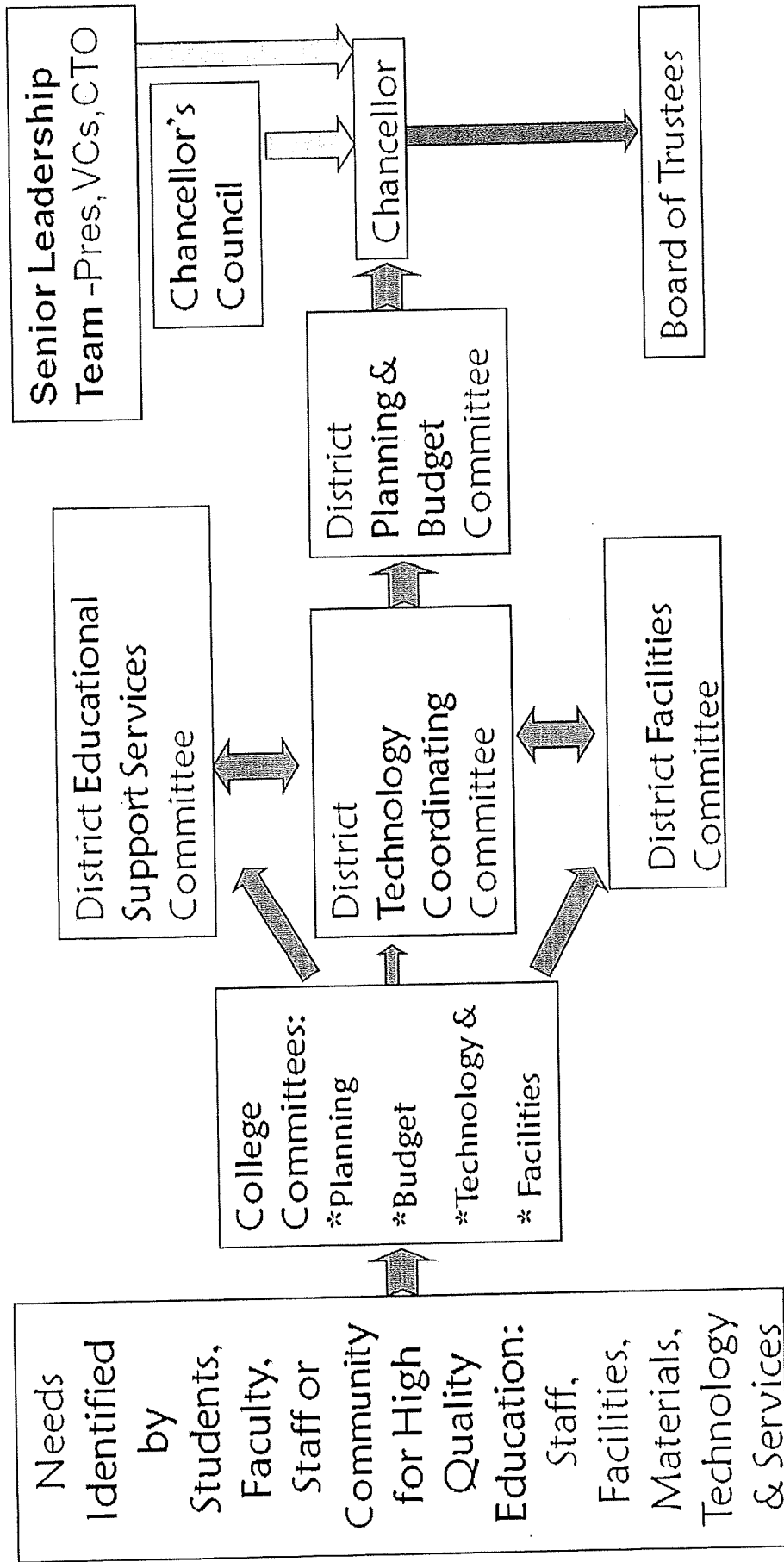
Las Positas College



District-wide Integrated Planning and Budget Model (IPBM)

DRAFT

Revised IPBM



CLPCCD Educational Support Services (ESS) Committee

Open meeting and core representatives use a consensus decision-making process. Keeps and posts minutes on the web.

Charge:

- Reviews requests and make recommendations to the CLPCCD Planning and Budget Committee for district-wide support for educational planning at the colleges, and the allocation of resources beyond those outlined in the Budget Allocation Model (BAM).
- Facilitates the coordination, alignment, and integration of college planning with district-wide educational planning and resource allocation.
- Provides a forum for discussion for the coordination and synthesis of information from District and College Curriculum and Enrollment Management Committees, Calendar Committee, and other applicable committee/work groups and their district-wide impact on human resources, resource development and the work of other district committees (e.g., Facilities, Technology, etc.).
- Facilitates communication and cooperation between college committees so that analysis and subsequent recommendations can be referred back to college committees for possible revision and action.
- Assures all educational planning is responsive to and aligned with the district mission, goals, community expectations, and student learning needs.
- Integrates assessment findings, data and trend analysis to evaluate effectiveness and make recommendations for improvements and additional district resources.
- Review relevant accreditation standards and coordinate response to relevant college and district recommendations

Chairs (3): The Committee shall be chaired by the Vice Chancellor of Educational Services, one Faculty and one Classified representative, with attention given to the equal representation of both sites (i.e. one from each college).

Core Representatives:

- | | |
|--------------------------|--|
| Administration (4): | Vice President of Academic Services (2)
Vice President of Student Services (2) |
| Faculty Senates (6): | Academic Senate Presidents (2)
Appointed by the Faculty Senates (2 per college) |
| Faculty Association (1): | Appointed by the Faculty Association |
| Classified Senates (3): | Appointed by the Classified Senates |
| Classified Union (1): | Appointed by the Classified Union, SEIU Local 1021 |
| Associated Students (2): | Appointed by the Associated Students |

District-wide and College Key Performance Indicators Over Five Years (disaggregated by ethnicity, where applicable and available):

- Enrollment (FTES/Headcount) and associated demographics
- Financial Aid recipient rate
- Incoming Student Assessment Scores
- Overall Course Success
- Success in Basic Skills Courses (English, Math, ESL)
- Fall-to-Spring Persistence
- Fall-to-Fall Persistence
- AA/AS Degree Completion
- Certificate Completion
- Transfer Rates and Transfer Institutions
- Employability (Perkins Indicators)
- Load and Fill Rates
- FTES - All courses and Technology-mediated courses
- FTE/FTEF Staffing Analysis (Student-to-Counselor/Staff Ratios)
- Student and Community Satisfaction overall ratings
- Employee Satisfaction
- Crime Statistics

Regularly Reviewed Information Items:

- New and revised approved courses and programs
- Enrollment Management reports and recommendations
- CTO reports and recommendations
- Fringe Benefit Obligations and Projections

Reporting/Recommending Responsibilities:

Primary – CLPCCD Planning and Budget Committee (PBC)

Other –

- Chancellor
- Chancellor's Council

CLPCCD Facilities Committee

Open meeting and core representatives use a consensus decision-making process. Keeps and posts minutes on the web.

Charge:

- Review facilities planning, maintenance and custodial operations for alignment with district mission, goals and community expectations as described in college educational and facilities master plans.
- Coordinate and integrate college educational planning with district-wide facilities planning.
- Review the District's updated five year capital plan as approved by the CLPCCD Board of Trustees and submitted to the State Chancellor's Office for local and state funding.
- Recommend maintenance and operations/custodial level of effort for funding to the District Planning and Budget Committee.
- Review the District's updated scheduled maintenance plan as approved by the CLPCCD Board of Trustees and submitted to the State Chancellor's Office for local and state funding.
- Review the Capital Projects Progress Report for scope, schedule, budget and progress.
- Assess the use, efficacy and functionality of the maintenance work order system.
- Understand the facilities inventory/capacity load and condition assessment submitted to the State Chancellor's Office.
- Based upon the five year capital plan, recommend sources of new funding.
- Understand the District's Climate Action Plan and recommend funding of initiatives in support of district wide sustainability goals.

Chairs (3): The Committee shall be chaired by one Administrator, one Faculty and one Classified representative, with attention given to the equal representation of all three sites.

Core Representatives:

- | | |
|--------------------------|---|
| Administration (6): | Appointed by the Chancellor. |
| Shared Governance (4): | Appointed by the College Presidents. |
| Committee or designee | Appointed by the College Presidents. |
| Academic Senates (2): | Appointed by the Academic Senates. |
| Faculty Association (2): | Appointed by the Faculty Association. |
| Classified Senates (3): | Appointed by the Classified Senates. |
| Classified Union (1): | Appointed by the Classified Union, SEIU Local 1021. |
| Associated Students (2): | Appointed by the Associated Students. |

Key Performance Indicators:

- **Health and Safety** — The District/College physical space is safe and provides a healthy and comfortable environment for students, staff and the community.
- **Access** — Campuses are in compliance with state and federal laws for accessibility to persons with physical disabilities.
- **Program Capacity** — Program spaces are planned to provide sufficient size and space to serve existing and projected students and meet state guidelines.
- **Program Functionality** — Program spaces are built to appropriate specifications, and contain critical technological infrastructure required to serve the physical and pedagogic needs of the program(s).
- **Flexibility** — Facilities can be used for multiple purposes, or can be repurposed in future years, if needed.
- **Condition of Built Environment** — Appearance, type and condition of buildings and infrastructure are conducive to attracting and retaining students and staff.
- **Sustainability** — In accordance with Board policy, facilities are built to achieve LEED certification where possible with campuses operations ecological friendly.
- **Security** — College environment is safe and secure for students, staff and the community.
- **Quality** — Facilities are designed, constructed and maintained with a higher education institutional level of quality and comply with all applicable state and local codes.
- **Satisfaction of Completed Work** — Construction and renovation projects are performed in a manner that meets established programming and design criteria.

Regularly Reviewed Information Items:

- Five Year Capital Plan
- Annual Space Inventory and Capacity Load Report
- Facilities Condition Assessments
- Schedule Maintenance Plan
- Capital Project Progress Report
- Work Order History Report

Reporting/Recommending Responsibilities:

Primary – CLPCCD Planning and Budget Committee (PBC)

Other –

- Chancellor
- Board of Trustees

CLPCCD Technology Coordinating Committee (TCC)

Open and uses consensus decision-making processes. Keeps and posts minutes on the web.

Charge:

Coordinate technology related information periodically between the colleges in order to:

- Make recommendations to the CLPCCD Planning and Budget Committee for district-wide support for technology planning at the Colleges and the allocation of resources beyond those outlined in the Budget Allocation Model (BAM)
- Review and evaluate whether technology planning and maintenance is aligned to the district mission, goals, strategic plans, community expectations, and student learning needs
- Discuss district-wide technology projects and issues as they relate to academic, administrative, mandatory regulations, and security needs in order to improve and increase communication
- Provide support, including the identification of resources, to the Colleges to make sure that technology is being implemented in a timely and effective manner
- Assess user knowledge/satisfaction of existing enterprise systems, including hardware and software
- Identify technology needs including training as they arise with regard to common enterprise systems, network infrastructure, and equipment
- Research new technologies that better serve students and staff, and solicit and make use of the expertise the district has in the extensive experience and training of it's faculty and staff
- Identify user groups that will help select common enterprise systems, including hardware and software
- Identify possible funding sources in order to take advantage of purchasing resources through the economies of scale
- Discuss and make recommendations on the Technology Master Plans and the District ITS Strategic Plan

Chairs (3): The Committee shall be chaired by one Administrator (Chief Technology Officer), one Faculty and one Classified representative, with equal representation from all three sites.

Core Representatives:

- Administrators (4): Chief Technology Officer, Co-chair (1)
Vice President or Delegate, Chabot (1) Appointed by President
Vice President or Delegate, Las Positas (1) Appointed by President
Network Systems and Services Manager (1)
- College Tech Staff (2): Senior Instructional Network Systems Specialist, Chabot (1)
Senior Instructional Network Systems Specialist, Las Positas (1)
- Faculty (4): Appointed by the Academic Senates.
- Faculty Association (1): Appointed by the Faculty Association.
- Classified Senates (3): Appointed by the Classified Senates.

Classified Union (1): Appointed by the Classified Union, SEIU Local 1021.

Associated Students (2): Appointed by the Associated Students.

Note: Appointees from the Academic and Classified senates should be first made from the College Technology and Distance Education Committees.

Suggested Draft Key Performance Indicators used for assessment of technology projects

- User satisfaction of common enterprise systems, including hardware and software
- Number of training opportunities and user satisfaction related to training
- Productivity improvements resulting from implementation of common systems
- Amount of manual paper processes replaced by electronic systems
- Adequate resources for IT and users to implement and maintain enterprise systems
- Effectiveness of various modes of communication channels between IT and its users
- Monitor Technology Plans and progress towards goals
- Results of pursuing external and internal funding sources

Reporting/Recommending Responsibilities:

Primary – CLPCCD Planning and Budget Committee (PBC)

Other –

- Chancellor
- Chancellor's Council

Classified Senates (3):	Appointed by the Classified Senates.
Classified Union (1):	Appointed by the Classified Union, SEIU Local 1021.
Associated Students (2):	Appointed by the Associated Students.
Suggested Draft Key Performance Indicators for process	
<ul style="list-style-type: none">• User satisfaction survey based on a district-wide review of the CLPCCD planning and budget integration model• Results of pursuing external and internal funding sources• Broader-based communication and expanded knowledge of the planning and budget process	
Reporting/Recommending Responsibilities:	
Primary – CLPCCD Chancellor	

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