



May 28, 2021

Dear Colleagues,

I wanted to send a (relatively) brief memo to let you know what improvements we have made this year in our integrated planning process. This is the first step of several to help us better link the vision of the Governing Board, and larger picture of the strategic and master plans, to our department and division requests to ensure we meet the needs of our students.

Planning Model

This year we revised our integrated planning and resource allocation model to clearly link planning to resource allocation decisions at the college. The intent is for us to move toward meeting individual and institutional needs that are grounded in the strategic plan, through collaborative processes across our units and councils. The new planning models can be found [here](#).

Program Review and Planning

We made many improvements to the Program Review and Planning (PRP) process:

- We implemented a standard PRP process for all units (both instruction and non-instruction) within the College.
- We updated the forms to include relevant data and queries to be consistent with the vision for success, guided pathways, and our Diversity, Equity & Inclusion goals.
- We included a more robust resource allocation request section to the form, and collected information on staff, technology, and facility needs, and other one-time requests.
- All requests for technology and facilities were initially reviewed by the technology work group and facilities department to ensure integration.
- We also provided training on the new PRP forms, including the resource request forms.
- Ongoing, all program reviews will now take place in fall so that the results can inform budget development and resource allocations in spring.

Resource Allocation and Budget Development

Following the above, the information received was discussed and made relevant to our planning process.

- We integrated the prioritization of resource requests coming from the PRP process into the budget development calendar.
- We then had divisions prioritize requests (Instruction, Student Services, Human Resource Services, Finance and Administrative Services, and Superintendent/President's office).
- The executive team created a single prioritized list for the institution based on the lists above.
- We also identified items to include as a part of the standard departmental budget development process.

- We completed a review of remaining requests to determine availability of categorical funds.
- We established ongoing funding support for Program Review and Institutional Planning priorities as part of the multi-year budget development process.

Outcomes of the Prioritization Processes

The linked documents contain the outcomes of the prioritization and resource allocation process. The three files included are:

- Prioritized list of [technology and one-time requests](#) which was reviewed by the Budget Committee with a recommendation to fund the projects in order of prioritization.
- Prioritized [facilities requests](#) in alignment with the current facilities schedule and Proposition M projects.
- Prioritized list of [institutional needs](#) aligned with the Strategic Plan.

We also have staff requests from the PRPs that have been integrated into one document that will help facilitate a quarterly review of staffing needs and to make staffing decisions. A summarized report was presented to the Strategic Planning Council.

Next Steps

Our next steps for this summer include:

- Moving the one-time requests forward for purchase.
- Meeting with the technology and facilities team to begin working on requests (once they have completed the return to campus work needed to prepare for fall 2021).
- Making sure that budgets were adjusted to reflect approved requests.
- Researching larger institutional projects and implementing, if appropriate.
- Improving this process for next year to make it more efficient and easier for all involved.

Thank you so much for participating in the Integrated Planning process for 2020-2021. We are looking forward to next year's process and using all of the knowledge we have gained to help us with forming our new educational master plan, and the strategic planning process that will begin in fall 2021.

Stay well,



Jack S. Kahn Ph.D.
Interim Superintendent/President