



Joint Offices Student Services & Office of Instruction

Memo

To: COA Colleagues

From: Dr. Rebecca Kenney, Vice President of Instruction, Dr. Kerry Compton, Vice President Student Services; C. Willis, Budget Manager

CC: Dr. Jackson, President; Dean Alexis Montevirgen; Toni cook, EOPS Director; Dean M. Jones; Dean G. Perkins; Department Chairs; Faculty Senate President Bob Grill; Curriculum Chair, Robert Brem; Classified Association President, Balamurali Sampathraj; Chair of Chairs, Stefanie Ulry; IEC Facilitator, Diana Bajrami

Date: November 5, 2014

Re: COA Planning & Budget Integration Timeline for Academic Year 2011 - 2012

In the critical matter of engaging in and documenting our planning & budgeting integration process, our COA Integrated Planning Document (version 16 attached) guides us to use a "calendar to accompany college planning" schematic. This calendar was developed last year by a committee led by former Interim President, Dr. Herring, and was approved at the College Council on December 10, 2009. The calendar is now our College's timeline tool for assuring we follow a shared governance process of planning, budgeting, allocation, and implementation.

Therefore, according to our attached PBI Calendar, we must complete an update of our existing Unit Plans in order to develop a summary of our Action Plans as they exist in our Program Reviews/Unit Plans. These action plans identify our personnel & fiscal resource requests. This COA Summary of Resource Requests drives our requests for and priority ranking of new faculty and staff positions. Given we must have our Unit Plans and, thus, a summary of all requests completed by the College Council meeting on October 27, below is the recommended meetings and dates, aligned with corresponding activities.

We respectfully request that all who are department chairs, faculty members, and staff members, engage in rich and meaningful conversation regarding budget planning and resource requests, using your respective Program Reviews and Unit Plans as the basis for developing and submitting your written requests (Annual Program Update Template to follow as was discussed in today's Department Chairs' Meeting). In order to meet the dates and deliverables as we have identified in our calendar, two meeting dates had to be adjusted: Budget Committee and next Department Chair Committee. Please see below for delineation of said dates and activities:

September

Unit plans are due (per the above noted PBI Calendar document)
Student Services departments to complete by 9/30 & Instruction Clusters to complete by October 9

October

Department chairs review and prioritize personnel & fiscal resources on October 12
Student Services Council review and prioritize personnel & fiscal resources on October 1
Ranked priorities are sent to Budget Committee on October 18
Ranked faculty priorities are sent to Academic Senate on October 21
College Council reviews priorities and reaches consensus on October 27

November

College Management Team: November 17
Education committee: November 19

December:

PBC December 10

As a united and mutually supportive team, we respectfully ask that you please consider the above timeline and help to complete and prioritize your resource requests. We thank you in advance for continuing to participate and contribute to the College's integrated planning and budgeting process for the good of our students, College, and Greater Community.
Enc: Calendar (Version 16), Approved December 10, 2009