



will change how program review is done. Instead of every four years, the system will be ongoing. Program reviews will all be web-based, in a database format. Once online, each program review will be in the database. Everything can be easily updated. This year was a pilot run, every program submitted one PIO with a 3 year plan.

- Question: How are we going to use program review to improve strategic planning? The next time we do strategic planning, five years from now, the proposal is that College Council will create a task force during that year of review that will go through all of the program reviews, all of the PIOs and analyze them to see if there's anything in them to change the college's goals or objectives. On an annual basis, this is where we have a couple of substantive changes. In looking at the PIOs, there will need to be some expertise when it comes to looking at the PIOs from different areas.
- One thing we are recommending – every year in the fall, we will have a budget analysis committee. They will not do prioritization, they will instead be looking at requests that are being made for additional money. Most PIOs are going to be able to be done without additional funds. This group will look at the PIOs that do, first. Every year, after January/budget assumptions, the budget committee can analyze all the budget requests, using a rubric similar to the drafted rubric. In college council we'll want to approve such a rubric. There will be characteristics of a PIO that deserve funding, objectives rated by the people on the budget committee. Then a report from the budget committee to College Council. College Council will work with the President on projects with priority funding. The budget committee will have a little more “teeth” in it than before.
- After a few years, the PIOs and budget requests are probably not going to change dramatically from year to year. The first few years might be a little more intense than once this system is underway. This year we are trying to approximate this with the 90 PIOs we received. College Council will be involved in looking at the PIOs. We may want to have an interim budget committee before developing a more permanent one.
- Long term these are the recommendations that the planning task force made, the substantive changes in the recent draft.
- Questions and Comments:
  - College Council will be that link through policy, each thing will go through a rubric, on a regular basis, on a schedule and be part of operating procedure. That's the whole idea of shared governance too.
  - The vehicle for getting this on a regular basis will be the budget calendar, required by law.
    - Can we stick to a schedule like that? We have to, by law. We have to prepare a budget whether or not we have one. We didn't have a state budget until October, but took a budget to the board before September 15<sup>th</sup>. We can go by budget assumptions if we don't have information from the state. Budget assumptions are a requirement of Education Code.
  - What is the 2<sup>nd</sup> rubric? For strategic planning, every five years. That's at a different level of perspective than the annual review.
  - When a department makes a request through this process, what's the process before the check arrives? Every fall, people would be asked to have their program review updated. Let's say it's \$100,000 for a new computer lab with a server. In the fall the budget committee would be looking at what everyone's asking for, maybe IT would say – “You can't do this because it will screw everything up”, or “you think it will cost this much, but it will actually cost X”, we'd have to rewire the building, etc. Or maybe you could share with another department.
  - How can we make these all work together? That's the most interesting thing.
  - Let's say that there's a final \$ amount that seems technically feasible. After we've determined our budget, the budget committee would sit down with this rubric and identify what everyone's asking for in the next year. The actions plans and program improvements have a three year calendar. The budget committee might say “there are a lot of students that are going to improve from this”, they would do this analysis with all the reports. They would then come to College Council and give a report on what they think should be funded. Then College Council would work with the President on where the priorities are, then the President's with the Board.
    - Say that proposal didn't work for this year, but it's still in Curricunet. IT could be tweaked for the next year.

- It's been interesting to line up what our programs and departments are, during this process. When we set the first formal guidelines for program review, in 1999, we organized by activity budget. We thought that eventually we'd link program review and budget. This time, we found that there were many updates. Some tweaking had to be done, and that will be ongoing – i.e. facilities has one program review, five activity codes. If the list of programs and departments isn't lining up, let us know.
- If you experience issues with the program review tool, send an e-mail to Jim Wright and Deb Parziale.
- This time there was a limitation to one PIO, in the future there will be more than one allowed. There was one only because this was a pilot program. Once we have input from Math and CS, Curricunet will work on administrative and student services, etc. We're only the 2<sup>nd</sup> college ever to do this. What we're doing is very different from what the other college did. Curricunet will be doing even more in depth programming.
- We're hoping that next year, everyone that's up for program review will be able to use that program.
- What we're looking for today is an endorsement of the report, and the Board will approve on Wednesday. Then we'll continue to work on it to implement it.

**MOTION:** Moved/Parks; Seconded/Schultz: Passed to approve the Accreditation Follow-up report.

- Question: When do we hear back from this report? We don't know if a team will visit during the first part of April or the last part. They will make a recommendation to the commission, and the commission will meet in June – so, within a few weeks of that.

### 3. Budget Update

- Main topic – special election on May 19<sup>th</sup>. There will be 6-7 propositions on the May 19<sup>th</sup> ballot, most are constitutional amendments – one provision, for example, is a spending limit – excess revenues would be put into a rainy day fund. That has had significant press lately. Also, the securitization of CA lottery – that should bring in \$5 billion. If this is defeated, there will be a \$5 billion hole in the budget.
- At Ohlone, concentrating on two issues –
  - Apportionment payments that are moved into the next fiscal year. We have enough cash to weather those deferrals. We can use bond funds to offset those deferrals.
  - Downturn in property tax revenues. There is a 1.2 % property tax shortfall deficit, we allowed for 1% in our budget – we're okay there. We don't know for 2009-2010 yet. Right now, Ohlone has sufficient reserves to absorb a property tax shortfall of 3.8% for one year. It's a one time use though, and we'd have to plan for what we'd do in future years. The fact that the budget has been planned for 18 months already is good. We're taking measures to bolster our reserves – selective hiring freeze, budget manager meetings, purchasing deadline cutoffs, 18% reduction to summer schedule, international revenues, submitting grant funding revenue. Spending of some funds to work towards future projects – hired a consultant firm for 2010 local bond measure, and architects for FPP project.
- Question: Taking Prop 10 money and putting it in the general fund, is that on the May 19<sup>th</sup> election? Not sure.

### 4. Strategic Planning – March 12<sup>th</sup> Planning Summit

- Goals assigned to each College Council member present, to serve as a facilitator at the summit.
- 30 students will attend from ASOC.
- Chalkdust will be playing as people come in.
- A draft of the planning summit agenda will be forwarded to College Council members.

- A few more notes on setup – Goal 1 is going to be broken into three tables. Goal 4 is going to be broken into four. Goal 1 is about the learning college model. One will be on student learning, one on student achievement, and then student resources. Goal 4 – one table each for H/R, fiscal, technology and then facilities.
- People will be asked to rate the objectives.
- Question: Are we responsible for coming up with that material? The President’s Office (Sarah) is working on this. Bring laptops. Poster boards will be at each table. Everyone will be filling out a survey. It will be fairly simple at each table – just look over your goal in advance.
- Question: How many students will be there? 30.
- Each of those 13 goals will have two tables. It depends on how many people show up. There may be more tables needed.
- Question: Can we divide up with another table? Better to have every table be a table.
- Question: Will there be instructions available at the table? Yes. Can we see the instructions beforehand? Not sure. If the forms are together enough for them to be sent out to College Council, they will be.
- Question: Are all classes cancelled? If they can be, yes, but not mandatory. This includes adjunct classes.
- Question: Will there be access for Newark? We are sending people to Fremont.
- Question: What if more students want to come than 30? ASOC was told 30, but if more students want to go, then great.
  - Students will need to understand that this is a college-wide event, goals and objectives. We don’t want to do a lot of wordsmithing, or that this is a student activity. This is a college community activity.
- We should probably update everyone on the colored survey.
  - The surveys will be color coded.
  - To get a mix of people at each table, we’ll divide surveys at each table. Colored surveys will allow for a nice cross-section of the college community at each table, in a way that’s as easy as possible.
- Question: Did we have volunteer scribes, or are we going to ask people there? Ask when we get there. We will have flip charts though.

#### 5. Mission Task Force Report

- People are going to be pushing mission ideas at the summit, would like to wait until we get feedback from Thursday’s summit before proceeding with this further.

#### 6. Board Update

- At last month’s workshop (2/25), the Board addressed a chapter on Communication from the “Handbook on Board-CEO Relations and Responsibilities”, and worked on a mid-year evaluation of Dr. Browning. There is another workshop with Pam Fisher from ACCT, on March 14<sup>th</sup>.
- At the upcoming March 11<sup>th</sup> Board meeting, the Board will present and approve a proclamation for César Chávez Day, honoring Faculty of the Month Wayne Takakuwa, approving the accreditation follow-up report, and having presentations on Athletics and the bond budget.
- Comment: The consent calendar will also have the budget planning calendar, mentioned earlier in the meeting.

#### 7. Planning Task Force Update

- Most of the update was covered during our Accreditation item earlier in the meeting.
- The planning task force will become a permanent committee.

## 8. China Update

- It's been a part of our strategic plan to have a sister school. The team for this visit includes Dr. Treadway, Xisheng Fang, Eddie West, Ron Travenick, and Dr. Browning.
- Funded outside the general fund.
- Two major objectives – continued recruitment of international students, and keeping relationships with the places we've worked with.
- Comment: Face to face is huge. The people that are there have been used to Dr. Treadway, they have to be introduced to Dr. Browning.
- There's a federal grant for international education, international programs fund that will also pay for it. Also, the ELI that we've developed is an enterprise fund, where students are paying funds. It's separate from international students attending school here.

## 9. Suggestions for Future Topics

- Outreach to Hispanic community. Report at May 18<sup>th</sup> College Council meeting, after Raza Day.
  - Looking at % with degrees in district by area – Mission San Jose vs. Irvington, Centerville, Newark.
- Structure of Budget

**ADJOURNED:** 4:23 p.m.

## FUTURE MEETINGS / 2009: Spring-Summer Schedule (3:00 - 4:30 / 1407, except as noted):

- Spring/Summer Schedule: 2009  
Mondays, except as noted\*  
**Room 1407 (3:00 – 4:30 p.m.)** as follows:  
  
April 6, 20  
May 4, 18  
June 10 (Summer Wed.)\*  
July 15 (Summer Wed.)\*  
August 12 (Summer Wed.)\*