I. ACTION ITEMS

At 3:35 p.m., Brad Zuniga called the meeting to order.

a. Consider approval of the 01/29/13 minutes
   The minutes of the 01/29/13 meeting were approved.

II. DISCUSSION

a. Achievement Standards
   Les discussed the Student Achievement Standards which is a required report for the Commission due on March 31. In the past, we have tracked student achievement but have never established our standards. The setting of standards is a significant departure from what we have done in the past.

b. Strategic Planning Retreat Follow-up
   The members who participated in the Strategic Planning Retreat received a copy of the report and the comments will be taken to the Educational Master Planning Committee and then will be brought to this group for a final draft prior to being sent out to the campus as a whole.

c. Research Update
   Les provided an update on Research. Currently, we are working with CalPass, a data-sharing organization, to get better tracking information on how students are progressing and to work with our K-12 schools to get them signed on to CalPass.

d. Budget Plan
   Andy provided information regarding the budget plan for 2013/14. This year we will budget to receive restoration money during the year we hope to receive it. In the past, we did not budget for this revenue until the following year. We are expecting approximately $2.2M in new money and we have total new costs of approximately $3.8M that need to be addressed. These costs include $1.3M in fixed costs, $900K for some on-going items that have been funded with one-time dollars, the part-time faculty budget on one-time dollars $850K, FON approximately $200K and the retiree fund transfer of approximately $570K. Leadership has met and determined that rather than asking for department reductions of 2%, we are going to look at funding some of the on-going items again with one-time dollars, use more reserves from the retiree benefit fund to pay for retiree benefits and budget the restoration money in the year it is received. This means that we will have to meet our FTES target. It’s a short-term strategy that will close the gap but won’t give us any more money to fund augmentations.

e. February Forum Feedback
   There were only a handful of people at the Chico Center for the simulcast, however, the feedback was positive and we will continue to offer this for future forums. As word spreads, attendance should be higher. We also need to look at ways to get better attendance for the forum on main campus. Suggestion: give them a reason to come, ask for departments/areas to appoint one person to attend and then report back to department, bring back food incentive.

f. Training for Committee Members
Trevor provided information regarding the Retiree Benefits Fund. In 1996, the District starting putting money aside in the reserves for retiree benefits by transferring excess funds available in the general fund. Currently, the balance in this retirees benefit fund is approximately $20M. This retiree benefit fund is unrestricted and the Board could designate it for any purpose.

In 2010, the District opened an irrevocable trust with CalPERS for retiree benefits as required by law. The money in this trust account is invested by CalPERS which earns more revenue than it would if it were in the county treasury.

Additional information on the Retiree Benefits funds can be found on page 39 of the 2012-13 Butte College Final Budget.

III. ITEMS FOR THE NEXT AGENDA - March 12, 2013 @ 3:30 p.m.
- Mission Statement
- Values
- Strategic Planning Report
- VP’s Review Augmentations for Areas
- Budget Update
- Planning
- Training

IV. ADJOURNMENT
At 4:57 p.m. the meeting was adjourned.
Mission, Values, Vision

Planning and Budget Committee
March 12, 2013
Background

• Accreditation Standard 1a.3: Using the institution’s governance and decision-making processes the institution reviews its mission statement on a regular basis and revises it as necessary
• The college last reviewed/revised its mission statement in 2009-2010
• Frequency of mission statement review, per the college’s Planning Process, is five years
• During the Strategic Planning Retreat there was discussion about the Mission Statement, the Butte College Values, and the Vision
  – Consensus was that current mission statement is adequate
  – There was discussion about the relationship between Values and Strategic Initiatives
  – Consensus was that the Vision needed to be revised
Butte College Planning Process

Institutional Bedrock (Five yr cycle)
- Mission
- Values
- Vision
- Community Input
- Institutional Assessments (annual)

Strategic Initiatives (Refine Spring 2013) (Five yr cycle)
- Appreciative Inquiry
- Descriptors for each initiative
  Formatted as five year Institutional Outcomes

Educational Master Plan (Refine Spring 2013 - Fall 2014) (Five yr cycle)
- Strategic Initiatives
- Strategic Direction 2013-2014
  (implementation strategy for the strategic initiatives that focuses the institution, programs and services on student learning)(updated annually)
- Component of annual Planning, Budget, and Assessment (PBA) process
- Aligns unit plans with college strategy
- Guidance for the development of supporting plans (Fall 2013)

Supporting Plans (Developed 2013-2014) Updated annually
- Facilities Master Plan
- Technology Master Plan
- Human Resource Development and EEO Plan
- Student Equity Plan
- Foundation Strategic Plan
- Outcomes Assessment Plan
- Perkins Plan

Program Review
- Academic (Six yr Cycle)
- Student Services (Six yr Cycle)
- Administrative (Three yr cycle)
  - Reviews status of each program
  - Defines future development and assessment strategy for each program

Unit Plans (developed annually)
- Component of annual PBA process
- Align resource requests with budget
- Updates program future development strategy as defined through program review
- Aligns results of assessment processes with budget (SLOs, PLOs, AUOs)

Refined Nov 28, 2012
Mission, Values and Initiatives

• Mission, Values, Vision Paradigm
  – Why Do We Exist?
  – What Do We Believe?
  – What is Our Big Goal?

• Strategic Initiatives are the mechanism to achieve the Big Goal

• Values should inform all of the college’s initiatives

• A Strategic Initiative may be needed to better align organizational performance with the values
Butte College Mission Statement

Butte College provides quality education, services, and workforce training to students who aspire to become productive members of a diverse, sustainable, and global society. We prepare our students for life-long learning through the mastery of basic skills, the achievement of degrees and certificates, and the pursuit of career and transfer pathways.
## Mission Statement

**Mission Statement**

Butte College provides quality education, services, and workforce training to students who aspire to become productive members of a diverse, sustainable, and global society.

We prepare our students for life-long learning through the mastery of basic skills, the achievement of degrees and certificates, and the pursuit of career and transfer pathways.

<table>
<thead>
<tr>
<th>Balanced Scorecard Indicator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and Services – 45 (CCSSE Benchmarks)</td>
</tr>
<tr>
<td>Workforce training – 18 (Licensure Pass Rates, 19 (Perkins Indicators), 20 (Vocational Progression), 21/22 (Employers/Employees Served by Categorical Programs))</td>
</tr>
<tr>
<td>Diverse, Global, Sustainable – 36 (Number New International Students), 37 (FTES from Study Abroad) 44 (Energy Cost/Square Foot)</td>
</tr>
<tr>
<td>Developmental Skills (23-33) Basic Skills Completion, Progression, First-Time Freshmen (FTF) Cohort Performance, Hispanic FTF Cohort Performance</td>
</tr>
<tr>
<td>Student Progress and Success (2) Student Progress and Achievement Rate, (4) Number of Students Earning and Associates Degree, (5) Number of Students Earning a Certificate of Achievement, (6) Number of Students Earning a Local Certificate</td>
</tr>
<tr>
<td>Workforce Development (19) Perkins Indicators Transfer Preparation (11-17) Number of Transfers to UC, CSU, CSU Chico, In-State Private, Out-of-State, Transfer Rate for Cohort and Hispanic Cohort</td>
</tr>
</tbody>
</table>
Butte College Values

- Students First
- Excellence
- Respect
- Diversity in community
- Communication
- Accountability
- Sustainability
Vision

• Current: “To Be the Best Community College in California”
• Developed by the Board
• Consensus at Strategic Planning Retreat – needs to be refined
• Process to Refine
  – College Council discussion and input --- April/May
  – Board develops at summer retreat
Strategic Initiatives -DRAFT

1. Enhancing a Culture of Learning and Completion
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes to Continuously Improve
4. Maximizing Resources to Support Student Learning
5. Modeling Sustainability 2.0
6. Enhancing a Culture of Inclusiveness

Initiatives may change based on review by the Educational Master Planning Committee
Relationship Between Mission, Vision, and Initiatives

Mission – Why We Exist

Values – What We Believe

Initiatives - How We Meet Our Big Goal Consistent with Our Mission and Values

Vision – Our Big Goal

Note – sometimes an initiative is needed to align organizational performance and effort with values
Butte College Core Values (March 2013)

Students First. Student success is our purpose and the focal point of decision making and resources allocation.

Excellence. We strive to offer the highest quality in education and service through continual self-assessment, evaluation, professional development and ethical commitment.

Respect. We value each other and engage openly and considerately with one another’s ideas, philosophies, and perspectives.

Diversity in community. We value individual attributes, capabilities, and differences; and we foster the collaboration and social responsibility that create a vital institution with a global perspective.

Communication. We value professionalism in our interactions and cultivate an open, friendly environment of fairness and integrity.

Accountability. We are accountable to one another and for our responsibilities. As responsible stewards of the public trust, we use our resources effectively to fulfill the mission and obligations of the college.

Sustainability. We promote and model practices that will result in positive outcomes for our human and natural environments.

Background

- Developed in 2006 by a representative task force
- Campus community values orientations were conducted from 2006-2008
- Reviewed as part of the mission review in 2009-2010 by another representative task force. Sustainability added as a value and minor changes made to a couple of the others.
- Included in New Employee Orientation and serve as the basis for the College Code of Ethics

Recommendations

- Maintain current core values
- Refine with the mission in 2014-2015 timeframe