PLANNING & BUDGET COMMITTEE

Date: Tuesday, March 12, 2013
Time: 3:30 p.m.
Location: Board Room

Members Absent: Belinda Sonnier, Samia Yaqub
Guest: Lisa Husar, Alexander Milliken

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

   a. Consider approval of the 02/12/13 minutes
      The minutes of the 02/12/13 meeting were approved.

II. DISCUSSION

   a. Budget Update
      While there is nothing new to report on the state budget, Andy provided information regarding the current proposal to move Adult Education from K-12 to the community colleges and the potential impact of that proposal.

   b. Mission Statement and Values
      Les presented information relative to the District Mission Statement and Values and the timelines for revisions.

   c. Training for Committee Members
      Trevor provided training to the committee regarding the P1 Apportionment report that we receive from the Chancellor’s Office.

   d. VP's Review of Augmentations for Areas
      Les began presenting the augmentation requests for Planning, Research and Organizational Development (PROD). Les will continue with his presentation at the next meeting and the other Vice President's will begin their presentations to the committee.

III. ITEMS FOR THE NEXT AGENDA - March 26, 2013 @ 3:30 p.m.
   • VP's Review Augmentations for Areas
   • Budget Update
   • Training

IV. ADJOURNMENT
   At 5:05 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.
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Balanced Scorecard Indicator(s)

- Education and Services – 45 (CCSSE Benchmarks)
- Workforce training – 18 (Licensure Pass Rates, 19 (Perkins Indicators), 20 (Vocational Progression), 21/22 (Employers/Employees Served by Categorical Programs)
- Diverse, Global, Sustainable – 36 (Number New International Students), 37 (FTES from Study Abroad) 44 (Energy Cost/Square Foot)
- Developmental Skills (23-33) Basic Skills Completion, Progression, First-Time Freshmen (FTF) Cohort Performance, Hispanic FTF Cohort Performance
- 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
- 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
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
ALIGNMENT - MISSION, VALUES, VISION & PROCESSES

Mission - Vision

Point Scan

Planning STARR

Point Envisioning

Planning & Budget CMT

Planning & Budget CMT

Point Envisioning

Planning STARR

Processes

Matriculation

Scheduling

Initiatives

Values

Mission - Context

Vision - Big Picture Core

Processes - Ways of Getting Work Done

Values - Beliefs that Shape How We Work

Initiatives - How We Modify Our Processes Based on Vision, Values

* An initiative can be used to better align processes with values.

May '13