

2016-17 One-time Resource Allocation Request Training

**Tuesday, February 23, 2016
12-1 p.m.**

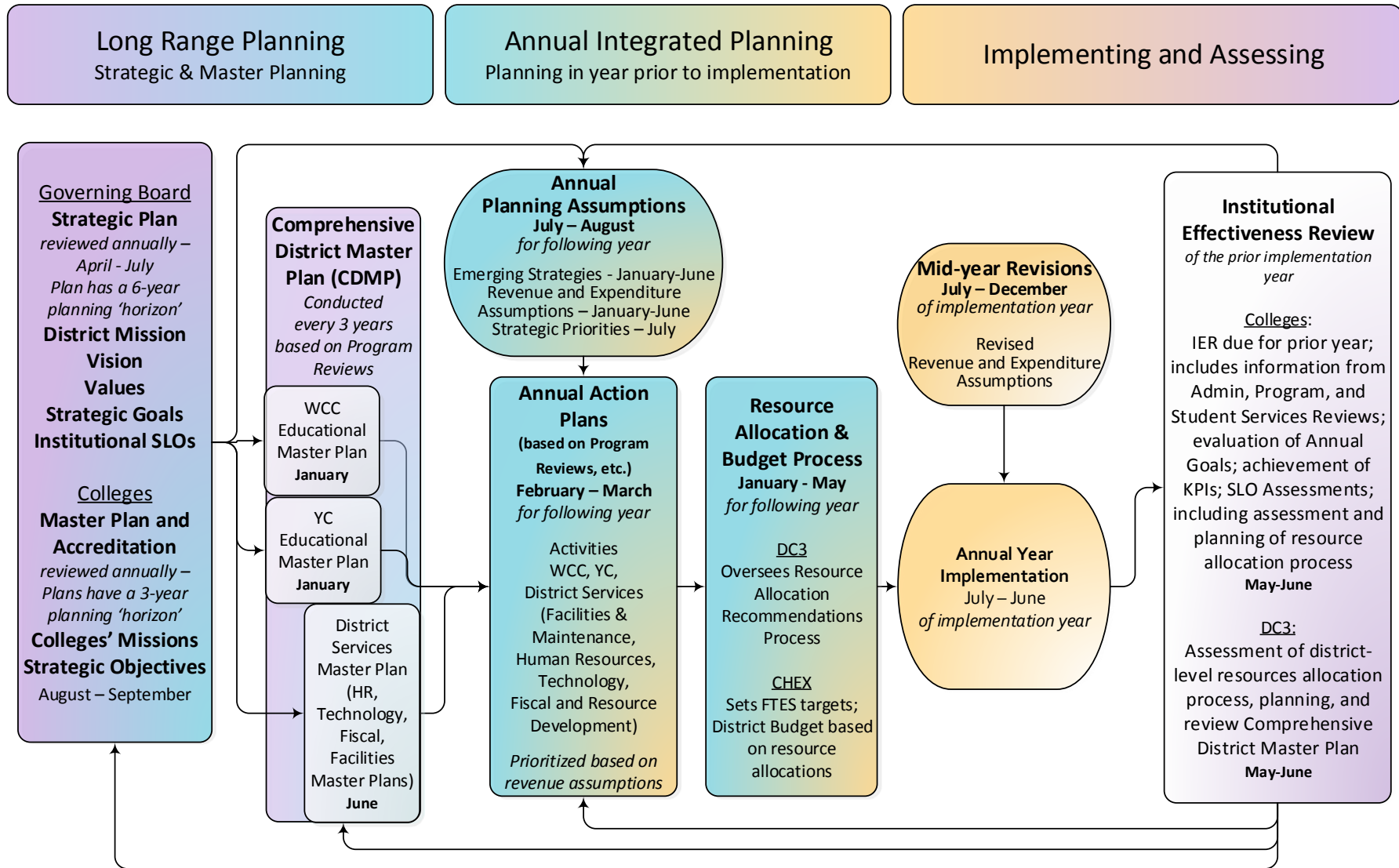
**YC Room 2128
Video Conference to WCC Room 114 and LCC Room 115**

**Presenters:
Chancellor Douglas Houston
CBO Kuldeep Kaur**

1. YCCD Strategic Planning Process (diagram)
2. 2015-16 District Strategic Planning Timeline (for 2016-17 Planning) (Draft 2/18/2016)
3. Memo from the Chancellor
4. 2016-17 One-time Resource Allocation Request Template
5. Q&A

Yuba Community College District Planning Process

1/11/2016



2015-16 District Strategic Planning Timeline (for 2016-17 Planning)
DRAFT 2/18/2016

Date	Process	Action	Who
July	Fiscal	Discuss State Enacted Budget	DC3
July- August	Evaluation	Evaluate the District Planning and Budget Cycle for Prior Year	DC3
July- August	Evaluation	Prepare and Distribute Recommendations for Process Improvements for Next Planning and Budget Cycle	DC3
September	Planning / Fiscal	Release Planning Guidelines for 2016-17 to Colleges and District Services Review the Adopted Budget for 2016-17	CHEX
October	Fiscal	Update on 50% Law Calculation for 2015-16	DC3
December	Fiscal	Update on Full-time Faculty Obligation Number (FON)	DC3
January	Planning	College Educational Master Plans submitted to CHEX for Inclusion in the various District Services Master Plans and the Comprehensive District Master Plan (CDMP)	Colleges
Late January	Resource Allocation	Inform DC3 of Budget Forecast and Revenue and Expenditure Assumptions	CHEX
March	Fiscal	Discuss Governor's Budget Proposal Inform DC3 of Budget Forecast and Revenue and Expenditure Assumptions	DC3
End of March	Planning	One-time Resource Allocation Requests Submitted to CHEX	Colleges and District Services
March-April	Evaluation	Review/Edit Survey for Assessing Planning and Budget Cycle	DC3
April	Fiscal	Simulation of 50% Law Calculation for 2015-16 Update on Full-time Faculty Obligation Number (FON)	DC3
Mid-April – Mid-May	Planning	Coordination of Resource Allocation Requests	CHEX
Mid-May	Resource Allocation	Prioritized Resource Allocation List Submitted to DC3 for Feedback	CHEX
Early-May	Evaluation	Administer Survey for Assessing Planning and Budget Cycle	DC3
May	Fiscal / Resource Allocation	Review Tentative Budget for 2016-17 Discuss Governor's May Revise Review One-time Resource Allocation Requests	DC3
Mid-May	Planning	Complete District Services, HR, Technology, Fiscal and Facilities Master Plans for Inclusion in the CDMP	DSET

Late May	Resource Allocation	DC3 Review of the Tentative Budget (Draft Board Packet)	DC3
Late May	Planning	DC3 Review of the 2016-2019 CDMP (Draft Board Packet)	DC3
June	Resource Allocation	Approval of Tentative Budget	Board of Trustees
June	Planning	Review of CDMP	Board of Trustees
June	Evaluation	Review of College Institutional Effectiveness Reports	Board of Trustees

**MEMO**

TO: College Presidents and District Services

FROM: Chancellor Houston

DATE: September 21, 2015 – Revised February 3, 2016

SUBJECT: 2016-2017 Planning Guidelines with Revised Due Date

This memo establishes planning guidelines, for the Colleges and District Services, for developing 2016-17 plans and resource allocation as well as any mid-year revisions to the 2015-16 plans. The respective products of 2016-17 College and District Services planning are due to the Chancellor's Office by ~~January 29, 2016~~ **March 31, 2016**.

In prioritizing/justifying 2016-17 planning and proposed resource allocation, as well as any other significant resource commitment, each college and the District Services Executive Team should address the following priorities:

- Strategic Goal #1: Increase student success and maximize the student experience through andragogy, curriculum and well-aligned student services programs designed to enhance student learning and completion.
- CTE Priorities as documented in Board's July 2013 Planning Session: Agriculture, Culinary Arts, Advanced Manufacturing, Automotive, Welding, Public Safety, Nursing
- Prioritize unaccomplished Student Success Initiatives as documented in Board's July 2013 Planning Session – evaluating the actual outcome, the product itself.
- Comprehensive College Educational Master Planning *as intended to align with the Board's Strategic Goals*
- Other integrated planning intended to complete the multi-college transition

In developing its planning documents each College should assess progress towards these priorities, assessing accomplishments and outcomes, and where appropriate propose the realignment of objectives to accomplish the strategic priorities.

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Resource Allocation/Augmentation Request Criteria: A framework for submitting qualitative and quantitative data to inform decision-making.

- I. *Impact on Student Success:* An assessment of the capacity of the strategy to increase student outcomes from entry and retention to completion and/or maximize the student experience. Both quantitative and qualitative data are applied to appropriately gauge the specific impact on student success (e.g., percentage increase in term-to-term or annual retention, increased number of students receiving follow-up or tutoring services, survey data indicating a need for centralized tutoring or assessment services, etc.).
- II. *Growth Potential/Demand:* An assessment of the capacity of the program or non-instructional student support service to address documented student need or capture growth expressed quantitatively (e.g., number of anticipated additional FTES, additional anticipated number of students served, etc.) This criterion typically applies to academic programs and services with direct student impact.
- III. *Productivity/Efficiency:* An assessment of the level of improvement this strategy will have in reducing, simplifying, streamlining or eliminating internal bureaucratic functions and processes. While this assessment may be expressed qualitatively, quantitative data are expected (e.g., reduction in personnel time in hours, decreased amount of time in delivery of service, etc.) This criterion typically applies to strategies aimed at improving the effectiveness of administrative services units with indirect student impact.
- IV. *Fiscal Prudence/Sustainability:* This criterion, addressed in all resource augmentation requests, supports multi-year planning and budgeting by providing information for ongoing resource needs necessary to maintain the strategy beyond the augmentation funding.
- V. *CTE Priorities:* An assessment of the level to which this strategy forwards the Colleges' CTE priorities approved by the Board of Trustees in 2013.
- VI. *Mandates/Accreditation:* This criterion provides decision-makers with information on contingency events with short timelines unforeseen in the annual planning cycle (e.g., changing programmatic accreditation requirements, newly enacted unfunded mandates).
- VII. *Complete Multi-College District Transition:* An assessment of the impact of the proposed strategy in streamlining or eliminating practices that were developed when YCCD was a single-college district and enhance the effectiveness and positive image of our multi-college district.

College or District Services 2016-17 One-time Resource Allocation/Augmentation Requests					
Proposal for Funding Provide a brief description of the request. Do not itemize each item to be funded.	Amount Requested Provide the total one-time allocation/augmentation needed to fund the proposal.	Alignment with Planning Guidelines Memo (9/21/2015) Explain in bullet format how the proposal aligns with the guidelines. If it does not align, explain why it should be considered a priority.	Potential for Program Growth: Explain in bullet format how this will serve as seed money to launch a program or grow an existing program. Also provide information on the ongoing resources needed to maintain the strategy beyond the initial funding (expressed quantitatively with future funding source also identified).	Productivity/ Efficiency/Fiscal Prudency: Explain in bullet format how, after the initial funding, this strategy will result in future savings, reduce, simplify, streamline or eliminate internal bureaucratic functions and processes and/or enhance the delivery of the services (include proposed savings expressed quantitatively with additional qualitative data as appropriate).	Potential Funding Sources (e.g., One-time Opportunity funds, Leveraged funds)