



SPRING 2020 BUDGET RETREAT

WELCOME!



AGENDA

8:00 am-8:30 am: Welcome and Breakfast

8:30 am-9:00 am: Educational Master Plan

Crystal Kollross, Executive Director, Office of Institutional Effectiveness

Dr. David Colley, Business Analyst, Office of Institutional Effectiveness

**9:00 am-10:30 am: Facilities Master Plan Update, Fiscal Update,
What Got Funded, Vision for the Future of Resource Allocation**

Dr. Michael Bush,

Asst. Superintendent/Vice President, Business and Administrative Services

10:30 am-12:00 pm: Begin Prioritization

12:00 pm-1:00 pm: Working Lunch

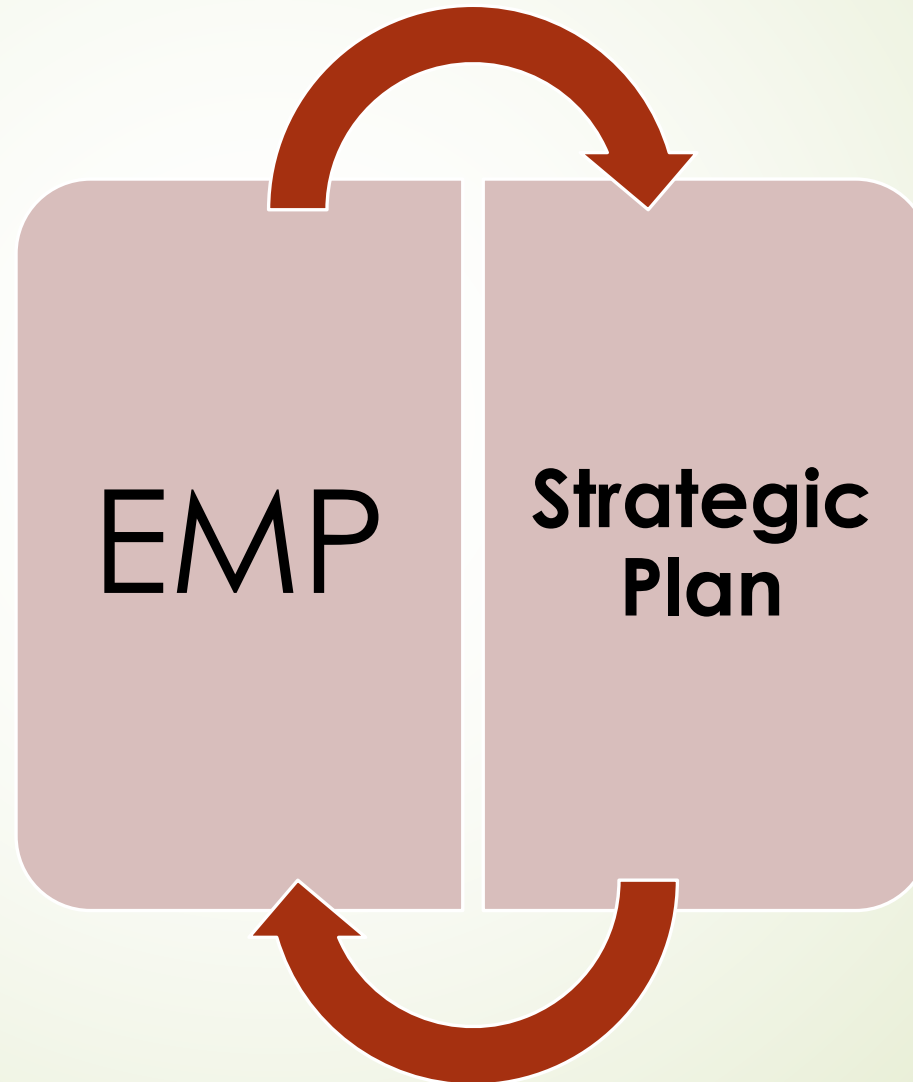
1:00 pm-3:00 pm: Continue Prioritization



A BRAND NEW PLAN!

**New EMP Information Session for
Spring Budget Retreat, March 6th, 2020**

Updating the EMP





What makes up a Strategic Plan?

- ✓ Mission - **Updated!**
- ✓ Environmental scan - **Environmental Scan 2019**
- ✓ Planning team – **Formed during Spring 2019 Term**
- ✓ Common vocabulary – **Coming up next!**
- ✓ Communication plan – **Strategic Communications & Marketing**



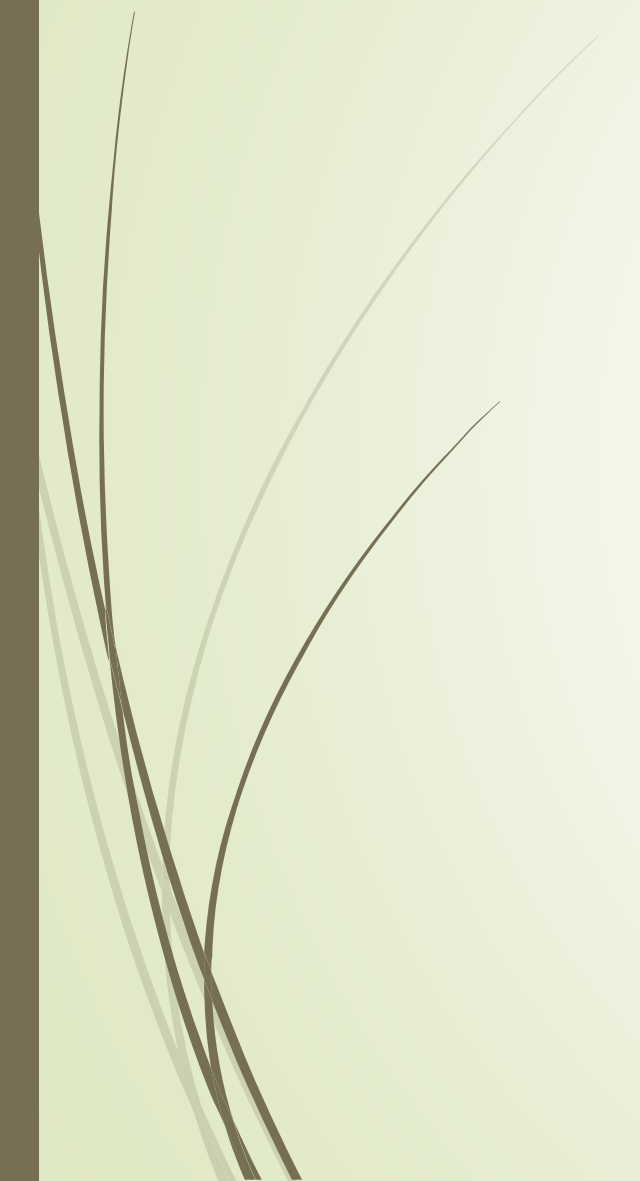
Common Vocabulary

Definition: GOAL

- ▶ Intended outcome; results not actions
 - ▶ *Goals are the “what”*
 - ▶ **Goals are SMART:**
 - ▶ **Specific:** Clearly define the intended outcome
 - ▶ **Measurable:** The goal can be quantified
 - ▶ **Assignable:** A person, department, or committee can be given responsibility for the goal
 - ▶ **Realistic:** Achievable with an institution’s resources and in the amount of time indicated
 - ▶ **Time-bound:** Identifies when the goal will be completed
- ▶ **Goals Anchor the Strategic Plan document**



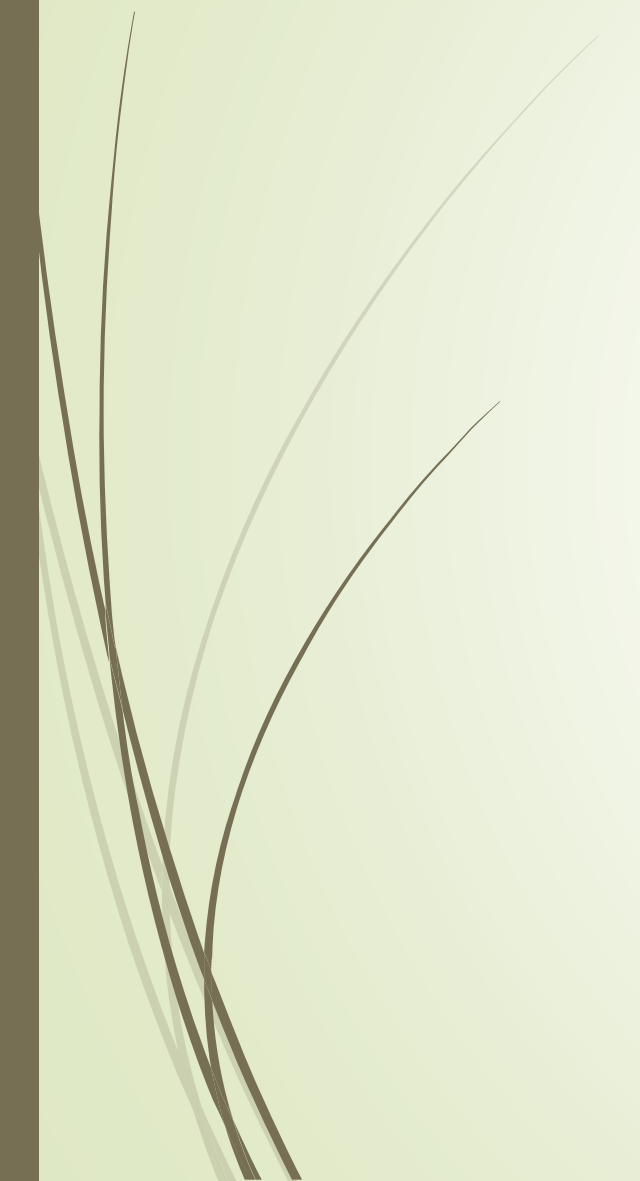
Vision for Success Local Goals

- Goal 1 – Completion
 - Goal 2 – Transfer
 - Goal 3 – Unit Efficiency
 - Goal 4 – Workforce Development
 - Goal 5 – Equity
- 



Common Vocabulary-1

Definition: STRATEGY

- An initiative or approach created to achieve a goal
 - Strategies move from “what” to “how”
 - Multiple Strategies should be written for each Goal
 - Strategies are the **BULK** of a Strategic Plan
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Common Vocabulary-2

Definition: TACTIC

- ▶ **A specific action a department, unit, or division takes to carry out/address a Strategy (Action Items)**
 - ▶ Like Strategies, Tactics are focused on “how” and are more operational and actionable
 - ▶ They are the details of how the Strategy is realized and how the Goal is achieved
 - ▶ Tactics are shorter term and implement the strategic plan
- ▶ **Tactics are not part of the Strategic Plan document.**
- ▶ ***They are what we do in the Annual Update!***



Goal → Strategy → Tactic

- ▶ **Goal:** PCC will increase among all students, the number who earned an associate degree for transfer (ADT) from 1025 in 2016-2017 to 1550 in 2021-2022, an increase of 51%.
- ▶ **Strategy:** Engage in college-wide comprehensive curriculum design and redesign to ensure viable degree and certificate programs.
- ▶ **Tactic:** Counseling Department will review current PCC ADTs and Chancellor's Office approved ADTs and determine which additional ADTs can feasibly be developed at PCC.

MATRIX vs OUTLINE?

- Strategic Planning documents are often organized in an outline structure:
 - Goal 1.
 - Strategy 1.
 - Strategy 2.
- Due to the nature of the **Vision for Success Goals** and their interconnectedness, a **MATRIX** was a more appropriate way to organize the **EMP** because a single **Strategy** could and often does apply to multiple **Goals**.
- **Institutional Priorities** derived from the new **Mission** are used to organize the **Strategies**.

INSTITUTIONAL PRIORITY					
1. Equity-Minded Learning Community					
STRATEGIES	GOAL 1 Completion	GOAL 2 Transfer	GOAL 3 Unit Efficiency	GOAL 4 Workforce	GOAL 5 Equity
Develop a culture of equity minded and effective instruction and support	●	●	●	●	●
Examine and address gaps or needs of students that have not been identified previously at all locations	●	●	●	●	●
Identify and directly support disproportionately impacted students at all locations	●	●	●	●	●



Recap of Progress

- ▶ The process began in 2018-2019, with an updated **Mission Statement** as well as an updated **Environmental Scan**

Pasadena City College is an equity-minded learning community dedicated to enriching students' academic, personal, and professional lives through an array of degree and certificate programs, campus engagement, and customized student support.

groups including: **Management Association, Fall Planning Retreat, Associated Students, President's Advisory Committees, Academic Senate, Classified Senate, and Satellite Locations (Rosemead and Foothill)** and feedback has been used to improve it

- ▶ The **DRAFT** is being finalized and sent to the **Board of Trustees** in March



QUESTIONS?



Why is all of this Important?

Integrated Planning:

A sustainable approach to planning that builds relationships, aligns the institution, and emphasizes preparedness for change.

~ Society for College and University Planning (SCUP)

ANNUAL UPDATE PRIORITIZATION PROCESS





Prioritization Instructions

- Each participant is in a team of three. Find your teammates and settle into a table. There should be two teams to a table.
- Copies of the Prioritization Lists and the Rubric are on the tables. The Lists are in a specific order for each team. Start with the list on the top first and work through them in order.
- Spend a few minutes as a team and norm yourselves to the Rubric.
- As a group, read the items on the lists and put one rubric score in the column on the far left called Retreat Score. Record **only one** whole number, please do not use decimals.
- If you need a calculator, please use your phone.
- When you finish a list, let David know and he will collect it.

TEAMS

Team 1	Team 2	Team 3	Team 4
Julie Kiotas	Armando Duran	Carl Schaeffer	Tito Altamirano
Carol Calandra	Carrie Afuso	Dan Huynh	Gloria Wong
Margaret Boles	Elizabeth Nagy	Jeff Bajah	Jude Socrates
Team 5	Team 6	Team 7	Team 8
Carrie Starbird	Joyce Miyabe	Laconnia Fennessy	Liesel Reinhart
Karol Lu	Leticia Velez	Natalie Pacheco	Richshell Allen
Dice Yamaguchi	Myriam Altounji	Matthew Henes	Marina Gonzalez
Team 9	Team 10	Team 11	Team 12
Michaela Mares	Natalie Russel	Raquel Torres-Retana	Rebecca Cobb
Rhonda Williams	Veronica Jaramillo	Terry Stoddard	Jessica Wu
Frida Ramirez	Dionne Shelton	Arian Nazarian	Ryan Tan