

**Background:** At the February 1<sup>st</sup>, 2012 meeting the SPBC created a small ad-hoc group to review the existing operational procedures for the council, and charged it with the responsibility to submit recommendations for possible changes that will help align the planning and budgeting process with program review, as well as incorporate SLO assessment in the decision making process. What follows below is the document that the ad-hoc group presented for discussion to the whole body during the March 2<sup>nd</sup> 2012 SPBC retreat. Recommendations/actions are shown after each item in red.

SPBC Review Ad-Hoc Group Notes  
(Members: Pamela Ford, Lee Grishman, Ted Younglove, Christos Valiotis)  
(Meetings: 2/15/12, and 2/21/12)

Documents reviewed: (1) AP 2510; (2) SPBC Budget Development Process; (3) Planning and Budgeting processes at other CC's from web sites and personal discussions.

**Discussion Points**

1. Meetings:

- Maintain the current schedule of one meeting (first Wednesday of the month) for main body.
- Budget & Finance subcommittee meets on third Wednesday of the month.
- Establish procedures for emergency meetings

**Action/Result:** Adopt 1.a and 1.b above. There were varying opinions as to what constitutes an emergency. The council will continue to review the emergency definition and make suggestions as to how it will deal with emergency requests. The change of the co-chair should be effective immediately upon approval by CCC.

2. Improve record keeping

- Follow Brown Act
- Call for agenda items goes out the Wednesday before the main body meeting
- Co-chairs meet and establish the agenda; agenda is published by 3 pm on the Friday before the Wednesday meeting.
- Does B&F Sub-Co follows Brown Act?
- Detailed minutes are kept and distributed to members no later than Monday (end of day) on the week of the meeting.
- Council approves the minutes; minutes are posted on the website.

**Action/Result:**

- The council adopted Roberts's rules for the conduct of its meetings (1.a above should have read "Follow Roberts's rules" instead "Follow Brown Act".)

- There will be a call for agenda items on the Wednesday one week before the next meeting with the deadline being the end of closing of the Friday before the next meeting.
- The agenda is published at least 48 hours before the meeting and is emailed along with all supporting documents to all council members.
- The meeting agenda is developed to include approval of minutes, before considering new business.
- Detailed but not verbatim minutes will be kept for discussion and approval at the next meeting. After approval the minutes will be posted on the public website.
- All committees will continue to meet monthly and keep detailed minutes for their meeting. The sub-committee meetings will also be posted in the public website.
- Those changes will become official at the start of the Fall 2012 semester.

### 3. Co-Chairs

- Plan 1: Keep current structure as stated in AP 2510: Administrative co-chair- One of the VPs, Faculty co-chair-Senate President
- Plan 2: Change AP 2510 to allow for administrative co chair to be a VP or designee.
- Plan 3: Make a permanent change to have the Dean of Institutional Research and Effectiveness to be the administrative co-chair. Senate President remains the faculty co-chair.

**Action/Result:** The council adopted Plan 3 above. See attached recommendation to CCC. After a quite lengthy discussion everyone agreed that having the Dean of Institutional Effectiveness as the co-chair of the council is the best choice that reflects the college's commitment in improving the decision making process by incorporating program review results and SLO assessment in the planning and budgeting process. This is also satisfies the standards recommended by the accreditation body.

### 4. Communication with sub-groups

- Each subgroup establishes and publishes a monthly schedule of meeting(s). Sub group agendas and minutes are posted regularly (before the next meeting) on the website.
- Sub group chair(s) report to SPBC on a monthly basis. Follow existing reporting procedure at SPBC Handbook.

**Action/Result:** The subgroups will meet at least once a month and each group will report once a month to the main body as per the existing schedule in the SPBC Handbook. In addition, the education master plan group will also report to the main body once monthly during the second meeting of the month.

### 5. Decision Making – Establish, Strengthen or Rewrite existing procedures for

- Personnel Hiring
  - i. District funded positions
  - ii. Categorically funded positions
  - iii. Grant funded positions

- Staffing Plan – Evaluation of positions
  - i. Vacant positions
  - ii. Frozen positions
  - iii. Emergencies
- Establish and clearly delineate consensus reaching process (define consensus in AP 2510)
  - i. Voting process
    1. 50% +1 or something else?
    2. Do chairs vote or break ties?
  - ii. Does voting negate the concept of consensus?
  - iii. What happens when we do not agree?
- Write procedures delineating the role of President, Union Leadership, and Senate Leadership in deciding positions.

**Action/Result:** On the request of a few members that had to leave after three and half hours of discussion had passed, the council decided to table this item until the next SPBC meeting where it will be placed as an official agenda item.

#### 6. Continuous Improvement Process

- Plan for effectiveness
  - i. Staffing and other budgetary requests are accompanied by justification that relates to SLO/PLO/OO assessment/action plans and/or adherence to state/federal regulations as well as preserving the district's fiscal health.
    1. Rewrite existing budget request process/forms to include relationship to: SLO/PLO/ILO (already exists) assessment and plans, and need identified in Program Review.
  - ii. SLO and Program Review Coordinators report to SPBC regularly (how often?).

**Action/Result:** The council charged Mr. Younglove-Dean of Institutional Research and Effectiveness, to consult with the Program Review Coordinator, the SLO coordinator, and the Accreditation Coordinator and Liaison, and develop a strategy to be presented to the main SPBC body at the second meeting in April 2012.

#### 7. Membership

- Plan 1: Keep current structure (25)
- Plan 2: Reduce existing membership to about 15
- Plan 3: Reduce existing membership to about 15 and appoint Program review, SLO, and Accreditation coordinators as non-voting members.

**Action/Result:** There was no clear agreement on this item, but we eventually reached consensus to table this discussion for at least one year and after we have a chance to evaluate the rest of the changes suggested in this document.

#### 8. General Procedures

- Establish and annual retreat for review and update of existing procedures (beginning of each fall semester?)

- Develop a training procedure for new members

**Action/Result:** The council agreed to dedicate the first meeting of each fall semester to review and update, if necessary, the existing procedures. That will also provide the opportunity for the chairs to conduct an orientation to all new members as well as provide training for the Roberts' rules of order. The ITS director will explore the possibility of holding a training meeting through CCC Confer to accommodate the classified staff that expressed the desire not to hold a meeting during the first week in September because it is a very hectic time for them.