AGENDA

SUMMARY/MINUTES
1. Approval of December 12, 2011, Summary
   N. Doffoney

PLANNING ITEMS
1. Accreditation
   D. Ludford
   - Budget Allocation Handbook 2012

2. Mobile Computing Guidelines
   (Handout distributed 12-12-11)
   D. Ludford

3. Budget Update
   F. Williams

POLICY ITEMS
1. New BP7100, Commitment to Equal Employment Opportunity and Diversity
   (Handout attached)
   N. Doffoney

2. Revised AP3410, Nondiscrimination
   (Handout attached)
   N. Doffoney

OTHER ITEMS
Date: January 9, 2012
From: Deborah Ludford
Re: Agenda Item for Chancellor's Cabinet/DPC Meeting of January 23, 2012

1. AGENDA ITEM NAME

NOCCCD 2012 Integrated Planning Manual
NOCCCD 2012 Decision Making Manual: Structure, Function and Alignment
Budget Allocation Handbook 2012

2. AGENDA ITEM ACTION (Please check one and fill in date, if appropriate.)

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<th>Information Only</th>
<th>Second Reading</th>
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<td>Review/Discussion</td>
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3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: 30 Minutes

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM

Presented for discussion are the revised Integrated Planning, Decision Making and Budget Allocation inter-related documents that were discussed at the December 13, 2011 District Planning Council meeting. These documents are designed to address Accreditation Commission District Recommendations #1, 2 and 3 of the June 2011 findings for Cypress College and Fullerton College. The recommendations are:

- **District Recommendation #1**: In order to meet the standards, the team recommends the district, in concert with the colleges, further define and align planning, governance, and decision-making processes to provide improved clarity to its structure, function, and linkages.

- **District Recommendation #2**: To fully meet the standards, the team recommends that the district more clearly delineate its budget allocation model to campus constituencies, and provide clarity as to its link to district planning.

- **District Recommendation #3**: In order to meet the standards, the team recommends that the district conduct regular analysis and evaluation of its district planning, governance, and decision-making processes in order to assess the efficacy of these systems and ensure their effectiveness. Results of these analyses and findings should be broadly communicated across the institution and used as a basis for improvement, as appropriate.

**NOTE**: Please forward this form by required dates with all backup material to the Chancellor's Office.
These documents were developed in collaboration with the following workgroups that have reviewed and provided feedback on 3-4 drafts of each document.

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<th>Integrated Planning:</th>
<th>Decision-Making:</th>
<th>Budget Allocation:</th>
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<td>Ken Meehan</td>
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<td>Claudette Dain</td>
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The Integrated Planning Manual and Decision Making Manual were also circulated district-wide for review and comment.

These documents are designed to work together to document and explain planning, decision making and budget allocation processes at the District as well as the means that will be used to assess these processes. In developing the documents gaps were identified in the current processes and the workgroups are recommending changes to the current processes to address those gaps. The following is an overview of these recommendations:

- **Integrated Planning Manual** – added a District Services Administrative Review; added timelines for all processes; and added an assessment component for both assessing the progress on the District Strategic Directions and assessing the planning process and the decision making processes.

- **Decision-Making Manual** – added new groups to meet as needed, such as an Instructional Coordinating Council and a Student Services Coordinating Council; clarified the purpose and reporting structure of each District group and revised the purpose if needed for flow of information and decision-making; and proposed new names for various committees to better describe their current function.

- **Budget Allocation Handbook** – added the Strategic Plan fund to fund and track expenditures and progress on the District Strategic Directions; revised the committee to match the Decision-Making Manual; and added an evaluation component to review the Budget Allocation Model in the future.

5. **RECOMMENDATION** It is recommended that any additional changes be presented and discussed and the documents be adopted.

6. **OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM**
   - Workgroup members
   - District-wide faculty and staff
   - District Planning Council/Chancellor’s Cabinet

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