



PARADISE VALLEY  
COMMUNITY COLLEGE

# STRATEGIC ACTION PLAN & BUDGET DEVELOPMENT TRAINING

## 2014-2015

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# STRATEGIC ACTION PLAN & BUDGET DEVELOPMENT TRAINING

- Action Plan
- Budget Assumptions & Directions
- New Items, Changes, and Limitations
- Base Budget Adjustments
- Timelines for Budget Development
- New Budget Request Form



# College Strategic Action Plan

# Strategic Planning Online (SPOL)

Quick Start

# Planning Process

(for each department/unit goal)



# Accessing and Logging into Strategic Planning Online

URL: [www.paradisevalley.edu/SPOL](http://www.paradisevalley.edu/SPOL)

v4.1.3.3 Thursday, September 19, 2013

Strategic Planning Online™  
Empower Your Planning Process®

Username:   
Password:   
   
 Remember Login  
Forgot My Password... [CLICK HERE](#)

Budgeting Assessment  
Accreditation Planning

Empower Your  
Planning Process

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# STEP 1: Adding a Department/Unit Goal: Entering Planning Unit

STEP 1: Select the Planning Icon

The screenshot displays the SPOL v4.1.4.1 interface. At the top, it shows the date Monday, September 23, 2013, and the user John Snelling, Director of Research & Planning at Paradise Valley Community College. The interface includes a search bar, a planning year dropdown set to 2014-2015, and an impersonate button. A navigation menu contains links for My SPOL, Planning, Budget, Resources, Reports, Support, Admin, and Log Off. The main content area features a 'Welcome John Snelling' message and two large circular icons: 'PLANNING' (represented by gears) and 'BUDGETING' (represented by a green bill). The 'PLANNING' icon is highlighted with a red rounded rectangle. Below these icons, there are sections for 'Planning:' and 'Budget:', each with a 'My Planning Units' link and a 'View' button.

# STEP 2: Adding Department/Unit Goal: Creating a New Goal

- STEP 2: Select “Create New Goal”

The screenshot displays the Strategic Planning Online (SPOL) web application interface. At the top, the version number 'v4.1.4.1' is on the left, and the date 'Monday, September 23, 2013' is on the right. Below the version number is the SPOL logo with the tagline 'Empower Your Planning Process'. The user's name 'John Snelling' and title 'Director of Research & Planning - Paradise Valley Community College' are displayed. A search bar is located in the top right. The 'Planning Year' is set to '2014-2015'. A navigation menu includes 'My SPOL', 'Planning', 'Budget', 'Resources', 'Reports', 'Support', 'Admin', and 'Log Off'. The main content area is titled 'Welcome to the Planning Homepage' and features several interactive tiles. The 'Create a New Goal' tile is highlighted with a red rectangular box. Other tiles include 'View My Goals', 'View All Goals', 'Search for Goals', 'New Goal Wizard', 'View My Planning Units', 'View All Planning Units', 'Print a Report', and 'Copy Goal Data'. Each tile contains an icon and a brief description of the function.

v4.1.4.1 Monday, September 23, 2013

Search John Snelling

Director of Research & Planning - Paradise Valley Community College

Planning Year: 2014-2015

Impersonate Select a User

My SPOL | Planning | Budget | Resources | Reports | Support | Admin | Log Off

My SPOL > Planning

### Welcome to the Planning Homepage

- View My Goals**  
View all of your current Goals, or search for a specific Goal and make your necessary updates.
- View All Goals**  
View all Goals, or search for a specific Goal and make your necessary updates.
- Search for Goals**  
Search Goals according to Planning Unit, Planning Year or Unit Manager.
- Create a New Goal**  
Open up a blank Goal page and enter the relevant data to create a new Goal.
- New Goal Wizard**  
Follow our easy to use, step-by-step wizard to creating a new Goal.
- View My Planning Units**  
View all of your current Planning Units, or search for a specific Planning Unit and make your necessary updates.
- View All Planning Units**  
View all Planning Units, or search for a specific Planning Unit and make your necessary updates.
- Print a Report**  
Bring up the reporting interface to generate an informative report in minutes.
- Copy Goal Data**  
Copy goal data from one planning year to another.



# STEP 3: Adding Department/Unit Goal

## STEP 3: Enter Department/Unit Goal Title

3.1 – Enter department/unit goal (What are you trying to accomplish? – main idea of the goal, should begin with an action oriented verb)

3.2 – Select College Planning Priorities (Primary only)

3.3 – Select your planning unit (e.g. Business/CIS or Institutional Effectiveness, etc.)

3.4 – Select Department/Unit Goal Status

3.5 – Enter goal description

3.6 – Save your goal

3.1 – Enter your  
“Goal Title”

3.2 Select College  
Planning Priority

The screenshot shows the SPOL interface for creating a new goal. The top navigation bar includes 'My SPOL', 'Planning', 'Budget', 'Resources', 'Reports', 'Support', and 'Admin'. A red box highlights the 'Log Off' button in the top right corner. The main form is titled 'New Action Plan: Department/Unit Goal' and contains the following fields:

- Goal ID:** Department/Unit Goal Title: (text input field)
- Planning Unit:** Select a Planning Unit (dropdown menu)
- Original Planning Year:** 2014-2015 (Current) (dropdown menu)
- Multi-Year Goal:** Yes (radio button), No (radio button)
- College Planning Priorities:** Select an Objective Purpose (dropdown menu)
- Department/Unit Goal Status:** Select a Status (dropdown menu)
- Goal Description:** Plain Text (radio button), HTML (radio button)

The bottom of the page shows a footer with the text 'SPOL Quick Start - 9/23/2013'.

3.6 – Save goal

# STEP 4: Adding Department/Unit Goal Details

## STEP 4: Adding Goal Details

Goal Details – completed in previous step

4.1 Connect to Governing Board Outcomes

4.2 Link to other college planning priorities

4.3 Goal strategies/task – see step 5

The screenshot displays the SPOL system interface for adding goal details. The top navigation bar includes 'My SPOL', 'Planning', 'Budget', 'Resources', 'Reports', 'Support', 'Admin', and 'Log Off'. The main content area is titled 'Department/Unit Goal Title' and shows the goal description: 'Increase support of college-wide implementation of assessment initiatives.' The goal is currently in 'Draft' status. Below this, the 'Department/Unit Goal Information Detail' section is highlighted with a red box, showing 'Goal ID: 21', 'Status: 1 - Not Started', and 'College Planning Priorities: 1.1 Continuously improve student learning and assessment.' The 'Planning Years' section shows the current year as '2014-2015' with start and end dates. The 'Governing Board Outcomes' section is also highlighted with a red box, showing 'University Transfer Education and General Education'. The 'College Priorities' section is highlighted with a red box, showing '1.1 Continuously improve student learning' and '1.2 Increase degree/certificate completion'. The 'Department/Unit Goal Strategies' section is highlighted with a red box, showing 'Annual dues to continue use of out-of-class assessment module.' The bottom of the screen displays 'SPOL Quick Start - 9/23/2013' and 'Total Objective Budget: \$3,000'.

# STEP 5: Adding Department/Unit Goal Strategy/Task

## Step 5: Goal Strategy/Task

Always select "Task" from the drop-down menu.

Strategy/Task

Task Detail Budget Detail Assignment Detail Save Delete Close

Start Date: Not Used  
09/24/2013 Select a Type

Date Due: 09/30/2014

Completed Date:

Department/Unit Strategy/Task Status: 1 - Not Started

Budget: \$0

Order: 1

Strategy/Task Description:  
Send assessment plan template to unit mangers.

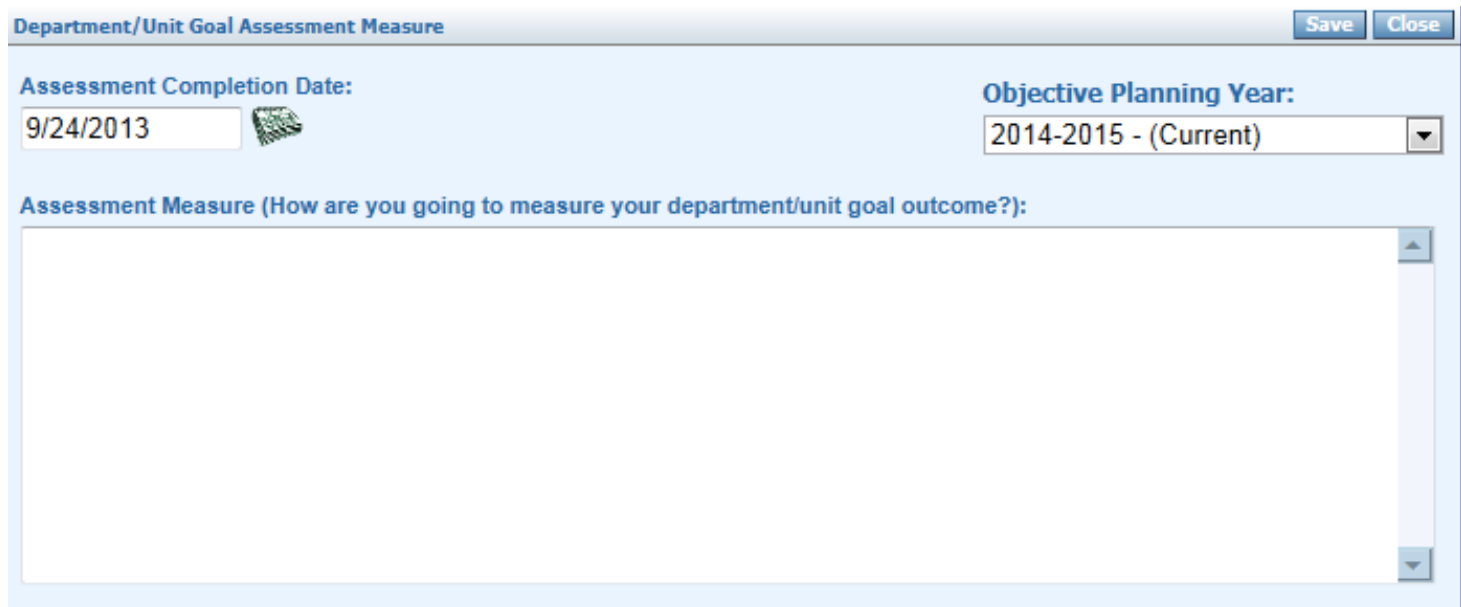
**TIP: If you will be requesting a budget item for this goal, develop this strategy to read what it is you are asking for, as it will be helpful and more easy to identify when in the budget module. Justification will be met in the budget module**

Remarks  
There are no records to display [Click here to add data](#)

Add Remark Edit Remark

# STEP 6: Adding Department/Unit Goal Assessment Measure

STEP 6: How are you going to measure your goal for success?



The screenshot shows a web form titled "Department/Unit Goal Assessment Measure" with a "Save" and "Close" button in the top right corner. The form contains the following fields:

- Assessment Completion Date:** A text input field containing "9/24/2013" and a small calendar icon to its right.
- Objective Planning Year:** A dropdown menu currently displaying "2014-2015 - (Current)".
- Assessment Measure (How are you going to measure your department/unit goal outcome?):** A large, empty text area with a vertical scrollbar on the right side.

# Budget Details

Budget items can be accessed from multiple locations.

1. From a “strategy/task”

Or

2. Directly from the Budget Module



# Budget Assumptions & Directions

# Budget

## Assumptions & Directions

- **1.2 Increase degree/certificate completion, successful course completion, and student goal attainment for all students across all instructional delivery formats and locations.**
- **1.3 Close student achievement gaps in targeted populations by reviewing, enhancing and/or developing collaborative, comprehensive, and scalable programs/initiatives.**
- **1.4 Increase access to alternative course scheduling and delivery formats and review and if necessary reform or enhance pathways for all program(s)/degree/certificate options to improve student success.**
- **2.4 Identify and implement career and technical education opportunities to meet workforce demand in areas of core Allied Health.**
- **3.1 Enrich learning and organizational effectiveness by increasing the diversity and cultural competency of the employee workforce.**
- **4.1 Increase operational efficiency by implementing strategies for sustainability of facilities, practices, and programs.**

# Budget

## Assumptions & Directions

- Enrollment Growth Funding, Meet & Confer, Proposition 301, New square foot, and Inflation Allocations may be the only new District dollars the college will receive.
- Enrollment focus - If we grow in 2014-15, we will receive \$2130/FTSE. If we lose FTSE, we need to pay back \$2130/FTSE from Base Budget.
- If the college does grow and we will know this in the spring 2015.
- Reallocation of PVCC funds within existing 2014-15 Budget is the primary source of dollars.



# Budget Assumptions (cont')

- Any OYO position for faculty or staff for FY2013-14 will need to be requested again.
- Increases in utility costs will be mandated; we do not receive any additional funds for increases in utilities.
- College Technology will continue to support the replacement of computers in classrooms, offices and presentation systems.
- All 2004 GO Bond will be expensed by the end of FY 2013-14.

# New Items, Changes and Limitations

# New, Changes and Limitations

- New College Planning and Budget System
- Provide BDS report for your review and make decision on Base Budget Reallocation
- Budget Reallocation Form.
- College Priorities will be sent to college-wide soon.



# Timelines for Budget Development



Questions ???

The image features a central graphic with a blue rounded rectangular header containing the text "Budget Development Form". This header is set against a white background that is framed by a dark teal border. The border is composed of a top horizontal line, a bottom horizontal line, and two vertical lines on the left and right sides, all with rounded corners. The blue header bar is positioned between the top and bottom horizontal lines of the teal border.

# Budget Development Form



Thank You!