

## Cañada College

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**From:** Moore, Jamillah  
**Sent:** Tuesday, December 05, 2017 5:57 PM  
**To:** Moore, Jamillah  
**Subject:** 2017 New Position Proposals  
**Attachments:** 2017NewPositionProposals.pdf

Dear Cañada College Community:

As the fall semester comes to a close, I want to thank everyone who participated in the new position proposal process. I appreciate your great work and your commitment to our students and our mission.

As we continue on the path toward continuous quality improvement, I am asking that PBC provide a recommendation on resources available for hiring staff in 2018. This will allow the College to reaffirm our connection to integrated planning and budgeting. This process will assist me in closing the loop on our integrated planning process and ensure we continue to adhere to accreditation standards.

Enclosed please find the timeline on the new position proposals. I look forward to working with each of you as we implement this process throughout the campus and the community. Thank you for all you do for the College, for our students, and for our mission.

Jamillah Moore, Ed.D.  
President



### **Cañada College New Position Proposals**

As the fall semester comes to a close, I want to thank everyone who participated in the new position proposal process. I appreciate your great work and your commitment to our students and our mission.

Adding new positions to the College is a decision that reflects the needs of our campus and is a crucial part of the integrated planning process. However, our current process to determine if any new positions should be added to the College does not include a budgetary component in the budget and planning cycle, this is essential in affirming our accreditation. And as we move into the new calendar year, we do not have the information needed to make this important decision until early 2018. We do know that the Planning and Budgeting Council (PBC) should play a role in the determination of how many new positions the College could add.

As we continue on the path toward continuous quality improvement, I am asking that PBC provide a recommendation on resources available for hiring staff in 2018. This will allow the College to reaffirm our connection to integrated planning and budgeting. This process will assist me in closing the loop on our integrated planning process and ensure we continue to adhere to accreditation standards. This process will set the stage for the 2019 accreditation visit.

The accreditation standards related to this process are listed below.

#### **Standard I (Mission, Academic Quality and Institutional Effectiveness, and Integrity):**

Specifically, that the institution provides evidence that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness. The institution assures the effectiveness of its ongoing planning and resource allocation processes by systematically reviewing and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts.

#### **Standard III (Resources):**

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes. Financial Resources: the institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. Financial resources planning is integrated with institutional planning at both college and district/system levels in multi-college systems.

#### **Financial Resources D, 1, a, c, d**

- a. Financial planning is integrated with and supports all institutional planning.
- b. When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability. The institution clearly identifies, plans, and allocates resources for payment of liabilities and future obligations.

- c. The institution clearly identifies, plans, and allocates resources for payment of liabilities and future obligations.
4. Financial resource planning is integrated with institutional planning.

Specifically, before a decision can be made on the 2017 new position proposals, I will need PBC, in collaboration with the Budget Office, to provide me with information regarding resources available for hiring. Until that information is provided, I need to postpone any decision on positions. The goal is to make an informed decision, with the information on available resources from the budget office.

In January we will receive the Governor's proposed State Budget for 2018/2019, along with our district property tax projections. The Budget Office will develop budget projections for our College and lead a discussion with PBC regarding potential funding for new positions in early February. PBC can then provide a recommendation to me indicating how much funding is available for new positions, and I anticipate a decision to the campus by the end of February.

**Timeline:**

January	Governor's Budget Proposal
January	Chancellor's Council (Review Expenditures)
February	College Budget Priorities
February	Discussion/Recommendations with PBC on potential funding for new positions

I look forward to working with each of you as we implement this process throughout the campus and the community. Together, we are all moving Cañada forward. Thank you for all you do for the College, for our students, and for our mission.

Sincerely,  
Jamillah Moore, Ed.D.  
President