

## **Administrative Services Planning & Budget Team 2020 Annual Governance Reflection Questions**

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### **1. Reflecting on the work of your governance group over the past year, how did this work help fulfill our mission, values, strategic initiatives, Institutional Core Competencies, and commitment to equity?**

Last year, at the Board of Trustees' directive, De Anza had to reduce its ongoing budget by a total of \$6.3 million. The group spent the primary amount of their time on setting criteria and evaluating ways to meet this budget reduction directive. As well as referring to the college and team's guiding documents, the group also reviewed and approved the following documents during the year which assisted guiding the budgetary reduction decisions: - the Equity Plan; Updated Institutional Metrics including vision for Success Goals; the College Planning Committee Report on Student Equity & Achievement Program (SEA), and the college's carryforward balance. The team also reviewed the profit and loss statements for the enterprise funded departments that provide core services to students.

### **2. Reflecting on your governance group's processes and practices over the past year, please identify what has been working and what changes you plan to implement over the next academic year to ensure continuous improvement.**

At the start of each academic year the group reviews the team's Mission, Role, Guiding Principles and Ground Rules. Any updates to the college's overarching guiding documents are discussed and, if approved by the team, improvements are made to the team's processes and practices and are published to the team's website. Improvements the team made last year as a result of reflection was the renaming of the division to better reflect how it serves the colleges. The team continues to review and approve any governance group items which will remain a core practice. This year some of the main agenda items in addition to the items listed in question (1) were the De Anza 2019 Update to the FHDA Facilities Master Plan 2016-2022; the Community Benefit Initiative (CBI) Update; the De Anza Event Center, Guided Pathways Presentation – Meta-majors, and the governance handbook, new student-centered funding formula. Since Covid-19 has prompted a move to remote meetings, we anticipate discussions surrounding strengthening our virtual meeting presence. The team will also need to closely monitor the profit and loss statements for the enterprise funded student services as these departments are dependent upon student patronage. These departments will face substantial fiscal challenges for the rest of this year and into next year.

**3. Reflecting on your groups' ability to disseminate information to its stakeholders, what are some strengths and weaknesses in regards to ensuring that all stakeholders are informed of the committee's activities, processes, policies and decisions? How can you improve your process for information dissemination next year?**

Meeting agendas and minutes are posted online. The dissemination of information has been considerably improved over the past years by the communications and internal relations division's complete review and update to the college's web presence. Included in this update were major improvements to the governance groups' websites. The sites are now easier to navigate and comply to accessibility requirements. Web sites continue to be an efficient and accurate information sharing medium. Constituent team members choose their preferred method of reporting out to their members. Typically, this entails emailing their members or governance body. Each PBT reports out to College Council as a means to increase information dissemination. This process will continue next year. Since Covid-19 has prompted a move to remote meetings, we anticipate discussions surrounding our virtual meeting presence.