



# Planning, Review and Budget Council

Regular Meeting  
Wednesday, December 4, 2013  
Building 400, Room 405  
3:00 – 5:00 PM

## A G E N D A

1. Review & Approval of November 20th minutes – 5 min.
2. Action Items: 10 min.
  - a. **We still are in need of a note taker for Minutes (if interested, see us regarding possible perk)**
  - b. **PRBC Core Representative Members MIA – PRBC needs to have reps from the following committees:**
    - COOL
    - Technology
    - Budget
  - c. **Faculty Prioritization Update**
3. Program Review Update – 15 min.  
Reminder: Dean’s Summary Report Due December 11, 2013
4. Mission Statement Update Committee – 30 min.
5. Presidential Task Force – 20 min.
6. Passion & Purpose Committee Presentation – 40 min.

*Last meeting of fall 2013 semester is December 11, 2013 and first meeting of spring 2014 semester will be January 29, 2014.*

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### HOW WE WORK TOGETHER

1. We begin on time and arrive prepared.
2. We develop a focused agenda, with well-defined questions, and clear goals (discussion vs. decision).
3. We adhere to the time allotted to a topic. We focus on the topic, on advancing our agenda, and use our “idea bucket” for off-topic great ideas. If we don’t have enough time, we consider subgroups to work through issues, or clarify the questions for a future meeting.
4. We respect complexity.
5. Anyone can call for a speaker’s list.
6. We clarify/solidify our consensus decisions.
7. We trust each other’s good intentions; we don’t take comments personally (QTIP).
8. We bring our individual expertise, but wear our Chabot hats.
9. We all take responsibility for working together this way.
10. We consent to be led.