

Institutional Planning Committee (IPC) Meeting

Friday, November 19, 2010

1:00 - 2:30 p.m.

Building 5, Room 339

Meeting Summary

Members Present: Rick Ambrose, Diana Bennett (co-chair), Michael Claire, Sandra Stefani Comerford, Lorena del Mundo, Laura Demsetz, Susan Estes, Lorrita Ford, Kevin Henson, Jennifer Hughes (co-chair), Beverley Madden, Milla McConnell-Tuite, Huy Tran

Review Day's Agenda

The agenda was approved.

Review Summary Notes of November 5 Meeting

The meeting summary of November 5 was approved.

Prioritize Action Steps with Budgetary Implications

The committee reviewed the institutional plans action steps with budgetary implications. The following criteria were used to prioritize the action items:

1. Respond to ACCJC standards (Proxy for Student Success)
2. Reflect Board Core Values
3. Needed to operate programs and services
4. Required to implement Institutional Innovative Programs
5. Required for licensure

The action steps requiring resources totaled \$703,000. Based on the criteria developed, the committee determined that the following requests should receive the highest priority for funding:

- Distance Education activities \$152,000
- Institutional Advancement staffing: \$145,000
- Math Boost Project (fund for 2 years): \$30,000

- Remaining Technology Needs: \$300,000 (The first \$400K will be funded on an as needed basis by the balance in Corporate Education.) Some of the remaining technology needs may be covered by future bond funds.

The following action steps were either determined to be a low priority, may be funded at a later date, or funded from other resources:

Enrollment Management - focus groups \$15,000 – Not a high priority - Consider funding at a later date.

Technology – speaker series \$10,000 – Not a high priority – Consider funding at a later date

Technology – printing and promotional materials \$500 – To be funded by Public Relations and Marketing

Technology – hospitality costs \$500 – Not a high priority – Remove from list

Measure G - Recommended Funding of Personnel and Equipment Requests for 2010-11

Susan and Jennifer provided an update regarding the process for requesting Measure G funding for: 1) additional course sections in high demand/waitlisted areas based using criteria developed by instructional administrators, 2) personnel requests, and 3) equipment requests. Based on program review data from the divisions, the instructional and student services administrators brought forward requests for courses, personnel and equipment. The requests were aligned with the Measure G funding guidelines and institutional priorities. The deans ranked their requests. The funding requests were as follows:

Courses for spring, 2011: \$212,000

Personnel: \$543,799

Equipment: \$209,248

The requests were forwarded to Cabinet for review. Because the requests exceed the amount of remaining Measure G funding available for 2010-11 (Approximately \$600K), Cabinet recommended the following percentages be allocated:

Courses: \$350,000 (58%)

Personnel: \$140,000 (23%)

Math Boost Project: \$30,000 (5%)

Equipment: \$60,000 (10%)

Emerging student services or instructional requests: \$20,000(4%)

IPC approved these percentages. The three college presidents will be presenting their requested Measure G resource requests at the December 15 Board meeting.

Accreditation Update - Tabled

Other Items – Update on Statewide Academic Senate Meeting

Diana provided an update on the statewide Academic Senate meeting she attended. Topics of discussion included SB1440 and AB 1143. Resolutions regarding the goals of faculty professional development were developed, which include outcome requirements.

Next Meeting: Friday, December 10, 2010, 1:00 - 2:30, Building 5, Room 339