

Institutional Planning Committee (IPC) Meeting

Friday, May 17, 2013

1:00 – 3:00 p.m.

College Heights Conference Room, College Center, Building 10, Room 468

Members Attending: James Carranza (co-chair), Juanita Celaya, Michael Claire, Laura Demsetz, Susan Estes, Fauzi Hamadeh, Jennifer Hughes (co-chair), John Kilic, Maggie Ko, David Laderman, Deborah Laulusa, David Locke, Beverley Madden, Milla McConnell-Tuite, Teresa Morris, John Sewart, Hayley Sharpe, Henry Villareal, Andreas Wolf

Meeting Summary

Presentations

Update from Task Forces

The two task forces, the Math task force and the Student Engagement for Part-time/Working Students task force provided the committee with an update on their progress to date. Both task forces provided copies of the reports outlining their work and recommendations (see attached.) IPC will need to review the recommendations provided by the task forces and determine their next steps.

Review of the Agenda

The agenda was approved.

Summary Notes from May 3 and May 4, 2013, Meetings

The summary notes from the May 3 and May 4, 2013, meetings were approved.

Classified Position Requests

The following position requests were discussed:

Increase in Athletic Trainer Position from 11 to 12 month

This position exists at all three colleges. Because the work associated with these positions is year round, the employees have had to work the extra month and are doing so earning comp time. The trainers must accompany athletics teams to events, some of which occur during the month they are scheduled to be off duty. As a result, there is a need to increase the position from 11 months to 12 months. The request has been reviewed by Cabinet and approved.

.48 Office Assistant II for Study Abroad/International Students Program

The international student population has grown dramatically over the past year due to the increased recruitment activities taking place at all three colleges. The college is currently serving over 130 international students. Target numbers of 200 are projected for the fall, 2013 semester. Due to the extensive regulations governing international student enrollment and the complexities of the international application process,

additional staff are needed to provide support to the International Students Program. In addition, the Study Abroad Program has been without clerical support due to the budget cuts which resulted in the elimination of the position that had responsibility for supporting Study. The request to hire a .48 Office Assistant II will be forwarded to Cabinet for discussion. The position, if approved, will be funded by a budget augmentation provided by the District to the three colleges to support the expansion of the international students programs.

Full-time Classified Position for the Library

Lorrita Ford provided information regarding the need to fill a full-time Library Support Specialist position which has been vacant since January, 2009. The primary responsibilities of the position are to provide access services, assist with the complex cataloging, and carry out technical processing. The position will be forwarded to Cabinet for discussion.

Administrative Position

President Claire reported that he is interested in adding a vice president of administrative services position at the college. This is a position that has been recommended for all three college with additional funding from one time monies for the positions being provided by the District. The positions will be recommended to the Board of Trustees at their June, 2013 meeting. President Claire reminded the committee that the dean of administrative services position at CSM was eliminated during the budget cuts. Since that time, the majority of the administrative services have been assumed by the vice president of student services. Mike Claire and Maggie Ko assumed responsibilities for college budgeting. Due to the retirement of the vice president of instruction, the vice president of student services will assume the accreditation liaison officer duties and will not be able to continue to be responsible for the administrative services responsibilities.

Assessment of Major IPC Decisions and Planning Process

Jennifer Hughes indicated that as part of our documentation for the accreditation Self Evaluation report, a document summarizing key IPC decisions as well as changes in the institutional planning process will be developed. The document will be shared at a fall meeting of IPC. Mike Claire also provided a draft of *Summary of Key Recommendations and Decisions* document that he has developed. The document details the key decisions at the college (e.g. faculty hiring, equipment and technology requests, facilities requests) which includes information regarding the origin of the requests (e.g. program review); where the requests are reviewed and discussed; identifies the final participatory governance body to which they are forwarded and the individual who makes the final recommendation to the Chancellor and Board of Trustees. The final version of the document will be ready in early fall.

Program Review Themes and Trends - Tabled

Incorporation of Budget Planning Committee with IPC

The committee agreed to formally disband the Budget Planning Committee and incorporate the budget planning process within IPC. This will facilitate and streamline the process of identifying projects and initiatives to fund and determine appropriate funding sources within a single committee. Many members of the former Budget Planning Committee already serve as members of IPC. At the first meeting of the fall semester, IPC will need to formally change their name from the Institutional Planning Committee to the Institutional Planning and Budgeting Committee. In addition, the committee will need to allocate a portion of several meetings each year to focus on the budgeting process. Mike Claire, Henry Villareal and Maggie Ko, former members of BPC, will lead these discussions.

Other Items- None

Summary notes prepared by Jennifer Hughes, co-chair of IPC.