

## **Institutional Planning and Budgeting Committee (IPBC) Meeting**

**Friday, October 4, 2013**

**1:00 – 3:00 p.m.**

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

Members Present: Alexis Alexander, Kathy Blackwood, Michael Claire, Laura Demsetz, Gary Dilley, Amanda Governale, Fauzi Hamadeh, Hanna Haddad, Jennifer Hughes (co-chair), Maggie KO, Jennifer Hughes (co-chair), Deborah Laulusa, Beverley Madden, Milla McConnell-Trite, Teresa Morris, Hayley Sharpe, Laura Skiff, Henry Villarreal, and Andreas Wolf

### **Meeting Summary**

**Action on the Agenda:** The agenda was approved.

**Action on the Meeting Summary from the October 4, 2013:** The meeting summary of October 4, 2013 was approved.

**Feedback Regarding Administrative Positions:** Tabled

### **Budget Update**

Mike Claire, Henry Villarreal, and Maggie KO provided budget information to the committee. Henry mentioned that the District's "community supported" (i.e. basic aid) status provides the three colleges and the District with greater stability and a more promising budget picture. As former co-chair of the Budget Planning Committee (now deactivated), Henry mentioned that those serving on the former BPC were able to learn a great deal about the budget and the budget process as a result of their committee participation. This will be true for all members of IPBC. As we examine the current budget, Henry stated that we need to be mindful of positions funded by Measure G and in other funds (e.g. BSI.) This is the last year for Measure G funds and those positions funded by Measure G will need to be funded by general funds. We will also need to consider institutionalizing a number of initiatives that have been supported by IPBC.

Mike mentioned that our budget estimates/projections have always been on target and that we have a balanced budget. He commended District staff, including Kathy Blackwood, Jim Keller and Chancellor Galatolo for their long range planning efforts that include a good forecasting system. Salary increases for employees of 3.25 % and 2% in the following two years are in place; the latter two years could see higher percentages based on the assessed valuations. The preliminary budget allocation is balanced with our budget projections. Mike provided the committee with the master budget work flow document and the budget planning calendar document. Budget planning involves looking at three years simultaneously; the prior year, current year, and the next year. He also distributed and reviewed the 2012-13 Fund 1, Phase IV budget document. Fund 1 contains the majority of the college's fixed costs (e.g. personnel.) Laura Demsetz suggested that it would be beneficial for the committee, now assuming the fiscal oversight for the college, to understand the difference between our fixed and variable costs.

### **Revised Mission Statement for IPBC**

Jennifer Hughes provided a draft of the revised mission statement for IPBC now that the committee has assumed the budget planning function formerly the responsibility of the Budget Planning Committee. After some discussion, it

was determined that a budget subcommittee or adhoc committee was not necessary. IPBC will serve to set fiscal policy. Staff from Business Services will provide needed budget information for IPBC on a regular basis.

**Action: Committee members were asked to provide feedback on the draft.**

### **Classified Positions – Criteria for Proposing Position Requests**

The committee developed a list of criteria that the joint Instructional and Student Services Administrators Council should consider when prioritizing the list of classified positions. The suggested criteria include:

- Health and safety issues
- Licensing requirements/Regulatory mandates (e.g. accreditation)
- Critical to college operations/impact on serving students
- Workload issues that have resulted in overtime by existing staff or need to work out of classification
- Position previously defunded
- Possible financial impact to college (e.g. state reporting in which errors could be costly to the college)
- Equity across departments/units – what's the minimum staffing needed to operate

### **Validate Institutional Priorities**

At the next IPBC meeting, we will need to validate the existing Institutional Priorities and discuss the process for reviewing the existing objectives. We will also begin to explore planning assumptions, based on a review of the College Index. Milla McConnell-Tuite recommended the use of verbs with the Institutional Priorities.

**Action: Milla and David Laderman will review and determine whether verbs are needed and, if so, what the appropriate verbs should be.**

### **PRIE Update**

Milla McConnell-Tuite provide a history on the planning process at CSM. She stated that prior to the last accreditation visit, CSM had a Strategic Plan (2006-2008). The visiting team did not question the content of the plan, but rather the fact that the plan was not sufficiently action oriented with measurable outcomes. At the time of the visit, CSM also needed to develop an Educational Master Plan (EMP) and a more integrated planning model. The development of the EMP was done by a subcommittee of College Council using information from an environmental scan. The strategic plan morphed into CSM's Institutional Priorities which are still broad in scope. The "Five in Five" strategies were developed that were more specific than the Institutional Priorities with a focus on transfer, CTE, and development education initiatives. It was also noted that at that time (2008), the Office of Planning, Research and Institutional Effectiveness (PRIE) was established to coordinate and respond to many of the accreditation requirements and reports. Prior to 2008, the research agenda was more reactive and ad-hoc. Now, PRIE has a formal research agenda that is reviewed and approved by Cabinet; it is much more systematic and those accreditation related research items (e.g. Program Review) are given higher priority.

The integration of our planning process is achieved by IPBC's membership which is comprised of the co-chairs of the institutional planning committees and the chairs of the Academic Senate committees.

Milla distributed and provided updates on the following:

*Planning Calendar* – The planning cycle is aligned with the accreditation cycle; all activities occur on a six, three, two, or one year cycle. We are on track with all activities.

*Institutional Priorities* – (see above)

*Institutional Plans and Institutional Committees*– The institutional plans are aligned and synchronized with the master planning calendar. The plans must contain goals that directly address college Institutional Priorities. New three year plans (2013-16) will be due in November for the Distance Education and Educational Technology Committee (DEETC) and the Diversity in Action Committee (DIAG.) Milla also stated that we need to determine whether the Basic Skills Initiative Committee (BSI) should be considered an Academic Senate or institutional planning committee. We also need to determine how to best reflect the IPBC task forces t in various committee documents

*College Index* – The updated index was reviewed. In the spring, the committee had agreed to delete those indicators highlighted in yellow because the data was unavailable or did not provide any meaningful information. Based on the 2012-13 results, the committee will need to set 2013-14 targets. Fauzi Hamadeh that it might be beneficial to establish an indicator that would help assess student engagement.

**Action:**

Review the College Index. Be familiar with the data. Be prepared to discuss at the next meeting. Be prepared to discuss how to best reflect the task forces on planning diagrams. Be prepared to determine if BSI should be an institutional or Academic Senate committee.

**Division Themes and Trends**

Jennifer Hughes and David Laderman provided a summary of the division themes and trends that were discussed by the committee. Jennifer and David will provide a summary narrative to accompany the document that will be distributed to the divisions and to the Academic Senate. These themes and trends may also lead to additional objectives for the Institutional Priorities.

**Name for BPA Project**

Jennifer Hughes has asked the committee to submit names for the BPA project focusing on graduating seniors. Breakfast of choice will be provided to the person who comes up with the most creative name. Submit suggestions to Jennifer.

**Action:** Send suggested names to Jennifer via email.

Next Meeting: Friday, October 22, 1:00 – 3:00 p.m. College Center, Bldg. 10, 4<sup>th</sup> floor, College Heights Conference Room, Room 468

Summary notes provided by Jennifer Hughes, IPBC co-chair