

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

**Friday, October 18, 2013**

**1:00 – 3:00 p.m.**

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

**Members Present:** Alexis Alexander, Kathy Blackwood, James Carranza, Juanita Celaya, Michael Claire, Laura Demsetz, Gary Dilley, Fauzi Hamadeh, Jennifer Hughes (co-chair), Maggie Ko, Deborah Laulusa, David Locke, Beverley Madden, Milla McConnell-Tuite, Teresa Morris, John Sewart, Laura Skaff, Jennifer Taylor-Mendoza, Henry Villareal

### **MEETING SUMMARY**

#### **Review of the Agenda**

The agenda was approved.

#### **Summary Notes from October 4, 2013, Meeting**

The summary notes from the October 4, 2013 meeting were approved with one correction regarding the discussion about the merge of the Budget Planning Committee with IPC. The text has been changed to read as follows:

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. There was some discussion about the possibility of establishing a small budget subcommittee. Further discussion is necessary.

#### **Feedback Regarding Administrative Positions**

Mike Claire mentioned that he had reviewed the rationale for the two administrative positions; the vice president for administrative services and the dean of academic support at a recent Academic Senate Governing Council meeting. He reminded the committee that the decision to move forward with the positions rests with the college president, but he is interested in seeking any feedback regarding the positions. There was no additional feedback. He will begin the process to fill the two positions in early November.

#### **Recommendation for Number of Faculty Positions**

Mike Claire provided the committee with information regarding the number of faculty positions to hire for the 2014-15 year. He provided some background information dating back to 2006. Since that time, CSM has lost 16 full time faculty. Currently, CSM has 123 faculty. CSM and Skyline are close in size; Skyline is a little larger than CSM and has 118 full time faculty. CSM's faculty are at higher steps on the salary schedule because they have been at the institution longer resulting in more significant costs in salaries and benefits. When we hire new faculty, they will be placed at lower steps on the salary schedule which creates some salary savings. At this time, there are three confirmed faculty retirements for this year. Based on these retirements and the interest in continuing to grow our full time faculty over the next several years, Mike is tentatively targeting to hire ten (10) new faculty. This number could change, but setting a tentative number will allow the division deans to meet with the faculty to prioritize their faculty requests identified in program review. A meeting of the

Instructional Administrators Council, attended by the Academic Senate President, will then be conducted to prioritize the requests and make recommendations to Cabinet. Further discussion about new faculty continued as committee members emphasized the interest in:

- Emphasizing our institutional focus on diversity; we need to do everything possible to create diverse applicant pools;
- Establishing “core” competencies for new faculty, including Distance Education competencies to ensure that new faculty are willing to either teach online courses and/or utilize online resources;
- Providing a robust professional development program to assist new faculty become more engaged at the college and be aware of best practices in teaching and learning, and
- Ensuring that new faculty embrace CSM’s culture of student success.

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

The committee continued discussion on the best way to incorporate the budget planning function into the role of IPBC. Some members thought it would be beneficial to establish a small subcommittee that would meet with the vice president of Administrative Services to review the budget, which would create greater opportunities for ongoing communication and transparency of the budgeting process. Other members thought a subcommittee not necessary but suggested that the committee rely on the new vice president of administrative services and his/her team to provide budget information to the committee and rely on IPBC to set fiscal policy and ensure that resource allocations are tied to Institutional Priorities. It was suggested that Henry provide a short written proposal for the subcommittee model. All agreed that regardless of the structure adopted we need to ensure that the model provides opportunity for greater communication and transparency of the budget and decision making processes at the college.

### **Self Assessment Planning Agenda - Comprehensive Institution-wide Assessment Report**

Laura provided information on a planning agenda outlined in the Self Evaluation Report which states:

“The 2008-2013 planning cycle is now complete. To fully assess the activities that occurred during the 2008-2013 planning period, the Institutional Planning Committee will prepare **a comprehensive institution-wide assessment report** that addresses the results of all planning activities for the 2008-2013 planning period. A draft of the report will be completed no later than fall 2013. As part of its role in the audit of institutional effectiveness, College Council will review and accept the final report no later than spring 2015. This assessment activity will close the 2008-2013 planning cycle.”

Once IPBC completes the assessment and evaluation of the planning cycle and processes a small group will prepare the draft report to share with IPBC.

### **Reaffirmation of Institutional Priorities**

Milla McConnell-Tuite distributed the latest version of the Institutional Priorities, 2008-2013. At a subsequent meeting at which the committee will review institutional data available since the time of the 2012 EMP update, we will discuss reaffirmation of our Institutional Priorities, with emphasis on reviewing and revising the objectives for each Institutional Priority. This will be conducted during a Saturday IPBC retreat.

### **PRIE Update**

Milla McConnell-Tuite and John Sewart distributed the results of the survey administered to key committees regarding perceptions of our planning process. This type of survey, while short and relatively easy to complete, provides a “temperature check” that is valuable. The committee confirmed that the survey questions are

acceptable and the survey should now be administered to the entire campus community. Depending on when it is administered it might be able to be used in a “pre”/“post” fashion. Milla also provided excerpts from the Campus Climate and Satisfaction surveys which explicitly address planning and governance. This information will be included in our evaluation/assessment report of our planning process.

Milla distributed the Institutional Planning Committee Structure diagram. Based on a recommendation from the Basic Skills Initiative Committee and a decision reached by the Academic Senate Governing Committee, it was agreed that BSI should be an institutional, rather than Academic Senate committee. In addition, it was suggested that the task forces that may from time to time be established to address any number of institutional issues, should be listed on the diagram as “Institutional Task Forces (ad hoc)”, rather than the Enrollment Management Task Force (ad hoc).

John Sewart distributed the updated College Index. He noted that the indicators shaded in blue which are those indicators that are externally defined by the State Chancellor’s Office or U.S. Department of Justice. In many cases these indicators, based on their complex definitions which can change over time, provide limited meaningful information for the college. The committee was asked to review the Index for positive themes and to begin to identify those indicators that might be most important to include if we were to create a one-page Index. Further discussion will take place at subsequent meetings.

Next Meeting: October 22, 2013, 12:30 – 2:00 p.m., College Heights Conference Room, 10-468

*Meeting summary prepared by Jennifer Hughes, IPBC co-chair.*