

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

**Friday, November 1, 2013**

**1:00 – 3:00 p.m.**

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

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

### **Meeting Summary**

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

The agenda was approved.

#### **Review Summary Notes from October 18 and October 22, 2013, Meetings**

The summary notes from the October 18 and October 22 meetings were approved.

#### **“Closeout” of Planning Cycle, 2008-2013**

The committee continued to make progress on the “closeout” of the 2008-2013 planning cycle. Sandra Stefani Comerford, chair of the former Human Resources Committee, and Kevin Henson, chair of the former Technology Committee, provided a status report on their respective committee plans. Kevin stated that much of the work regarding technology is coordinated by the District. There have now been funds set aside from remaining bond dollars to help with technology needs at the college. It was suggested that Kevin meet with the new Distance Education and Educational Technology Committee (DEETC) to ensure that any goals and activities from the initial Technology Plan that might be appropriate to include in the new DEETC plan, currently being drafted, be considered and discussed. This will ensure that there is a smooth transition from the former Technology Committee to DEETC. We need to make sure that we have articulated a clear plan for addressing the total cost of ownership.

Sandra provided an update on the Human Resources Plan. With respect to Goal #1: *Ensure Parity Across Hiring Procedures* the committee visited with Human Resources staff at the District to review all hiring procedures. This goal is complete. Goal #2: *Develop an Annual Compilation of the College’s Human Resources Needs* is also complete. The committee developed a retirement report based on data from program review and faculty and staff surveys. Forecasting human resources needs and determining the number of faculty

positions to pursue each year is now under the purview of IPBC. Goal #3: *Ensure Professional Development and Staff Development Opportunities for Staff, Faculty, and Administrators*, is now being carried out in part by the coordinators for professional development.

Milla McConnell-Tuite reviewed the document, Final Assessment of Planning Cycle, distributed at the October 22, 2013 IPBC meeting. She mentioned that IPBC has already validated the Institutional Priorities; this was accomplished in the spring, 2013 semester when IPBC reviewed the Mission Statement and incorporated the Institutional Priorities as part of the Mission Statement. We may, however, need to modify or suggest additional objectives for each of the Institutional Priorities. This will be accomplished as we examine the family of data and the common themes and trends from program review. Milla mentioned that the new targets for the College Index will also result from an examination of the data. A revised draft of the Institutional Planning Committee Structure document was reviewed. A few additional suggestions were made to the document which Milla will make and bring back to the committee for final review. Milla also presented a draft document that described the key components for proposals for new initiatives. Based on principles of good practice, proposals should address the “6 Ws,” including the who, what, where, when, why, and with what (how? how much?). A sample work plan was also provided. Committee members suggested a couple of additional components that should be included. Milla agreed to develop a draft template for the committee to review at the next meeting.

Thus, we are on target with completing the “closeout” of our planning cycle. We plan to complete this assessment by early December and will submit evidence of this fact to the accrediting commission.

Next Meetings: (Note: All will focus on “closeout” of the planning cycle and review of family of data)

Friday, November 15, 2013, 1:00 – 3:00 p.m.

Friday, November 22, 2013, 1:00 – 4:00 p.m. (Note extended time of meeting) Saturday: November 23, 2013, 9:00 a.m. – 3:00 p.m.

Friday, December 6, 2013, 1:00 – 3:00 p.m.

Friday, December 13, 2013, 1:00 – 3:00 p.m. (Placeholder)

*Summary notes provided by Jennifer Hughes, IPBC co-chair.*