

Institutional Planning Committee (IPC) Meeting

Friday, October 17, 2014

1:00 – 3:00 p.m.

College Heights Conference Room

Meeting Summary

Members Attending: Ron Andrade, Kathy Blackwood, Juanita Celaya, Michael Claire, Sandra Stefani-Comerford, Laura Demsetz, Fauzi Hamadeh, Jennifer Hughes (co-chair), Java Inatov, Maggie Ko, Beverley Madden, Jennifer Taylor-Mendoza, Henry Villareal, Andreas Wolf

Review of the Agenda

The agenda was approved

Review Summary Notes from October 3, 2014 Meeting

The summary notes were approved.

Update on Revisions to Classified Position Requests

Members of the task force (Andreas Wolf, Henry Villareal, Juanita Celaya, Jan Roecks, and Jennifer Hughes) reported out to the committee regarding items discussed at their meeting. There is an interest in streamlining the process, ensuring transparency, and maintaining flexibility. It was suggested that where possible we have the classified hiring process (for new positions) mirror the faculty hiring process. If this were to be established, requested positions would still come through program review and other sources and would be prioritized at a meeting of the instructional, student services, and administrative administrators. Representatives from the classified staff would be invited to this meeting in a similar way that the Academic Senate President who attends an instructional administrators meeting during which faculty position requests are discussed). There is discussion among the classified staff about establishing a Classified Senate. If so, the president of the classified staff would be the appropriate person to attend the meeting. We may also wish to recommend to the program review committee that the section on the program review form for requesting classified positions be made clearer so that more accurate information about requested positions is provided. Faculty indicating a need for

classified staff should meet with their dean for guidance on the position title and salary information. Also, since many classified positions are filled as a result of vacancies, managed hires, increases in position percentages, it was recommended that these be reported to IPC so that we see all classified positions that are filled, not just the new classified positions. Finally, there appears to be a shift at the District level in now allowing colleges to hire classified staff and faculty for grant funded positions and be able to release them from service if the funding is discontinued. Committee members indicated that they've seen recent job postings which indicate certain positions are grant funded and that continuance of the position is contingent upon funding. The task force will meet again in the future and eventually bring recommendations for revisions to the classified position document back to IPC.

Suggested Names for Appointments to the First Year Success Subcommittees

The following faculty/staff have expressed interest in serving on one of the three task forces.

Task Force One (Early Identification) Bev Madden, Alex Guiriba, Rupindar Singh (student trustee), Greg Quigley, Ron Andrade, Theresa Martin, Sara Lawrence, Marsha Ramezane, Kathy Ross

Task Force 2 (Transition) Charlene Frontiera, James Carranza

Task Force 3 (First Year): Kevin Henson, Andreas Wolf

Jennifer and David will send out the email today to solicit additional participation from the college community.

Mike Claire has contacted the principals about a first meeting of the Steering Committee which will be held on October 30.

Jennifer Taylor-Mendoza and Laura Burtness (Hillsdale High) will serve as co-chairs to help coordinate activities/plans among the task forces and will serve as members of the Steering Committee. The timeline for implementation is aggressive (March 2014); thus, it was suggested that we consider an implementation plan over time and start with the low hanging fruit. It was suggested that the focus be on implementing some of the components for next summer/fall and then add on others over the next year. It is important that this be a quality program.

Update on College Council

Jennifer Hughes reported that College Council was cancelled last week; thus, a decision regarding the future of College Council will take place at the October 24 College Council meeting. If College Council is dissolved, IPC will assume oversight of the participatory governance process and the training for participatory governance committees.

Incorporation of Budget Planning into IPC – Approach and Structure

A decision has not yet been reached regarding the best approach for formalizing the budget planning process into IPC. Two approaches are being considered: 1) CSM's vice president of administrative services and budget officer will provide regular updates on the budget (quarterly) to IPC and 2) establish a budget subcommittee of IPC. After a good discussion, it seemed that the former approach is preferred, as it will ensure that all IPC members gain greater knowledge of the budget planning process, including how the budget is built, what constitutes the budget, sources of funds, the resource allocation model, etc.. A final decision on this approach will take place at the next IPC meeting.

Revised Themes and Trends Document

Jennifer Hughes provided the latest draft of the program review themes and trends document, which now ties the themes and trends to college wide initiatives/programs. Special thanks to Theresa Martin for finalizing the document. It was suggested that the document be distributed at the time that departments receive their program review data for the next program review cycle. By distributing the document at that time, departments can review the themes and trends, as well as associated initiatives and programs, and reflect upon this in their program reviews. There may be some connections between departmental activities and a particular theme and/or an identified initiative.

Next meeting: Friday, November 21, 2014, 1:00 – 3:00 p.m. College Heights Conference Room

Summary prepared by Jennifer Hughes, IPC co-chair.