

Institutional Planning and Budgeting Committee (IPBC) Meeting

Wednesday, December 11, 2013

1:00 – 3:00 p.m.

College Heights Conference Room, College Center, Room 468

Members Attending: Stephanie Alexander, James Carranza, Juanita Celaya, Michael Claire, Laura Demsetz, Gary Dilley, Amanda Governale, Fauzi Hamadeh, Hanna Haddad, Jennifer Hughes (co-chair), David Laderman (co-chair), Deborah Laulusa, Beverley Madden, Milla McConnell-Tuite, Teresa Morris, Hayley Sharpe, Laura Skaff, Jennifer Taylor-Mendoza, Henry Villareal, Andreas Wolf

Guest: Jeramy Wallace

Meeting Summary

Review of the Agenda

The December 11, 2013 meeting agenda was approved.

Review Summary Notes from December 6, 2013, Meeting

The summary notes from the December 6, 2013 meeting will be available for review and approval at the January meeting.

Continued “Closeout” of Planning Cycle, 2008-2013

Reports on Institutional Plans

- Enrollment Management Committee – Andreas Wolf provided a summary of the final report of the Enrollment Management Plan. It was determined that a number of the plan goals were completed. Others were determined to be in progress; many of these are actually operationalized, primarily by the Community Relations and Marketing Office.

Feedback on College Index, Targets for 2013-2014

After a brief discussion, the committee agreed to adopt the 2013-2014 targets for the indicators as proposed.

New Classified Position Requests

The committee discussed the revisions to the new classified positions document. The changes were acceptable to the committee. In addition, it was recommended that the review process with the classified leadership take place after the recommended positions have been presented to Cabinet. This has been the established practice, but it is a good idea to articulate this in the document. It was also suggested that IPBC’s review of the positions should take place after they have been vetted and prioritized with the instructional and student services administrators. Jennifer will make the suggested changes and bring the final document to the January meeting.

Supplemental Instruction and Umoja Proposals

The committee discussed the two proposals. The Umoja proposal was approved. The supplemental instruction proposal was approved in concept. Further discussion about the specific budget request needs to take place. In addition, additional data has been requested to continue to monitor the success of SI.

Establishment of Focus Groups to Address Climate Survey Concerns- Tabled

Draft of Revised Institutional Priorities and Objectives

Jennifer Hughes distributed the draft document which summarized the recommended changes to the Institutional Priorities and objectives. Committee members should review the document for accuracy. Further discussion will take place in January. Once approved, the revised Institutional Priorities will be submitted to the Board of Trustees for approval.

Template for New Initiatives

Jennifer Hughes distributed the latest draft of the template for new initiatives. Henry Villareal met with Jennifer Hughes and Milla McConnell-Tuite to discuss ways to include a question in the template as to how the particular initiative might address the achievement gap, if applicable. This has been incorporated into the latest draft. We will begin using the new template in spring, 2014. Jennifer Hughes and David Laderman will create a cover letter to send out with the template to all college employees.

Draft of Institutional Effectiveness Audit Document

Jennifer Hughes reminded the committee that a document is currently being prepared that will be sent to ACCJC and distributed to the college community which documents the effectiveness of the institutional planning process. The contents of the document have been approved by College College. The document will be distributed to committee members before the end of the fall, 2013 semester.

Name Change for IPBC - Tabled

Meeting summary prepared by Jennifer Hughes, IPBC co-chair

