

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

**Friday, December 6, 2013**

**1:00 – 3:00 p.m.**

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

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

### **Meeting Summary**

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

The agenda was approved.

#### **Review Summary Notes from November 22 and 23, 2013, Meetings**

The summary notes from the November 22 meeting were amended as follows: In the data analysis section of the minutes, the following statements have been revised.

Retention and success rates stable over time; need to focus on disaggregated data since we know that specific students populations ~~are not~~ **have not been** as successful as others (i.e. African American, Pacific Islanders, Native Americans and Latinos)

Employees

- Increase in headcount of non-instructional (librarians, counselors) faculty
- Greater number of female employees
- Majority of employees are white (**55%**); Asian is second largest ethnic group (**9.1%**) – It was recommended that the percentages be added.

The meeting summary from the November 23 meeting was approved.

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

##### *Budget Planning Committee Plan*

Henry Villareal provided a summary of the status of the Budget Planning Committee plan. All goals and activities were accomplished except for the fourth goal which was “Develop and implement a comprehensive institutional advancement plan to include strategies for fundraising and external grants development.” This was not completed due to budget constraints.

##### *Enrollment Management Committee Plan*

Andreas will present the status of this plan at the December 11 meeting.

#### **Update on Supplemental Instruction**

Jennifer Taylor-Mendoza, Cheryl Gregory, Lena Feinman, Pepper Powell, Ron Andrade, an SI student leader, and Charlene Frontiera presented an update on supplemental instruction. A report of their findings was distributed which included a plan for institutionalization. Initial results of the success of SI are quite positive, including students' reflections. There are 20 basic skills sections attached to SI; over 200 students participated. Eighteen SI leaders have been trained. While the program initially focused on SI for mathematics classes, CSM faculty have expressed interest in expanding the program to philosophy, economics and biology courses. BSI has funded the program for the last two years. Effective fall, 2014 there will be no BSI funding. IPBC will take action on this item at the December 11 meeting.

### **Review College Index**

John Sewart provided committee members with the latest version of the College Index which included the 2013-2014 proposed targets. There was discussion of the index and a review of some of the specific indicators and their targets vs. actuals. There was also some initial discussion of how we might better communicate the Index information, in a modified form, to the college and general community. Committee members were asked to review the proposed targets and be prepared at the next meeting to determine if they are acceptable as proposed.

### **New Classified Position Requests**

#### *Number of Positions*

Michael Claire provided a brief update on the college budget. In doing so, he mentioned that he would be comfortable approving the hiring of approximately 5-6 new classified positions. This is just a preliminary estimate as there may need to be some changes as more information about the budget becomes available. In addition, the number may change based on the specific positions that are requested and approved by Cabinet due to the differences in the salary ranges of classified positions.

#### *Revised Process for New Positions*

Jennifer Hughes distributed the revised process for hiring new classified positions. The major change involves the prioritization of the positions to be the responsibility of the instructional and student services administrators, rather than IPBC. IPBC will still have an opportunity to review the positions. Jennifer also provided the committee with the original list of proposed positions from program review and additional requests submitted from the deans and vice presidents. Also, a second list was provided which resulted from discussions with the deans. Further discussion will take place at the December 11 meeting.

*Summary notes prepared by Jennifer Hughes, IBPC co-chair*