

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

October 10, 2011 - 12:15 p.m. in AD121

Present: Ed Karpp, Mike Scott, Jill Lewis, Trudi Abram, Saodat Aziskhanova, Wayne Keller, Ron Nakasone, Alice Mecom, Mary Mirch, Rick Perez, Alfred Ramirez, Monette Tiernan, Donna Voogt, Hoover Zariani, Regina Kim, Nathan Neven

Guest: Sarah McLemore

CALL TO ORDER

Ed Karpp called the meeting to order at 12:17 p.m.

1. APPROVAL OF MINUTES

- **MSC (Scott/Tiernan)** to accept the minutes of the September 26, 2011 meeting.

2. OLD BUSINESS

IPCC Final Evaluation of Planning, Program Review and Resource Allocation for 2010-2011 Cycle

The final part of the cycle, resource requests, will be evaluated next month.

Procedure for Urgent Resource Requests Outside of Regular Timeline

The committee discussed tracking “emergencies” vs. “urgent” requests and when to use funding from the contingency reserves. The Faculty Senate has alternate ways to fill positions which eliminate the need for IHAC & SSHAC involvement. Saodat suggested that we eliminate CHAC outside the PR cycle. The primary concern is that the #1 person on the list for full time hire will be pushed aside by an “emergency” hire. Clarification was made that a “short contract” would still be OK. Additionally, hiring committees only make recommendations and the actual hiring continues along the process. The committee agreed to table the matter before deletion of any HAC involvement.

Replacement positions are requested through a CHAC form and program review. Requests for management positions go through cabinet and use a regular program review resource request form. Non-personnel emergencies would be requested with the same program review resource request form. Upon further discussion it was decided that there is a process for use of contingency reserve use and a paper trail through Budget Committee minutes.

- **MSC (Perez/Zariani)** to accept the minutes of the September 26, 2011 meeting.

It was suggested that the college start tracking (matrix) what “emergencies” are and the frequency so that we may be able to forecast our needs and/or budget.

draft process for handling urgent resource requests that are made outside the regular program review timeline. The process seems unable to handle a new position for a new program because a new program would not go through program review. The Senate might also have an issue with circumventing IHAC if urgent positions are requested, but the committee felt that IHAC would probably never have to be involved because requests for full-time instructional faculty members always follow the regular timeline. Urgent requests would generally be for classified positions. The Senate will provide feedback about this draft process before any action is taken to approve it.

The committee discussed how information about urgent requests could be used for planning purposes. Emergencies that are funded through the contingency reserve, such as gas leaks, etc. were also discussed. The Budget Committee should also discuss how different kinds of urgent/emergency requests are handled.

Rollover vs. emergency costs were discussed. Mike and Mary reported that recent discussions had taken place to earmark 2% of the budget for replacement of emergency items such as computers. It was suggested that we should track how requests are funded—not just computers, but also chairs, file cabinets and “campus needs” in general.

New Draft Planning Handbook for 2011-2012

Ed reviewed the *Google* document version of the handbook which included EMP revisions. In spring we will report out what we have accomplished which may initiate more changes. Student Services is no longer using their Master Plan and have set goals each year. A list of campus plans was found to be a bit confusing concerning different plans concerning facilities and that was cleared up. It was also suggested that we develop a template for college plans. The timeline was updated. The committee agreed the section on “Urgent Resource Requests” would be labeled “under development”.

- **MSC (Zariani/Scott)** to accept the changes made to the planning handbook.

3. NEW BUSINESS

Review of the IPCC Mission Statement

The committee came up with the following:

The IPCC oversees college planning, integrates concepts of quality improvement and the accreditation standards by assessing all processes and monitoring institutional effectiveness as evidenced by dialog and discussion.

ADJOURNMENT

The meeting was adjourned at 1:31 p.m.

The next meeting dates will be October 24, and November 7 (tentative) and 14 and 28.

Submitted by Jill Lewis