

September 27, 2011

2:00-3:30, AC 108

Minutes

Present: Yolanda Bellisimo, Raemond Bergstrom-Wood, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Ken Meier (Co-Chair), Marshall Northcott (Staff Resource), Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Tom Burke, Mike Dougan, Molly Johnson, Norm Pacula, Lance Reyes

Agenda Review

- Agenda approved.

Minutes

- Minutes of September 13 meeting approved.

Governance in Action

Kathleen Kirkpatrick

- Hold for future meeting.

PFE Cuts

Peggy Isozaki; Ken Meier

Background (Peggy Isozaki)

- *Partnership for Excellence* was money allocated to all districts. *Basic Aid* districts continued to receive it after other districts were no longer recipients. State decided to take half of it this year and plan to take rest next year reducing revenue \$1.2 million, a permanent reduction. In January, State could take other half back or \$600,000 this year.
- We don't know what will happen to other Categorical programs.

Ken Meier

- Need to brainstorm how we'll make up for deficit. Largest cuts will come out of instructional side. Must reduce budget by \$1.2 million to remain stable. We cannot tap into reserve each year as that is not a long term strategy.
- At Butte:
 - Protected full-time faculty members.
 - Cut schedule by 10% overall so part-timers affected.
 - Reduced some staff assignments.
 - Cut older adult program involving teaching in rest homes.
 - No longer offered classes where college had to pay rent.
 - Resigned own position as VP.
 - Had several budget forums soliciting staff ideas identifying potential areas to cut like travel.
 - Eleven managers and 11 classified were cut.
 - Process established criteria then went to Budget Committee.
 - College remains healthy and stable as a result of above measures.
- At COM:

- Need *Enrollment Management Plan* tied to *Educational Master Plan* that will lay out how we will allocate units/dollars and ensures we are maintaining access and capacity at highest level possible. Board does not want to see head count continue to decline.
- Overall plan would focus discussion.
- Per Marshall: new, alternative, green technologies are being researched that might be good investment for future. These technologies may draw 20% less energy.

Comments

- How do we develop criteria to prioritize the needs and how do we go about doing it? Must be a scalpel approach.
- Need to approach budget managers and ask where we can save.
- Per Nanda: added 1,000 students in last five years at IVC and had to consider whole program to accomplish this. Would like to work on an *Enrollment Management Plan*.
- We can build up student enrollments without spending more money.
- Fiscal's ideas:
 - Look at every operation in district to look at efficiencies and compare with other districts. This will tell us whether we're competitive as operation.
 - Go through *Program Review* and prioritize courses there. Make hard decisions about cutting courses and reallocating units where they are needed.
- We don't need to offer 10 electives.
- Narrow down certificate programs.
- *Social Sciences* analyzed its program five years ago. Angelina broached this idea in spring; gave Chairs information so could analyze their programs.
- Need strong Board leadership to say these are the priorities of the college not cave in at community (voters).
- Have to remember 50% law or penalties associated with not adhering to it.
- *Hopper Estate* is one time money.
- Budget reduction plan and potential places could cut would include reallocating units. Reduction would also include other parts of college.
- Changing units to dollar structure would save money. It is easier to cost out. Formulas are inaccurate especially for figuring out benefits.
- Need to integrate discussion between departments and base on student needs.
- Must integrate six things into one giant package: budget reduction planning with work of:
 - GE subcommittee developing GE pathways;
 - College wide master schedule;
 - Facilities Master Plan;
 - Enrollment Management Plan;
 - Matriculation Plan; and
 - Technology Plan
- A subcommittee was formed comprised of Ken, Nanda, Raemond, Chialin, and Peggy. Sara or Yolanda will designate an additional faculty member for the subcommittee.

Subcommittee Reports

Technology Planning

Mike Irvine

- Committee has interviewed two firms vying for consultant position to draft a *Technology Plan*. Committee will interview two more firms on Thursday when it will decide on ranking.
- Committee reminded that it will need *Tech Plan* update by October 18.

Student Access & Success

Ken Meier

- Nothing to report.

Educational Planning

Chialin Hsieh; Sara McKinnon

- Committee met led by Sara. Meeting summary distributed.
- Committee went through *Ed Master Plan* recommendations and will see what has been accomplished or not at next meeting.
- Begin prioritization of recommendations by December.
- Chialin and Peggy Dodge were elected as co-chairs of committee. Looking for classified staff and student representatives.
- Committee is off to good start.

Facilities Planning

- Recommendations have gone to President.

Instructional Equipment

Ken Meier

- Purchasing part in progress. Eileen Acker is sending memos to recipients.
- One section was to be paid with Bond dollars. Nanda will discuss with Ron Palmer.

Professional Development

Yolanda Bellisimo

- Today's meeting is cancelled because K. Kirkpatrick is ill.

Other Reports & Updates

SLOs Update

Yolanda Bellisimo

- Working with people who will do matrix for each degree program. Call went out to offer a stipend to do this with some commitments. Expectation is do one set of tests and assessments this semester, analyze results, make changes to matrix and go for it next semester.

Ken Meier

- Ken is proud of *Student Services* folks and their work on SLOs. They have established SLOS and mechanisms to measure. SLOs are a professional obligation that people should not be paid to do.
- If college is deficient in one of the standards and don't remediate in 2 years we can lose accreditation. All at institution are expected to be involved in improving and documenting student learning.

- May write a letter to all faculty advising them how incredibly important this is. If people don't want to be involved, will not resource that department. WASC is clear that all are to be involved.
- Assessment website is great; maybe bring consultant in to run a workshop.
- Request that *Curriculum Committee* Chair be pressed to urge faculty to update course outlines.
 - VP will have dialogue with departments not cooperating.

Internal Focus groups

Chialin Hsieh

- Doing surveys and results will feed into development of *Strategic Plan*. Stakeholder Focus Groups are:
 - Academic Senate
 - Classified Senate
 - Student Senate
 - Management Council
 - Operations
 - IVC
 - Student Services
 - Department Chairs
- Chialin will lead focus group at next Chairs' meeting and will train them on *Dashboard* and *Assist.org*.

Meeting Wrap Up/Assignments

- Next meeting is October 11