



## INSTRUCTIONAL PLANNING COUNCIL MINUTES

September 27, 2006

**Members Present:** Mark Bealo, Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Katheryn Garlow, Karen Huffman, Chantal Maher, Becky McCluskey, Wilma Owens, Peggy Richardson, Mollie Smith, Sara Thompson, Mark Vernoy

**Members Absent:** Michelle Eichelberger, Tina Riley, Pat Schwerdtfeger, Debi Workman

**Guest Present:** Michelle Barton

**Recorder:** Suzanne M. Holt

### I. Approval of September 13, 2006 Minutes

**MSC Mollie Smith / Judy J. Cater, one abstention, to approve the minutes of September 13, 2006 with a noted correction.**

### II. Requests for 2004-05 75% Fund Balance

A handout of "Requests of Departments 75/25 Distribution for FY 2004-05" was distributed. Berta Cuaron reviewed the department requests with IPC. It was pointed out that the funds will roll for three years. After discussion, consensus was reached to support the requests as submitted and departments will be notified they can proceed with their purchases.

### III. Faculty Hiring Data for 2007-08

The following handouts were distributed: "Draft - Estimated Number of Faculty Positions Needed - Estimate Only, Assumes No Growth in 2005-06 Year, 9/26/06," "Draft Faculty Counts as of September 8, 2006," "Guidelines for Hiring/Replacing Counselors and Librarians Joint IPC/SSPC Workgroup Recommendations" and "Faculty Hiring Recommendations for 2007-08 - Instructional Planning Council - Approved April 13, 2006."

Michelle Barton, Director of Institutional Research and Planning, gave an overview of the faculty hiring data. She explained the projected faculty hiring for 2007-08 in terms of growth and no-growth scenarios. The data for Fall 2006 is submitted to the System Office on November 15, 2006. Then a snapshot is taken of the FTES attributable to full-time faculty for an estimate going into Fall 2007. The System Office will adjust the faculty obligation number based on credit funded FTES. The total calculation includes a projected new hire for Business Education - Spring 2007 and retirees and resignees inclusive for Instruction, Library and Counseling. Berta Cuaron stated it was important to list the actual names of these faculty for clear tracking of these numbers.

The College FTES data currently shows little or no growth. With no enrollment growth, no new revenue would be received in 2007-08. Given this projection, to maintain the current 7.33 above the obligation, 5 new faculty are to be hired for 2007-08. The guidelines agreed to by IPC/SSPC for

hiring/replacing faculty members will be followed in determining the 5 faculty positions to be hired.

The 5 faculty positions to be hired for 2007-08 are: 1) Biology, 2) Religious Studies, 3) Geography, 4) Anthropology and 5) Communications.

It is imperative to prepare the position announcements as quickly as possible so these positions can be recruited nationally, meet publication deadlines for national newsletters, and to announce at conferences.

#### IV. **Process for One-Time Allocations**

Berta Cuaron stated that one-time allocations had been discussed at the Strategic Planning Council (SPC) meeting last week and the Planning Councils are to develop recommendations or priorities for one-time funds. At this time, preliminary priorities can be done and then wait and see the outcome of the November election. Recommendations for one-time allocations are to be tied to Institutional Review (IR) priorities and the Annual Implementation Plan (AIP). This year there is a windfall of one-time funds which is unprecedented for community colleges, so it is important to develop strategies that will serve the District long-term, thereby funds should be spent cautiously and prudently.

Berta Cuaron stated that President Deegan had recommended at SPC an information item for consideration of one-time funds to increase the faculty travel account by \$50,000 (approximately \$175 per faculty member). It is important for faculty to have the travel account enhanced in support of their professional development. This item will go back to SPC as a first reading. The allocation of the extra funding will be allocated to the division deans and then each division will follow its process for allocation.

#### V. **Annual Implementation Plan**

The Annual Implementation Plan (AIP) went to SPC as a first reading. A small working group of SPC will continue working on the AIP for the next three years. All of the goals and objectives relate to the overall Strategic Plan of 2009, with nineteen activities and five strands proposed for 2006-07. Progress reports will be completed in November/2006 and February/2007 with the final report in May/2007. Lead groups, including IPC and other Councils, have responsibility for making recommendations for implementation of the activities.

The activities/objectives of the AIP were reviewed. It was stated that the AIP evolved from the survey on the last Strategic Plan and reflects needs that are important to the faculty and staff in support of student success. It was suggested that IPC choose one or two activities to focus on and discuss.

A question was raised on Activity 8 – “Provide up-to-date technology and related technical and equipment support for instructional purposes,” in reference to the “Assigned Groups: Technology Resources Committee; Strategic Planning Council.” It was suggested that the Faculty Senate Academic Technology Committee be included on the assigned groups. Berta Cuaron will take this question to the next SPC meeting and will report back to IPC.

It was noted that the Institutional Review Committee is waiting until the Planning Councils give them direction before starting their review process this year.

#### **VI. Organizational Structure – Gooder Data**

A handout “Gooder Community College Districts General Fund Expenditure Comparison for 2004-05” was distributed and reviewed. The Gooder data is comprised of sixteen community colleges in California that were originally grouped due to similar characteristics as single college districts. It was noted at the present time that there are two colleges that have changed in size or have gone to multi-campus and may no longer be appropriate in the grouping. It was also pointed out that the data is 2 years old and other characteristics could have changed.

The Fiscal Stability Task Force (FSTF) used this data when reviewing the overall budget and resource allocation and how Palomar’s allocations compared to the other districts’ allocations. The FSTF also questioned some of the data as colleges report data differently. It was noted that the data represents a culture as a college develops. In some categories, a slight increase or decrease in the budget can significantly affect the percentage.

After much discussion on the data and whether it really compared apples to apples, a request was made on the definitions of the codes and activity descriptions. This information will be researched and brought to the next meeting.

The meeting was adjourned at 4:00 p.m.