



**INSTRUCTIONAL PLANNING COUNCIL
MEETING NOTES
Due to the lack of a quorum.**

February 28, 2007

Members Present: Mark Bealo, Norma Bean, Judy J. Cater, Berta Cuaron, Candi Francis, Terry Humphrey, Peggy Richardson

Members Absent: Richard Borden, Robert Frederick, Katheryn Garlow, Karen Huffman, Chantal Maher, Becky McCluskey, Wilma Owens, Tina Riley, Pat Schwerdtfeger, Mollie Smith, Mark Vernoy, Debi Workman

Recorder: Suzanne M. Holt

I. 2007-08 Budget

Berta Cuaron stated that the 2007-08 budget development discussion will be a review of all of the budgets for Instructional Services, which includes requests for increases or decreases. The Division Deans are looking at different formats of their budgets to bring to IPC. A global spreadsheet at the division level will show the percentages of increase and spreadsheets with details by department will also be provided.

At the last Revenue Allocation Committee (RAC) meeting, there was discussion that the Governor's budget in January was very ambitious and the May revise might be more realistic. The 2006-07 year has been a banner year for Palomar and all California Community Colleges in reference to receiving State funds, but this probably won't be the case for 2007-08.

IPC will review the budget increases. Departments have done an honest job in reviewing their needs and making reasonable requests. After the May revise, the proposed 2007-08 budget may have to be pared down. Last year the 2006-07 budget resulted in mirroring the 2005-06 budget. It is important this time to see what recommendations the departments send forward to IPC.

Preliminary spreadsheets of the proposed 2007-08 budget will be distributed to IPC by end of next week. All of the budgets of each Planning Council are due to Fiscal Services by March 14, 2007. There needs to be an earlier IPC meeting on March 7, 2007, to review and discuss the budgets and make initial recommendations. The Deans will bring detail of their division budgets to this meeting. Once Fiscal Services inputs the budgets, they are forwarded to the Strategic Planning Council (SPC) and then to RAC by the first week of April. A notice of the Special March 7, 2007 meeting will be sent to the IPC members.

II. 75/25 Requests

Katheryn Garlow and Pat Schwerdtfeger have fund requests from their division, for the "Departments 75/25 Distribution for (FY 2004-05)". These items will be brought back for action at a later meeting. It was noted that these funds can be spent for up to three fiscal years and we are in the second year of funding.

III. **Academic Department Name Change**

The Department of Business Education is changing its name to Business Administration, effective July 2007.

IV. **Institutional Review**

A small working group is meeting next week in order to bring recommendations on institutional review to IPC.

V. **Basic Skills Work Group Project**

Candi Francis will join the Basic Skills Work Group. The group will be visiting the Grossmont English Writing Center in order to do research of what other colleges are doing on basic skills. There will be a series of workshops and conferences in the future with the focus on basic skills strategies. The District received \$514,000 of one-time funds with the entire focus to enhance support services to improve the success rate of students in basic skills classes. An implementation plan will be completed by the end of this Spring semester.

VI. **Title V – HSI Grant**

To qualify for the Title V – HSI Grant, 25% credit FTES has to be generated by Hispanic students, using Fall 2006 data. Palomar's actual percentage was 24.999 FTES. The eligibility is being submitted and if it is met, then we can move forward with the Title V grant. This year, since we are submitting for the first time, we receive an additional 25 points on our application. This is a five-year grant, of which \$250,000 to \$300,000 is received per year, for a total of \$1.5 million. The Title V grant dovetails the basic skills working group activities and discussions. All students, not just Hispanics, can benefit from these support services. The Title V eligibility grant application will be submitted March 9, 2007.

VII. **Proctoring Services in Tutoring – Proposal**

IPC is waiting for a proposal from Mark Vernoy.

The meeting was adjourned at 2:55 p.m.