



INSTRUCTIONAL PLANNING COUNCIL MINUTES

March 14, 2007

Members Present: Mark Bealo, Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Candi Francis, Katheryn Garlow, Karen Huffman, Terry Humphrey, Chantal Maher, Becky McCluskey, Mark Vernoy, Debi Workman

Members Absent: Robert Frederick, Wilma Owens, Tina Riley, Pat Schwerdtfeger, Mollie Smith

Recorder: Suzanne M. Holt

I. **Approval of March 7, 2007 Minutes**

MSC Judy J. Cater / Mark Vernoy to approve the minutes of March 7, 2007.

Approval of February 14, 2007 Minutes

MSC Mark Vernoy / Terry Humphrey to approve the minutes of February 14, 2007.

The February 28, 2007 notes were an information item.

II. **2007-08 Budget**

The 2007-08 budget requests will be reviewed based upon the discussion at last week's meeting. There has been a tremendous amount of work done by the Deans, Chairs/Directors and departments to finalize the 2007-08 budget. The 6000 accounts which represent equipment were taken out of the budgets. It was agreed to reduce to a reasonably acceptable percentage of a 4% increase over the 2006-07 budget. The 6000 account requests will be referred to the block grant, except for the Library where the 6000 account is its operational account. The overall budget for Instruction is \$3,084,988, which is \$163,761 over last year's budget, which is close to a 4% overall increase over this year's budget.

Berta Cuaron distributed the handouts "2007-08 Budget Requests – All Instructional Divisions" (3/14/07) and "Instructional Services 2007-08 Budget Requests" (3/14/07). There were two budget increase requests, one is a new line item for Accreditation of \$20,000 and the other item is growth sections for the Fire Technology Program of \$17,360. Revenue is generated from this program that comes back to the District in the form of FTES. The part-time faculty workroom had a percentage increase due to the minimum wage. Professional Development is sustained at the current budget level. TERB has a budget increase to cover the cost of the maintenance of two scanners. The Faculty Senate budget is sustained at the same budget level. The budget summary did not include the increases for Accreditation and Fire Technology.

It was pointed out that the division totals for Instructional Services on the summary sheet of "2007-08 Budget Requests – All Instructional Divisions" were incorrect. The corrected totals are: 1) Beginning 2007 Budget - \$272,569; 2) Plus 4% Increase above 2007 Budget - \$10,903; 3) Beginning 2007 Budget plus 4% for 2008 Budget - \$283,472 and 4) Requests (Includes 4% and Attached Issues) - \$316,333. These corrections will be made on the summary sheet.

Katheryn Garlow summarized her division's 2007-08 budget. There is a 3.85% increase in her division, for growth, salary and supply increases. The Foreign Languages Department budget has been growing but operating on a very limited budget and has to request funds each year and would like to augment its budget with a \$10,000 increase. The IPC members agreed to recommend increasing the Foreign Languages Department budget by \$10,000. There are a lot of departments that have had very small increases of 2-5% in the past few years and have not had any growth in hourly funds, printing and supply accounts, so this is a very fair and prudent request.

Pat Schwerdtfeger's division budget was summarized by Mark Vernoy. His division kept to the 4% increase level for all departments, with a total increase of \$31,362.

Mark Vernoy gave a summary of his division's 2007-08 budget. There were two budget line items added for the American Indian Studies Department, \$562 in the 4000 account and \$500 in the 5000 account. The Division's total increase request is \$31,332 and does not include any equipment requests or any additional funds for proctoring in the Tutoring Center.

Wilma Owens' budget summary included an overall 4% increase for her division. The increase costs for the Education Center facilities and for the Apprenticeship Program were removed.

Candi Francis summarized her division's 2007-08 budget, which included an overall 4% increase. The Nursing Education Department did not request any increase, as they have two Chancellor's Office grants that are being used for funding. The Natural Sciences building will be receiving equipment funds from Proposition D.

There are many requests that qualify for block grant funding and for VTEA funding. It was pointed out that there should be a budget development discussion now in order to prepare for next year's process. Budgets should be run early in July, so that everyone knows what their initial budget is before funds are moved, added, or removed. The process used this year did not show the initial budget and hours were spent reconstructing the departments' budgets. The budget development process needs to be reviewed and discussed to streamline it and minimize confusion.

Berta Cuaron stated that there are no equipment monies included in the 2007-08 budget, as block grant funding is used for equipment requests, plus lottery funds are relied upon for 50% of supplies. The District currently relies on \$1/2 million from State categorical funds for equipment and supplies.

IPC will put forward the following motion for initial 2007-08 budget recommendations to the Strategic Planning Council:

MSC Terry Humphrey / Debi Workman to forward IPC's 2007-08 budget increase requests for \$173,761 to the Strategic Planning Council. Motion approved as stated, contingent upon any error corrections.

It was stated that the District needs to strive to plan to run smoother as an institution and establish parameters in developing budgets. There needs to be more work with the Revenue Allocation Committee (RAC), to promote more forward thinking and planning and anticipating overall needs. It was noted that the \$2 million for the retirement benefit has not been budgeted in 2006-07. The equalization funds will start this year and become part of the base general fund. There needs to be more discussion of the budget

process, as it seems the budget continues to be tight for the District. More discussion with RAC could help provide new directions.

III. **Institutional Review**

The small working group met last week and has two recommendations for discussion. The first recommendation is that the institutional review process be moved to the Planning Councils, so they will be closer to the process, can provide direction and monitor it. The second recommendation is to link all of the District processes with the institutional review process. The updated “Institutional Review Process – Planning Process Timelines” was distributed. A correction was noted on the timeline that budget development should be mid-December through mid-March. The timeline’s purpose is to propose a new cycle over two semesters, starting in mid-fall and ending in mid-spring, spanning all the other planning activities taking place. By including planning for facility needs, faculty positions, curriculum, budget development and the block grant, all procedures would be linked in the institutional review planning document.

The small working group will bring additional recommendations to the next meeting.

IV. **75/25 Requests**

The Languages and Literature Division requested \$450.36 for printing for the Foreign Languages Department and Fire Technology requested \$259.48 for two-way radios and a case.

MSC Judy J. Cater / Terry Humphrey to approve the 75/25 funds as requested.

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