



## INSTRUCTIONAL PLANNING COUNCIL MINUTES

October 22, 2008

**Members Present:** Norma Bean, Richard Borden, Judy J. Cater, Berta Cuaron, Craig Forney, Candi Francis, Chantal Maher, Steve McDonald, Michael Mufson, Zeb Navarro, Wilma Owens, Kathleen Sheahan, Mark Vernoy, Debi Workman, Claudia Duran-ASG Rep.

**Members Absent:** Mark Bealo, Judy Dolan, Becky McCluskey, Lisa Romain, Mollie Smith

### I. Approval of September 24, 2008, October 1, 2008 and October 8, 2008 Minutes

**MSC Judy J. Cater / Mark Vernoy to approve the minutes of September 24, 2008.**

**MSC Wilma Owens, Claudia Duran to approve the minutes of October 1, 2008,** with one correction of adding "Special Instructional Planning Council Meeting" in the title.

**MSC Debi Workman / Steve McDonald to approve the minutes of October 8, 2008.**

### II. Review/Revise IPC Role

The "Governance Structure of the Instructional Planning Council," (10/22/08) was reviewed. It was agreed that the fifth bullet should read, "Makes recommendations relevant to any matters or issues that affect Instruction and/or by request from SPC." The document reflects IPC's roles and responsibilities and it is easy to read. If there is interest to change the membership to include a PFF representative, the document can be revised at anytime, as it is a working document.

**MSC Candi Francis / Judy J. Cater to approve the revised Governance Structure of the Instructional Planning Council (10/22/08).**

Berta Cuaron will take the revised document to SPC for approval.

### III. Goals for 2008-09

One goal for 2008-09 is survival and morale building.

Berta Cuaron stated that there will be a discussion at SPC to develop an education and facility plan for the Escondido and Fallbrook Centers. IPC should have a key role participating in this process, including expanding the IPC membership or creating another IPC Subcommittee to complete this important planning document. Academic programs have to be defined for the Escondido Center as a result of opening the Fallbrook Center plus opening other new facilities on the San Marcos campus.

It was stated that having a better understanding of the entire budgeting process, from state to district levels, might be a goal to consider. It was noted that this would only work if the budgeting process was standardized by having the same budgeting process every year, but it changes every year and is very complex. There was a discussion on how to improve morale during difficult budget times.

Berta Cuaron stated that she is having a focused meeting with the Deans on how to help fund hourly staff, supplies and printing for classroom needs to ensure that basic needs are met in Instruction.

IPC could consider focusing on one or two of the accreditation self-study planning agendas.

There was a question on the self-study planning agenda regarding the Basic Skills Initiative (BSI) and Professional Development (PD). Does it allow collaboration with other departments to be involved and connected with BSI, if they are not the main departments already involved with underprepared students? There needs to be a discussion of how other disciplines can participate in the BSI and how departments can make effective use of BSI. In PD, it is part of the action plan and a component of the Hispanic Serving Institution (HSI) grant. Faculty have worked on BSI the last 2½ years with a commitment to have a far reaching effect on students and a cultural shift in how Palomar supports basic skills students. There are many departments working toward the common goal to support and prepare underprepared students and we are going in the right direction.

It was stated that there are other community colleges that do mini-seminars for all students on topics that students are struggling with and need assistance. These students are given skills or given practice skills that are needed in the classroom. A lot of focus of BSI is on the underprepared students but basic skills really applies to many students. Steve McDonald will be asking departments what they need and what they want to do and what ideas departments would recommend to have the BSI support them. There is a lot of opportunity for all faculty and all departments to be involved in the BSI project.

A draft of the list of goals will be provided at the next meeting.

#### IV. **Question of the Day**

The question was raised if the District will replace faculty that retire in 2009-10. Berta Cuaron stated that the IPC Subcommittee had agreed to revisit the subject of factoring in giving disciplines more weight if they had a recent retirement. The four carry-over positions are the only faculty positions that will be filled at this time. There is the possibility that if the budget outlook improves in January, 2009 that a few positions could be filled, but it is doubtful right now. The District's 2008-09 budget includes growth monies that we might not receive and there might be mid-year budget cuts. So if these monies become less, the District would have to find funds from other places and it changes the entire budget. The District's costs continue to increase making the budget very tight, 85% of the budget is fixed costs consisting of salaries and benefits, and 15% is left to cover everything else.

Judy Dolan had a question from the last meeting. Her question was if the Emergency Response Recommendations plan includes voice-over ID telephones to serve as a loud speaker system for each classroom on the San Marcos and Escondido campuses. It was pointed out this type of telephone does not work without electricity, except those that have a separate built-in analog system that operates when the power is down, and they don't work at every location but with just those that have speakers. The plan is to purchase emergency talk-a-phones to be placed at stations around campus with speakers on them that make loud speaker announcements. The plan calls for 11 of these phones at the San Marcos campus and 3 at the Escondido Center.

Another question asked was whether the short power outage in San Marcos yesterday affected any of the campus elevators. It was clarified that no one was stuck in any of the elevators. It was noted that the

Library has purchased rescuevators for its 2 elevators, which lowers the elevator slowly to the first level and keeps the door open when there is no electricity.

V. Other

Berta Cuaron stated that she and President Deegan met with the Faculty Senate and PFF leadership to discuss full-time faculty hiring for 2009-10. It was agreed, that due to the severe budget crisis, it was in everyone's best interest to suspend the hiring of the 10 full-time faculty for 2009-10, which had been approved three weeks ago. When the District is able to do the hiring of the 10 full-time faculty, it was recommended to retain the same priority list. The IPC Subcommittee will meet and discuss.

The state and nation are in a very bad economic crisis and even though the Governor signed the state budget, it did not address the crisis but simply allowed public institutions to pay their bills; it was just a bandaid. The state revenue reports a projected \$1-\$3 billion deficit in revenues. Since we rely on property taxes as a huge percentage of our revenue base, plus personal taxes and sales taxes, the negative result is an incredible spiral that can force 3-5-10% mid-year budget cuts. It was noted that some or all of COLA could also be cut from the 2008-09 budget. The District has committed to making no financial decisions that will jeopardize current contract District employees.

The District's 2008-09 budget was approved by the Governing Board and presently has a 5% reserve, \$500,000 in designated funds, and approximately \$2.0 million in general revenue. It was pointed out that the earned growth funding from 2007-08 is included in this year's budget but the growth could also be reduced or eliminated from the State.

The District is in a "wait and see" pattern, to see what the real revenues will be for the District. Since this is an election year, the state legislature most likely will wait and meet after the election and hopefully, we will be given some idea if there will be any mid-year budget cuts at that time. Returning in January, 2009, we should know what growth monies we will receive from last year and what budget cuts we may have to make. It is a possibility that more class sections would have to be cancelled. Berta Cuaron will keep the Council informed as more information becomes available.

It was stated that all of us at Palomar are doing a really good job and that we have to be positive for our students and compared to other college districts, we are really doing fine. It is extreme financial times like this that all should remember the importance of sustaining a 5% revenue.

Berta Cuaron stated that SPC had moved to accept the following "Emergency Response Recommendations" outlined in the September, 2008 document: 1) priority one – mass notification for \$550,000, 2) priority two – emergency plan update and training for \$40,000 and 3) emergency backup power for \$350,000. These priorities will be funded from two primary funding sources, Prop M funding redevelopment funds.

The meeting was adjourned at 3:45 p.m.

The IPC Subcommittee held its meeting.