



INSTRUCTIONAL PLANNING COUNCIL MINUTES

February 11, 2009

Members Present: Richard Borden, Judy J. Cater, Judy Dolan, Craig Forney, Candi Francis, Chantal Maher, Becky McCluskey, Steve McDonald, Norma Miyamoto, Michael Mufson, Zeb Navarro, Wilma Owens, Lisa Romain, Kathleen Sheahan, Mark Vernoy, Debi Workman

Members Absent: Berta Cuaron, Claudia Duran, Mollie Smith

Dean Candi Francis chaired the meeting in Berta's Cuaron's absence.

I. **Approval of January 28, 2009 Minutes**

MSC Judy Dolan / Debi Workman to approve the January 28, 2009 minutes.

II. **Budget Update and Discussion**

The "Palomar Community College District, Fund 11 Unrestricted (without Designated), 1/27/09 Projections" and "Palomar Community College District, General Fund Combined, 10/7/08" were distributed. These documents were previously presented at the All College Forum held by President Deegan on February 4, 2009.

At the present time, it is estimated that the District will have an approximate budget shortfall of \$1 to \$3 million that we will be facing next fiscal year 2009-10, that can affect the 5% general fund reserve. It was pointed out that the District cannot drop below 3%, as mandated by the State. Palomar's Governing Board still maintains the reserve at 5% for the District. It is critical that the college receive funding for 2008-09 growth, funding for 20,000 FTES, which amounts to \$2 million and if we receive this amount, we would be eligible for a \$1 million bonus.

Candi Francis gave a PowerPoint presentation on "Budget Brainstorming and Brainstorming Ground Rules" derived from a program called Creative Problem Solving. The brainstorming ground rules are:

1. Defer judgment
2. Look for LOTS of ideas
3. Accept ALL ideas
4. Stretch for ideas
5. Take time to let ideas mature
6. Hitchhike – build on the ideas of others

The budget brainstorming ensued and the following is a list of ideas:

1. Combine centers/close Ramona
2. Reduce paper use/printing
3. Ration/limit/allocate copies and printing
4. Energy conservation/heating and cooling systems
5. Off-site rentals/reduce

6. Sell schedules/reduce distribution/alternative to mailing
7. Offer classes (fee based) Venture
8. Pay cuts for all
9. No matrix increase/modify
10. Alternative benefits package
11. Cafeteria plans
12. Sabbatical leaves/temporary deterrent
13. Contribute to benefits
14. Grant writer/grant funds
15. Corporate sponsorships/business partnerships
16. Rent spaces to generate revenue (enterprise)
17. Examine budgets/reallocate
18. Vendors/share revenue
19. Test sponsorship
20. Nominal parking fee for faculty and staff
21. Voluntary contract reduction
22. Eliminate/convert police force
23. Foundation/donations
24. Accurately collect material fees
25. Summer or Intersession reductions
26. Increase class size (large class bonus)
27. Efficient scheduling/paper trails
28. Reduce hourly/student employees
29. MV—Reduce budget transfer paperwork (4&5000 accounts)
30. Voluntary administrative class teaching
31. Four-day work week for everyone (reduce energy use)
32. Consolidate Friday classes to one location
33. Volunteer cleanup/work day
34. Volunteers/internship to fill vacancies
35. Nominal fee for concert hour/charge for all performances
36. Boehm Gallery closed for the summer
37. Charge for auto repair
38. Leverage space resources with other community groups
39. Foundation drive for facilities (brochures)
40. Fundraisers
41. Turn off kilns and glass blowing furnace for extended periods of time according to schedule
42. Reduce number of district-paid holidays
43. Reduce the monthly stipends for cell phone reimbursement
44. Reduce staffing in the part-time faculty work center
45. Turn off the sign on the SU building after 10PM
46. Reduce ambient lighting in NS building during nights and weekends
47. Eliminate evening administrator position and rotate duty among Sr. & Exec. Administrators
48. Pay hourly compensation for evening administrator coverage instead of a contract position
49. Consolidate ADA's in geographic clusters
50. Clean offices only 2 times per week
51. Require students to purchase their own personal safety equipment or instructional supplies, e.g. goggles, gloves, dissecting equipment

52. Enforce campus policies, e.g. smoking, skateboarding, parking, etc. and assess fines
53. All optional field trips and field courses must be self sustaining, i.e. charge a fee to cover expenses
54. Impose small processing/service fee for late adds, audits, drops, etc.
55. Increase charges for public use of campus facilities (pool, theater, conference space, etc.)
56. Reduce the number of Performing Arts performances or seek sponsorship for performances/seasons
57. Charge students for scantrons if they don't supply their own

Candi Francis stated that the budget brainstorming ideas will be categorized according to themes, diverging with ideas and converging with common themes. IPC members are encouraged to send any more ideas by E-mail to Suzanne Holt, as this will be an ongoing list.

III. **Accreditation Site Visit**

Candi Francis gave a PowerPoint presentation on a customized version of "Accreditation Jeopardy." There were a series of slides presented of key answers and questions about the self study in preparation for the accreditation site team visit March 9-12, 2009.

The "Student Learning Outcomes and Assessment Cycles" and the "Planning Agendas – Accreditation Self-Study 2009," documents from the accreditation self-study were distributed. These documents are critical pieces for IPC members as it represents the centerpiece of the planning the college will undertake as well as implementing student learning outcomes. Instructional leaders of the college, including members of IPC, are encouraged to be active in communicating the essence of these documents to their colleagues.

The question was asked if faculty would be notified at the department level, if accreditation site team members plan on visiting a faculty member's classroom. It was indicated that visitors might drop into any classroom, meeting, etc., unannounced and that we hope that they would be welcomed accordingly. There will be a schedule for the site visit and open rooms made available for discussion where anyone can make an appointment with the site team.

The accreditation self-study document was brought to the meeting and everyone is encouraged to become familiar and read the document before the site visit.

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