INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE MINUTES

Institutional Planning and Effectiveness Committee   Quorum 5

Members Present:

Faculty
Meghan Swanson-Garoupa, A&H
Nadiyah Taylor, BSSL
Vacant, PATH
Jill Carbone, STEM

Classified Professionals
David Rodriguez
Frances DeNisco
Heidi Ulrech

Students
Vacant (2)

Administrators
Rajinder Samra, Director of Research, Planning & Institutional Effectiveness (Chair)
Vacant, V.P. of Student Services
Kristina Whalen, V.P. of Academic Services
Anette Raichbart, V.P. of Administrative Services

Members Absent:
Angella VenJohn, Student Service

Present Non-Members:
Sui Song
Katie Eagan
Olivia Lyles

Thursday, December 10, 2021| 2:30 PM to 3:30 PM |Zoom Meeting

Meeting Minutes

1. **Call to Order**
   R.Samra called the meeting to order at 2:36 PM. Quorum was met.

2. **Review and Approval of Agenda**
   J.Carbone / 2nd - N.Taylor – Unanimous Approved

3. **Review and Approval of Minutes**
   - 10.08.20 – J. Carbone / 2nd – F. DeNisco : Approved
   - 11.12.20 –N. Taylor / 2nd J. Carbone - F. DeNisco Abstain: Approved

Agenda Items

4. **Review of College Budget Development Process:**
   R. Samra begins with a review of the College Development Process and shares a budget process form that he and VP Raichbart worked on. He moves on to the College Planning Priorities. He asks the committee if the budget decision section helps address effectiveness.

   The committee discussed what links the implementation of the ACCJC standards, campus structure and process from a budgetary perspective. A question was asked regarding how this information would get to the Accreditation Steering Committee. R. Samra explained the review of accreditation standards and how the accreditation teams find gaps that are reported to the steering committee. R. Samra clarifies that the Budget Development Process form is still a work in progress, and can be added to and modified, but that the main purpose of this form is to look at how this process aligns with the college planning priorities.

   Budget matters are discussed by the Budget Development Committee, which meets on a monthly basis to review the budget and evaluate progress towards goals. In addition, the Resource Allocation Committee (RAC) meets monthly to review and prioritize resources such as instructional equipment and staffing. There are certain programs for which money is allocated. An example is Student Equity and Achievement (SEA), which uses restricted funds. There was more discussion regarding a guide to making decision on one-time funds. VP Raichbart explains the

process for the application of one-time funds and how the process itself has guidelines on what needs to be accomplished with this money. She then confirms they are tied to college planning priorities.

The Administrative Services office oversees the funding for the SEA budget that directly provides support for student success and completion. In addition, the Professional Development Committee reviews requests for professional development that are funded by the General Fund.

Dr. Foster mentions that this is an important conversation for the college, and that we may need to have a statement of the process. He comments that although these funds are earmarked for other commitments—many things come up through the year, and if we find a way to remove barriers and find new and innovative ideas, we should determine a process that identifies the values we should use and what guides our decisions.

The Professional Development Committee reviews requests for professional development opportunities during their monthly meetings. The committee votes on the requests and can approve up to $500 to pay for professional development out of the General Fund. The PD funds are $11,883 for this academic year. Learning management software comes from General Fund.

5. **Review Changes in Student Populations: Fall 2020 Compared to Fall 2019 (Preliminary):**
   Not discussed.

6. **Review Environmental Scan Data in the Educational Master Plan**
   Not discussed.

7. **Adjournment 3:37 PM**

Next Regular Meeting: February 11, 2021 2:30 PM to 4:30 PM