

**Glendale Community College  
Institutional Planning Coordination Committee**

**MINUTES**

**May 9, 2011 - 12:15 p.m. in AD121**

Present: Trudi Abram, Saodat Aziskhanova, Ramona Barrio-Sotillo, Val Dantzler, Karen Holden-Ferkich Ed Karpp, Jill Lewis, Alice Mecom, Margaret Mansour, Ron Nakasone, Rick Perez, John Queen, Mike Scott, Monette Tiernan, Hoover Zariani, Jose Diaz, Juliana Kim

Absent: Mary Mirch, Alfred Ramirez

Guests: Dawn Lindsay

**CALL TO ORDER**

Ed Karpp called the meeting to order at 12:16 p.m.

**1. APPROVAL OF MINUTES**

- **MSC (Abram/Scott)** to accept the minutes of the April 25 meeting additions and clarifications.

**2. OLD BUSINESS**

**Update on Follow-Up Report**

Dawn received the Follow-Up Report from the commission for correction of factual errors only. The report must be turned around in four day. Ed outlined various areas for changes and the committee discussed changes to the following:

Recommendation 1:

- Pg. 4 ¶1 Clarification that EMP timelines are included and where to find them
- ¶3 Note that integrated planning outcomes are on pg. 22 – Planning Handbook.
- Pg. 8 ¶3 Clarification regarding members of the CHAC committee.

Recommendation 4:

- Pg. 9 ¶4 Clarification regarding HR software to track evaluations

Recommendation 6:

- Pg.11 Findings&Evidence & Conclusions - Clarify the language regarding IT funds

Recommendation 7:

- Pg. 15 ¶4 Delete word.

Recommendation 9

- Pg. 17 ¶4 GASB 45 clarification of amortization years.

Recommendation 8 regarding the Server Room was discussed. Ron explained that the work has not been done and that the project is awaiting DSA plan review. Additionally, it is not feasible for the college to attempt some of the work due to warranty issues. Ron also explained that the pony chillers are waiting for approval from the State Architects office.

The writers of the recommendations with corrections will review the language and work with Ed on revisions.

### 3. NEW BUSINESS

#### **Draft of AR3250 – Institutional Planning**

The list of college plans was discussed and also the Plan Review.

#### **Academic Affairs Motion-Dated April 6, 2011**

Mike Scott presented a motion drafted by the Academic Affairs Committee to set aside a percentage of each year's budget for specific categories such as technology, supplies, equipment, etc. This was developed after discussions arose in the committee regarding program review resource requests listed by division. The committee was interested in looking at the "bigger picture". It was suggested that 1 ½ to 2% of the college's annual budget be used for IT purposes. Mike Dulay, Michael Ritterbrown and Mike Scott will be working together to refine this proposal.

- **MSC (Queen/Tiernan)** to table the discussion of this item.

#### **2010-2011 Annual Report**

Ed presented a draft document that is essentially an institutional effectiveness report, focusing on the integrated planning process implemented this year. John suggested that the core competencies be added to the report. Ed asked members to review the report so that it can be discussed at our next meeting.

### ADJOURNMENT

The meeting was adjourned at 1:310 p.m.  
The next meeting will be on May 23.

*Submitted by Jill Lewis*