

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

October 24, 2011 - 12:15 p.m. in AD121

Present: Trudi Abram, Saodat Aziskhanova, Ed Karpp, Wayne Keller, Jill Lewis, Margaret Mansour, Alice Mecom, Mary Mirch, Rick Perez, Alfred Ramirez, Isabelle Saber, Mike Scott, Monette Tiernan, Donna Voogt, Hoover Zariani, Regina Kim, Nathan Neven

Absent: Ron Nakasone

Guests: Sarah McLemore

CALL TO ORDER

Ed Karpp called the meeting to order at 12:15 p.m.

ANNOUNCEMENT

Mary announced that Alice Mecom will be retiring as SLO Coordinator effective December 15, 2011.

1. APPROVAL OF MINUTES

- **MSC (Scott/Abram)** to accept the minutes of the October 10, 2011 meeting.

2. OLD BUSINESS

IPCC Final Evaluation of Planning, Program Review and Resource Allocation for 2010-2011 Cycle

Annual Report

The terms "core competencies/institutional SLOs" were added to the flow chart in the top bar titled "EMP". A new section titled "Resource Allocation" was provided by the Budget Committee. The recommended "Style Sheet for ACCJC Documents" will be used for final editing of the document.

- **MSC (Scott/Aziskhanova)** to approve the IPCC's Annual Report.

Urgent Resource Requests

The procedure for urgent requests was discussed. Saodat reported that the CSEA Executive Board did not support the process as outlined. They support replacing lost permanent classified positions which occur throughout the year (outside of the program review cycle) be replaced by existing OT or hourly assignments. The Senate pulled the IHAC and SSHAC statements as long as students are not affected. Donna Voogt discussed some of the issues surrounding moving forward without a CHAC decision from summer 2011 and stated that the matter was still on hold. She expressed concerns that we should build flexibility into our processes and cannot put all classified jobs into one category which can be filled by hourly employees. She felt the one-time-per-year process could be problematic particularly for skill sets or specific levels of education which may be required to perform certain jobs. Instruction replaces FTF with adjunct workers and student services is agreeable regarding hourly replacements. The discussion ensued from all groups. If needed, CHAC could meet monthly in order to solve urgent request issues.

Donna stated that this does not provide a best case scenario for any department on a long term basis. Staffing is down campuswide and perhaps this section of the document should be re-written or policy changes for CHAC should occur. Mary stated the district would agree to revisions of the CHAC policy.

- **MSC (Abrams/Tiernan)** to table the discussion of CHAC hiring issues until they come back with revisions to the policy. The CSEA Executive Board and HR agreed to work together on this.

Follow-Up Report

Ed asked for comments from the group and discussion ensued. The integrated model table on page 7 needs several dates filled in and includes the names of the people involved who should be prepared to add the dates of completion at our next meeting. Ed included a note that explains that some of the action dates in the 2010-2011 completion column will be in the 2011 academic reporting year. This reflects the cyclical evaluation cycle we implemented to evidence our continuous cycle of improvement.

The section on the rollover budget was removed. Sarah agreed to forward new language reflecting best practices for program review.

ADJOURNMENT

The meeting was adjourned at 1:31 p.m.
The next meeting dates will be November 7, 14 and 28.

Submitted by Jill Lewis