

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

November 28, 2011 - 12:15 p.m. in AD121

Present: Trudi Abram, Saodat Aziskhanova, Ed Karpp, Richard Kamei (for Isabelle Saber), Wayne Keller, Jill Lewis, Margaret Mansour, Alice Mecom, Mary Mirch, Ron Nakasone, Rick PerezAlfred Ramirez, Monette Tiernan, Donna Voogt Nathan Neven

Guests: Sarah McLemore, Dawn Lindsay

Absent: Mike Scott, Hoover Zariani

CALL TO ORDER

Ed Karpp called the meeting to order at 12:21 p.m.

1. APPROVAL OF MINUTES

- **MSC (Abrams/Mecom)** to accept the minutes of the November 14, 2011 meeting as presented.

2. OLD BUSINESS

Follow-Up Report Due March 15, 2011

Rec. 9 – GASB-45: Ron stated that resolution regarding funding has been initially addressed by transferring \$395,397 from the “Load Banking” account. GASB requires that monies must be deposited into an irrevocable trust for five years. The most recent audit will show that the college has made a set aside for this purpose. Ron estimated total current retirement liability at approximately \$17M. Additionally, two percent will be set aside annually from new employee salaries starting this year. Aside from GASB facing litigation, accreditation has not demanded that funding be transferred into an irrevocable trust. This issue will most likely be discussed at the commission’s next formal meeting in January 2012.

The (draft) report will be presented to the Board at their January 17, 2012 meeting for a first reading and then again at the February 27 meeting for a second reading and approval. It was decided that the committee needs a “latest” version of the document for review over the holidays. Ed will forward this to the group prior to the holidays.

Review of IPCC Mission Statement

Mary suggested that we point out that the we identified what works and doesn’t work and that we will bridge “the gap” by modeling and integrating concepts. Rewording was discussed and Ed came up with two versions of the mission which will be forwarded to the membership.

Purpose of Program Review Resource Requests and Identifying College Needs

The program review presentation to Team A on November 18, outlining resource request trends was discussed. While some program requests are due to an understanding of minimal resources, others repeated all unfilled requests over several years and a few “inflated” requests were submitted in the hope that anything will be funded. It was agreed that the range of resource requests coming through program review need changes.

The larger picture of where and how the college can prioritize the cost of doing business remains unresolved. Unanswered questions included: Where do we want to be in five years?; Will the focus be on institutional or programmatic improvements?; Will decision-making be based on planning or our governance structure? The committee will need to address these issues in the coming year.

Mary felt that Rec. 2 – SLOs has grown rather large and suggested that a smaller group work with this section and focus on our actions taken to reach proficiency level.

ADJOURNMENT

The meeting was adjourned at 1:24 p.m.
The next meeting will be on January 9, 2012

Submitted by Jill Lewis