INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES
December 10, 2018
AD 121

Present: Ramona Barrio-Sotillo (Administration), Anthony Culpepper (Administration), Maria Czech (Joint Faculty), Daphne Dionisio (Joint Faculty), Beth Kronbeck (Other Faculty), Calvin Madlock (Admin), Nonah Maffit (Proxy for Seboo Aghanjani) (CSEA), Narbeh Nazari (CSEA), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), Piper Rooney (Senate), Paul Schlossman (Administration), Yvette Ybarra (Other Faculty)

Absent: Edward Karpp (Chair), Serj Arsenian (ASGCC), Roger Bowerman (Guild), Valicia Dantzler (Administration), Alfred Ramirez (Administration), Julie Gamberg (Joint Faculty), Leeah Voskerchian (ASGCC), David Yamamoto (Resource)

Guest: Austin Kemie

Quorum: 13/18

Call to Order: The meeting was called to order by Daphne Dionisio at approximately 12:20 p.m.

I.   Announcements

II.   Approval of Minutes
       a. The minutes from October 8, 2018 were reviewed.

       ➢ *It was MSC (Rooney/Czech) that the Minutes from October 8, 2018 be approved with corrections.*

III.   Review of Subcommittee Minutes
       a. Master Planning – Team A
            ➢ No Minutes to Report

       a. Program Review

            i. Adopted Minutes from October 16, 2018 and Unadopted Minutes from December 3, 2018
                ➢ *It was MSC (Kronbeck/Maffit) that the Adopted Minutes from October 16, 2018 and Unadopted Minutes from December 3, 2018 be accepted.*

Old Business:

       IV.   Standing Progress Reports
- a. Progress on 2016 ACCJC Recommendations
    - i. In the Spring, Beth Kronbeck will begin actively reaching out to individuals to gather needed evidence documents for the midterm report being prepared for accreditation.
- b. Progress on Action Items from 2016 Self Evaluation Report
- c. Progress on 2016 QFE

       V.   Master Planning External Speaker Series
- a. The speaker on distance education will be presenting on March 1. The speaker on Open Educational Resources (OER) and Zero Textbook Cost (ZTC) will be presenting on April 26. The CSEA has invited Bill Rawlings to speak to the college on March 27 from 12:30-1:30pm in the Student Center. He is on the Board of Governors and the chair of the Community College Committee. Rawlings is the CSEA representative on the Board of Governors and will discuss the role of classified staff in the Guided Pathways redesign and updates from the Chancellor's Office. The college is also interested in inviting a student services leader to present regarding Guided Pathways. Dr. Schlossman will attempt to schedule Angelica Garcia as a speaker for May.
- b. A concern was raised regarding the potential loss of revenue to the bookstore and ASGCC if the college is able to widely implement OER and ZTC. It was noted that the ASGCC is on the Senate subcommittee for OER. It was agreed that the ASGCC and Student Services may need to begin to think strategically about how to supplant any loss of commissions that result from the college's move toward OER and ZTC.

New Business:

       VI.   Resource Allocation for Grants
- a. The Hiring Through Grants document which was presented to IPCC in the Spring of 2018 is currently undergoing revision to incorporate recommendations from various constituent groups. The members of IPCC discussed how a unified document reflecting these disparate recommendations might be achieved. After input from CSEA negotiations representatives is incorporated into the version generated from Guild and Senate recommendations, a singular version should be ready for approval by College Executive Committee this winter.

VII. How to Report Grants' Resource Requests in Program Review
   a. When a department has a resource request that they know with certainty will be funded by a grant, it will be necessary for the department to mention the requested item within their program review and how it fits with the department's strategic direction but it is not necessary to complete the lengthy justification form that is later considered by prioritization committees who recommend whether the item will be funded or not.
   b. In a related discussion, the Grants Summary form states that when grant funding ends, any associated positions do too. If this is true, then Human Resources needs to ensure that documentation is very explicit about this and that all relevant parties are made aware of this. However, it needs to be clarified whether this language is in conflict with contract language of the CSEA. Human Resources and collective bargaining teams will need to examine this issue.
   c. A concern was raised that currently there is not sufficient oversight allowed over grant purchases. Examples were provided of instances where substantial amounts of equipment were purchased and, after the fact, vice presidents were informed of the financial impact on Facilities regarding the install of the equipment. There needs to be approval by supervisors over resource requests. It was recommended that this issue be further discussed at the Integrated Grants group and again at IPCC.

VIII. Handling Resource Requests for VP Office
   a. There are instances when an entity would like to submit a resource request but the request isn't linked to any department that submits program review. How should such requests be processed? It was suggested that such requests be deliberated by the vice presidents and other relevant individuals to resolve how to best handle such requests and how they might be linked to departments that submit program review.

Meeting Adjourned at: 1:25 p.m.
Next Meeting: TBD
Minutes Recorded by: G. Lui and D. Dionisio