

**Glendale Community College  
Institutional Planning Coordination Committee**

**MINUTES**

**January 10, 2011 - 12:15 pm in AD121**

Present: Trudi Abram, Jill Lewis, Mary Mirch, Ramona Barrio-Sotillo, Ed Karpp, Alice Mecom, Mary Mirch, Val Dantzler (for Vicki Nicholson), Rick Perez, John Queen, Alfred Ramirez, Mike Scott, Monette Tiernan

Guest: Dawn Lindsay

Absent: Armond Aivazyan, Saodat Aziskhanova, Ana Boghazian, Karen Holden-Ferkich, Margaret Mansour, Ron Nakasone, Hoover Zariani

**CALL TO ORDER**

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

**1. APPROVAL OF MINUTES**

- MSC (Scott/Perez) to accept the minutes of the December 6, 2010 meeting.

**2. UNFINISHED BUSINESS**

Mary has received some suggestions regarding IHAC prioritization and the fact that no current appeals process seems to be in place. Mike thinks that this language exists and Alice volunteered to follow this up. The IHAC policy does state that concerning new hire “replacements”, that if denied there is a process to appeal the rejection. (In the 1<sup>st</sup> ¶ “Position on Replacement Hiring”) This issue is on the Senate agenda and they will be readdressing this issue with Campus Exec. in February 2011. Ed stated that the IPCC identifies and discusses, but does not resolve issues such this.

Ed reported that the latest revisions to the Planning Handbook could be presented with the Accreditation Update Report to the board at the next meeting on January 24, 2011. Dawn mentioned that both the Board’s goals and the Superintendent/President’s goals should be made public on the website, and it was agreed that they should be in the Planning Handbook (and change “Draft” Goals to “Proposed Goals”). It was decided that we would not chart all goals in relation to the EMP.

Jill asked where program review resource requests for classified and administrative/management positions should go and Dawn stated that these requests should be prioritized by Cabinet. Requests for adjunct FTEF increases are an enrollment management issue and should go to Mary. Additionally, all resource requests go from program review to the Budget Committee. The Budget Committee will distribute the requests to the appropriate standing committees where they will be prioritized. We need to come up with a “standard” for how the standing committees will prioritize these requests. Ron, Rick and Mary all used a process in 08-09 for prioritizing budget augmentation requests. Ron stated that this was based on the request satisfying an annual goal. Although it was realized that there was not time now, it would be beneficial in the future to have some type of baseline for prioritization.

Ed will add the following to the flow chart: “EMP – as approved by the Board” and also for the organization of Plans.

There were also questions regarding Recommendation 4 – Evaluations: The SLO issue in faculty evaluations was discussed. Ramona reported that this is currently in the process of being negotiated with the faculty guild. A task force has been setup to consider a “check the block” item in the evaluation stating “Faculty participate in assessments”. Our response states that there is administrative oversight on faculty evaluations to discuss or comment on SLOs. This is part of a task force report that Val and Jill will discuss. Ed stated that for administrators, part of their evaluation will include their completion in evaluating their employees and management of any plans assigned to them. Dawn will take this matter to cabinet today.

A new draft of the Follow-UP Report will be presented to the Board at their next meeting for a first reading and then will go back to the February meeting for a second reading and approval.

John asked that we consider changing the time of the meeting as he and Ramona are both unable to attend the entire meeting with their teaching schedules.

Validation: Jill reported that the program review committee will be validating all of the resource requests generated through the reporting process. This will not include a validation of the report. Ed reported that the IPCC will validate resource requests generated from plans.

## **ADJOURNMENT**

The meeting was adjourned at 1:31 p.m.

*Submitted by Jill Lewis*