

**ACC Meeting Name: Institutional Planning Committee
D R A F T Minutes**

Meeting Date: February 17, 2006

Time: 1:30 to 3:30

Location: HBC 201.0

Chair: Soon Merz

Co-Chair: Richard Smith

Members Present: Charles Quinn, Julie Todaro, Luanne Preston, Imad Mouchayleh, Ross Oliver, Eileen Klein, Yolanda Chapa, Kathleen Christensen, Tyra Duncan-Hall, Gary Hampton, Amber Kelley, Linda Kluck, Soon Merz, Terry Stewart Mouchayleh, Jerry North, Al Purcell, George Reyes, Linda Smarzik, Richard Smith, Hazel Ward, Dwayne Cox, Donetta Goodall, Gaye Lynn Scott, Maggie de la Teja, Marilyn Lee Taylor, Mary Parker, Judy Van Cleve, Mary Harris, Linda Young, Judy Green, Neil Vickers, William Mullane and Linda Welsh.

Absent: Bill Carter, Ben Ferrell, Kitty Henderson, Mike Midgley, Sandy Gaskin, Stephanie Diina-Dempsey, Tobin Wiegand, Louella Tate, Matthew Daude, Tom Applegate, Mark Butland, Lynn Lehle, Mary Gilmer, John Herndon, Terry Bazan, Mark Goodrich, Mary Kohls, Mary Hensley, Amber Kelley, David Fonken, Lyman Grant, Gerry Tucker, and .

Agenda Item: Minutes

Presenter: Soon Merz

Decision: The IPC Meeting Minutes from January 12, 2006 were approved.

Agenda Item: Planning & Budgeting—Where are we now?

Presenter: Soon Merz

Discussion:

- Soon thanked everyone for the work they did entering the initiatives and initiative objectives.
- Soon invited anyone that needs clarification about initiatives or related initiative objectives to direct those questions to the appropriate Cluster Group leaders.
- Soon has sent the ballot for voting on initiatives to everyone.
 - Votes must be in by 5pm, February 23.
 - There are 40 initiatives. Each IPC member identifies the 10 initiatives they consider most important for the College to focus on during 2007-09.
 - The IPC Master Plan subcommittee will calculate the results and determine the cut off point for including initiatives in the 2007 budget development process. The results will be sent to you and added to the budget by March 6.

Decision:

Additional Agenda Item: Preview of Budget Database

Presenter: Neil Vickers

Discussion:

- Neil presented a preview of the budget system and how the master plan initiatives will be integrated into it.
- Neil will provide training for using the budget system.

Several members asked about the best way to get the South Austin Campus items into the budget. After a lot of discussion, Neil agreed to look at taking all of the South Austin Campus items from the FY 06-08 Master Plan requests to see if there is a way to enter them into the budget database. He did warn the group that because the MP requests did not have details such as account numbers, he would need to confer with units involved to get the necessary information. He also stated that if he is the one to enter all of this information into the budget database, there is a short timeline: all of this has to be in the database before it is opened up for units to enter their budget requests on March 6.

Decision:

Additional Agenda Item: Announcements

Presenter: Roslyn Wallace

Discussion:

Roslyn Wallace informed everyone that the *SACS Resource Manual for the Principles of Accreditation* was now on the SACS website. However, it is copyrighted so it cannot be duplicated without permission. Also, Roslyn reminded everyone about the due dates for submission of the two SACS-related documents: the VCT abbreviated compliance certification and the South Austin Campus substantive change prospectus.

Decision/Follow-Up items:

Person responsible:

Next Meeting Date: April 21, 2006

Time: 1:30 – 3:30

Location: HBC 201.0