

ACC Meeting Name: Institutional Planning Council

DRAFT Minutes

Meeting Date: February 15, 2008

Time: 1:30 pm to 3:30 pm

Location: HBC Room 201.0

Chair: Soon Merz

Members Present: Kathleen Christensen, Stephanie Diina-Dempsey, Dan Dydek, Sandy Gaskin, Donetta Goodall, Richard Griffiths, Gary Hampton, Amber Kelley, Mary Kohls, Soon Merz, Bill Mullane, Jim Nelson, Suzanne Ortiz, Charles Quinn, George Reyes, Gaye Lynn Scott, Marilyn Lee Taylor, Gary Weseman, Kirk White, Voncille Wright, Neil Vickers

Absent: David Borden, Richard Armenta, Terry Bazan, Lisa Buck, Yolanda Chapa, Mariano Diaz-Miranda, Maggie de la Teja, Ivan Doyle, Ben Ferrell, David Fonken, Sharon Frederick, Virginia Fraire, Lyman Grant, Mary Harris, Mary Hensley, Eileen Klein, Linda Kluck, Brette Lea, Maria Lyle, Mike Midgley, Imad Mouchayleh, Lynn Persyn, Luanne Preston, Linda Smarzik, Richard Smith, Louella Tate, Susan Thomason, Julie Todaro, Gerry Tucker, Terry Thomas, Rosyln Wallace, Hazel Ward, Josh Whitcomb, Linda Young

Agenda Items A & B: Welcome & Agenda Review

Presenter: Soon Merz

Discussion:

Soon welcomed everyone to the IPC Meeting and reviewed the agenda for the day's meeting which included an IPC work plan update, a budget system presentation, an update on the Core Indicators Project and review of Master Plan Narrative Sections.

Agenda Item C: Review Minutes of the Council

Presenter: Soon Merz

Discussion:

IPC members reviewed minutes from the November 16, 2007 council meeting.

Decisions:

Marilyn Lee Taylor motioned to approve the minutes and was seconded by Kirk White. The minutes were unanimously approved by the council members.

Agenda Item D: IPC Work Plan Update

Presenter: Soon Merz

Discussion:

Soon presented a draft update of IPC work plan activities for the rest of 2008, and asked members for suggestions. A council member suggested switching March agenda items, *IPC Function (2009-2010)* and *Review MP Process*, with April agenda item, *MP Initiatives and Budget Items*. Soon explained that due to the budget process we could not do this. She suggested that we could add an agenda item in June to finalize MP thoughts and might skip the March meeting.

Decisions:

IPC council members will email Soon with any further possible suggestions for changes to the work plan.

Agenda Item E: Budget System Presentation

Presenter: Soon Merz

Discussion:

Neil presented an overview of last year's budget process. The system opens March 3rd for everyone to enter items, then March 30th the system locks out the first level budget authorities. He will be emailing the training schedule to budget authorities shortly. Neil said that the budget process will be the same as last year with no significant system changes or planned changes to the process. He said that the budget process went very well last year with the largest number of items and amounts as well as new items. As a result of IPC members discussion, Neil stated that:

- There will be a new box to check if an item is new or ongoing.
- He will add a new drop down box to the tech plan for new equipment requests. Kathleen requested an additional box for licenses.

Council members specifically discussed the following various issues concerning the budget with Neil:

- Inflationary items
- Issues with new equipment money being held up in purchasing
- Issues with new faculty and staff, and facility needs.
- Immediate funding for suddenly approved projects or advance funding.

Decisions:

Neil will be having budget review meetings in March to address these issues. Soon said that we need to think about these issues in revising the Master Plan. Soon asked council members to email herself or Neil with suggestions to improve the Master Plan.

Agenda Item F: Core Indicator Revisions

Presenter: Soon Merz

Discussion:

Soon created a snapshot presenting all of the Core Indicators with measures to Dr. Kinslow. Soon asked members to email comments or suggestions to her.

Agenda Items G : Master Plan Narrative Sections

Presenter: Soon Merz

Discussion:

IPC discussed the Master Plan Narrative sections which Soon stated is the planning piece of the Master Plan.

- The narrative needs updating to include two to three year plan.
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Agenda Items H: Adjourn

Presenter: Soon Merz

Discussion:

Soon thanked everyone for a profitable meeting. Meeting adjourned at 3:30

Next Meeting Date: March 21, 2008

Time: 1:30 to 3:30pm

Location: HBC # 201