

## **ACC Meeting Name: Institutional Planning Council**

**Meeting Date:** September 21, 2007

**Time:** 1:30 pm to 3:30 pm

**Location:** HBC Room 201

**Chair:** Soon Merz

**Members Present:** Yolanda Chapa, Kathleen Christensen, Stephanie Diina-Dempsey, Ben Ferrell, David Fonken, Sandy Gaskin, Lyman Grant, Amber Kelley, Eileen Klein, Mary Kohls, Linda Kluck, Brette Lea, Soon Merz, Mike Midgley, Jim Nelson, Charles Quinn, George Reyes, Gaye Lynn Scott, Louella Tate, Marilyn Lee Taylor, Terry Thomas, Susan Thomason, Julie Todaro, Rosyln Wallace, Kirk White, Voncille Wright, Linda Young

**Absent:** Richard Armenta, Terry Bazan, David Borden, Lisa Buck, Maggie de la Teja, Mariano Diaz-Miranda, Ivan Doyle, Dan Dydek, Sharon Frederick, Donetta Goodall, Gary Hampton, Mary Harris, Mary Hensley, Maria Lyle, Imad Mouchayleh, Bill Mullane, Virginia Murillo, Suzanne Ortiz, Lynn Persyn, Luanne Preston, Linda Smarzik, Richard Smith, Gerry Tucker, Neil Vickers, Hazel Ward, Gary Weseman, Josh Whitcomb

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**Agenda Items A & B:** Welcome & Introductions

**Presenter:** Soon Merz

**Discussion:**

Soon welcomed everyone to the IPC Meeting. Council members introduced themselves to one another.

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**Agenda Item C:** Review Minutes of the Committee

**Presenter:** Soon Merz

**Discussion:**

IPC members reviewed minutes from the August 31, 2007 planning retreat.

**Decisions:**

Corrections were made to the retreat attendance. Kathleen motioned to approve the minutes and Charles seconded the motion. The minutes were unanimously approved.

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**Agenda Item D:** Elect Co-chair

**Presenter:** Soon Merz

**Discussion:**

Soon asked for candidates or volunteers to serve as co-chair of the council for this year. Rosyln nominated Terry Thomas and Charles seconded the nomination.

**Decisions:**

Terry was unanimously elected to serve as co-chair for this year.

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**Agenda Item E:** Review Functions of the Council

**Presenter:** Soon Merz

**Discussion:**

Soon reviewed the following functions of the council:

1. Facilitate communication and collaboration among institutional supervisors, employee organizations, and the Student Government Association.
2. Review and refine the institutional master planning process.
3. Ensure that the Master Plan is reviewed annually, and that there is a process for considering suggested revisions or additions to the Master Plan as appropriate.
4. Articulate the priorities to be reflected in the annual operating budget, and ensure that the resource allocation requests are aligned with Master Plan initiatives.
5. Make recommendations, as appropriate, regarding implementation of the Master Plan.
6. Review core institutional effectiveness measures and make appropriate recommendations to promote institutional quality.

Soon stated that any changes to the council's functions will be for next year. As the council meets through the year the council may want to consider possible changes or updates to the functions to be implemented for next year. No changes were suggested at this time by council members.

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**Agenda Item F: Planning Retreat - Debriefing****Presenter:** Soon Merz**Discussion:**

Soon asked council members for their feedback on the planning retreat. Terry mentioned that having the president's priorities available for the retreat helped focus the brainstorming. She also suggested that it would be helpful to have more data from TX peers. Kathleen noted the retreat provides an opportunity to harness the experience and viewpoints of a good cross-section of ACC. Other council members noted they would have liked to have had more time to discuss the comments and 7 wonder's questions. The timing of the retreat was also discussed and the suggestion was made to move the retreat forward to mid-September.

Soon stated that IPC will look at mid-September as a possible meeting date for next year's retreat. In regard to Terry's suggestion for more TX peer comparison data, Soon also stated that OIEA is making a conscious attempt to look at national comparisons and not just TX peer data. There are problems with some of the TX peer data most notably conflicting numbers with Texas Higher Education Coordinating Board. Soon also observed that at the retreat last year we did have more TX peer data but council members did not seem as interested in that data.

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**Agenda Item G: Seven Wonder Questions / IPC 5 year plan****Presenter:** Soon Merz**Discussion:**

Soon discussed how the 7 wonder questions fit in with the IPC 5 year plan. Soon stated the five-year plan is a living document. Part of the planning process will be to include cost estimates and alternative sources of funding. The five year plan will also include performance indicators as a means to evaluate progress each year. One of the major benefits of IPC formulating a 5 year plan is that it should inform the setting and prioritizing of initiatives for the master plan. In addition to improving our experience in planning the 5year plan should help discipline us all to stick to a long term plan. The 7 wonders questions are intended to help focus our priorities. Soon stated that we as a group need to be able to say to the rest of ACC this is what we are trying to promote.

Council members requested time to add additional questions. The issue of revising priorities in the 5 year plan and dealing with emergent issues and how the IPC's 5 year plan is distinct from the master planning process were also discussed in depth..

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**Agenda Item H:** Planning Process for FY 09-11 Master Plan

**Presenter:** Soon Merz

**Discussion:**

Soon stated that IPC will follow the same process as last year and that the prioritization can be done by e-mail. The prioritization should be completed in December. Rosyln asked committee members to let her know of any employee that will be entering initiatives so that she can provide them system access.

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**Agenda Item I:** IPC FY08 Annual Work Plan Draft

**Presenter:** Soon Merz

**Discussion:**

Soon stated that in addition to the master plan two of the major tasks of the council will be the IPC five year plan and revising the core indicators. Two handouts were provided to the council members with the steps involved for the IPC five year plan and revising the core indicators. In addition to the handout for revising the core indicators Soon also stated that the council members will receive a copy of the book “Core Indicators of Effectiveness for Community Colleges.”

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Meeting adjourned at 3:30

**Next Meeting Date:** October 19, 2007

**Time:** 1:30 to 3:30pm

**Location:** HBC 201