



Chabot College
Institutional Budget and Planning Council
IPBC Summary Notes

Wednesday, April 14, 2004

Present: Ron Taylor, Laurie O'Connor, Carolyn Arnold, Melinda Matsuda, Gerald Shimada, Sally Jahnke, Kathleen Schaefer, Chet Rhoan, Rachel LePell, Carol Baumann, Vanessa Cormier, Lisa Carlson, ASCC rep., Chad Mark Glen, Denise Noldon, Patricia Shannon, Robert McAllister.

1. Approval of March 24th Minutes

Melinda Matsuda called the meeting to order at 3:05. The Minutes for the March 24th meeting had been sent by Email earlier. The group approved them.

2. Review of Progress Reports for PFE-funded Strategic Planning Initiatives

The IPBC members had been sent the PFE progress reports as attachments via Email, and had also been sent a rating sheet to use they reviewed the reports. This rating sheet allowed them to indicate whether the projects had started or not, were meeting objectives or not, and whether there were any questions or concerns about the progress of the project.

Using the alphabetical order of the projects on the rating sheet, the projects were reviewed one by one. All of the projects had either completed their objectives, had started and were making progress on their objectives, or were planning to start in Fall 2004 and were well-prepared to begin. IPBC members were very impressed with the overall quality, energy, productivity, and positive results of the projects. All of the projects were helping to further various objectives of the strategic plan, so members felt that these funds were being very well spent. All projects will get a letter commending them on their progress.

3. Update on Spending of Other PFE Funds

Out of the \$350,000 of PFE funds, \$300,000 was allocated to the 20 PFE-funded projects. \$50,000 was allocated to spend for Title III planning and other overall strategic planning goals. So far, of this \$50,000, \$20,750 has been spent in the following way:

\$ 6,000 for Title III consultant

\$11,000 for Title III coordinators thru Fall 2004 (Rachel LePell and Patricia Shannon)

\$ 2,000 to send Kathleen Schaefer (grant developer/writer) to Title III conference

\$ 750 to send 15 faculty/staff to Student Learning Outcomes workshop Nov 7th

\$ 1,000 to send 20 faculty/staff/admin to Student Learning Outcomes workshop Mar 12th

3. Update on Spending of Other PFE Funds (continued)

Therefore, there is \$29,000 left of these funds, and they are being reserved for more Title III consultant or planning time, and more conferences/workshops that further the strategic planning goals.

4. AACC Learning College Conference in Toronto, May 15-19, 2004

Ron Taylor brought information on an AACC Conference on the Learning College being held in May in Toronto, and requested that we consider sending a team of people to it, using the 'other' PFE funds.

Members noted that this conference is happening at the same time as a conference in Seattle on Learning Communities that 7 people from the PFE-funded projects on learning communities and Title III are attending. In addition, while some of the speakers were recognized leaders in this area, doubt was expressed about the need to go to Toronto to hear them. Ron had estimated that it would cost \$11,000-\$13,000 to send a team of four people. Discussion ensued and the group finally approved that \$6,000 could be spent to send two people, as long as the right people could be found who would absorb and bring back the information to IPBC and the college to use. Ron said he would send out a follow-up Email to see what people think about the conference and if anyone is interested in going.

5. Convocation Week Planning: IPBC and Staff Development Committee

Melinda Matsuda reported that members of IPBC and Staff Development and other relevant groups will be meeting to better coordinate the entire Convocation week.

6. Division Day

Melinda Matsuda reported that College Council had supported the idea that part of the division day during Convocation week should be devoted to addressing how each division will contribute to the overall 2004-05 college strategic planning priority objectives during the year.

7. Title III Progress Report

Patricia Shannon and Rachel LePell provided an update on the planning for a Title III Implementation Grant Proposal. They are being paid IPBC/PFE funds to coordinate this effort, and they were reporting on how they have been spending their time. Mostly they have been interviewing faculty and doing a lot of listening to faculty concerns and ideas about how to improve student success and persistence. They presented an inspiring PowerPoint slide show and a handout that summarized their findings into a conceptual overview of a proposal.

They will be bringing this information out to open forums to ask for specific feedback and ideas about their overall themes. The forums will be in the WRAC center art gallery at College Hour April 20 and 22. They asked for IPBC's support and blessing to give this presentation at the forums and other governing bodies, and the group gave them that. They encouraged IPBC's members to attend the forums and read the handouts in order to decide whether to give formal approval for the direction of Title III at a future IPBC meeting.

8. Draft of Vision, Mission, and Values statements

There was not time to review the latest drafts of these statements by the IPBC workgroup. Therefore, IPBC gave the subgroup permission to bring the current drafts to constituent groups, and bring the statements back to the next IPBC meeting.

Respectfully submitted by Carolyn Arnold.