Chabot College
Institutional Budget and Planning Council
IPBC Summary Notes

Wednesday, April 28, 2004

Present: Ron Taylor, Laurie O'Connor, Carolyn Arnold, Melinda Matsuda, Gerald Shimada, Sally Jahnke, Kathleen Schaefer, Vanessa Cormier, Debbie Budd, Joe Kuwabara, Lisa Carlson, ASCC rep., Megan Espiritu, ASCC rep, Susan Liu, student, Chad Mark Glen, Denise Noldon, Robert McAllister, Ron Taylor, Denise Noldon, Laurie O'Connor.

1. Approval of April 14th Minutes

Melinda Matsuda called the meeting to order at 3:15. The first draft of the minutes for the April 14th meeting were presented to the group. Revisions were offered, and then they were approved.

2. Draft of Vision, Mission, and Values statements

Carolyn Arnold passed out the latest draft of these statements, which had been drafted by the workgroup (Ron Taylor, Denise Noldon, Rachel LePell, and Carolyn Arnold, with input from Cindy Hicks and Catherine Powell) based on input from a college-wide call for input. Carolyn had brought the original drafts to Classified Senate and College Council and had revised them based on feedback in those groups. Today, IPBC was seeing them for the first time, and the group discussed the Mission, the Vision, and the Values, providing their reactions and suggestions for further changes. The group as a whole approved some changes, and the next versions will be presented at Faculty Senate and ASCC. See separate handout for the version presented today.

3. Draft of High-level themes of 2004-05 Priority Objectives

Kathleen Schaefer presented the latest draft of the group assigned to develop a short list of the major strategic plan priorities for 2004-05. This document summarizes the priorities thematically and will be used to communicate strategic plan priorities more succinctly within the college. Kathleen Schaefer, Rachel LePell, and Laurie O'Connor worked on the latest version, based on input from the March 24th IPBC meeting. See handout of the version presented today. This draft was approved with two revisions: 1) Identify implementation of the bond funded facilities plan as its own item; and 2) Include a definition of service-learning under partnerships and collaboration to clarify meaning for those unfamiliar with the term.

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

Melinda Matsuda was following up on IPBC's decision last meeting to send two people to this conference. She reported that both she and Denise Noldon would like to attend the AACC Conference on the Learning College being held in May in Toronto, since they would be able to report back to IPBC on this issue. Although it was originally suggested that a faculty member be sent, and no Email was sent out to the faculty as a whole, it was noted that most of the faculty who were involved in exploring learning outcomes and learning communities were already going to another conference the week before, and others would be unlikely to go during the last week of classes. Therefore, the Council approved sending Denise and Melinda, and look forward to their report.

5. Addendum to April 14th minutes (added after April 28th meeting):

PFE-funded projects: Budget Point Person

During the review of the PFE-funded projects, one of the projects predicted that they would go over budget. A discussion ensued about what we will do if projects go over budget, or in this case, say they will.

First, after discussion, we agreed that projects cannot go over their allocated budget. Although we may have extra funds due to under-spending by some projects, we do not know at this point what we will do with those funds – it will depend on our current priorities are when/if we have the funds. For instance, we may want to spend extra funds supporting projects that we want institutionalized during the time before a grant can be written to support them. The discussion on institutionalization of PFE-funded projects will happen in the May IPBC meetings.

Meanwhile, it was agreed that we need to develop a handout about "How to budget a grant", that would include how set up a budget with the Business Office, how to spend it, and how to prevent going over. Many of the projects reported that their budget was still not set up in the system. The Council therefore agreed that a 'budget point person' is needed to help PFE-funded projects get started and to help them learn about the Chabot procedures on how to set up and deal with their budget, as well as help them anticipate spending the allocated amount in their budget. There were no volunteers for this job, and Bob Curry was not present. Currently, Bob helps projects set up budgets when asked, but does not have time for follow through. The Council requested that Bob Curry provide a budget status on all the projects at the next IPBC meeting.

Respectfully submitted by Carolyn Arnold.