



Chabot College  
*Institutional Budget and Planning Council*  
**IPBC Summary Notes**

**Wednesday, May 12, 2004**

**Present:** Ron Taylor, Laurie O'Connor, Carolyn Arnold, Melinda Matsuda, Sally Jahnke, Kathleen Schaefer, Vanessa Cormier, Lisa Carlson, ASCC rep., Megan Espiritu, ASCC rep., Chad Mark Glen, Denise Noldon, Robert McAllister, Debbie Budd, Denise Noldon, Rachel LePell, Chet Rhoan, MacGreagor Wright, Bob Curry.

**1. Deciding on a May 26 meeting**

Carolyn Arnold called the meeting to order at 3:02. The first item of business was to decide whether we would meet during exam week at our regularly scheduled time on Wed, May 26<sup>th</sup>. Since most of the members could attend, we decided we would meet.

**2. Minutes of April 28<sup>th</sup> meeting**

The minutes were not ready for this meeting, so it was proposed that these minutes be sent out this week to IPBC, and any edits should be returned to Carolyn Arnold by Monday, May 17<sup>th</sup>. After that, they would be considered approved and sent out to the college.

**3. Vision, Mission, and Values drafts and process for all-college review**

Carolyn Arnold passed out the latest draft of these statements, which incorporated discussions and feedback from Classified Senate, College Council, IPBC on April 28<sup>th</sup>, Faculty Senate, and ASCC before returning to IPBC today. The group made some final edits to the Mission and the Values to make the statements more succinct. They then approved a process that the workgroup had proposed for all-college review of the drafts: These edited versions would be sent out via Email and hardcopy to all staff, describing the process and asking for input by May 25<sup>th</sup>. Then the final versions would be brought to IPBC on May 26<sup>th</sup> for finalization. See the separate handout for the version presented today, and the all-college Email for the latest version.

**4. Approving the Direction of Title III implementation grant proposal**

Rachel LePell presented the latest draft of the Title III Progress Report, which summarizes the proposed direction and overall activities for the Title III Grant Proposal (see handout). Rachel and Patricia Shannon, co-coordinators of the Title III Grant proposal, took the semester to develop this draft, which is based on numerous conversations, meetings, and forums with faculty, staff, and administrators. It will serve as the outline of the grant proposal, which will be

further developed in the next few months by Rachel, Patricia, and Kathleen Schaefer, the Grant Developer/Writer. They hope to have a completed draft by the beginning of the Fall semester, so they can make sure it is widely discussed and reviewed by the college throughout the Fall, and then revised and finalized by January, well before the February 2005 due date. At this meeting, they were asking for IPBC's blessing and support of the direction and activities they proposed. They received enthusiastic blessings and support for their direction, and grateful thanks for the quantity and quality of the work they did to identify the best Title III-related problem and the solutions for Chabot.

## **5. End-of Year Summaries and Reports**

### **a. 2003-04 Accomplishments**

Carolyn Arnold passed out the four-page edited list of strategic plan accomplishments of 2003-04, listed by theme and objective. Although many of these strategic plan activities were initiated by IPBC, all were carried out by standing committees and councils; funded and un-funded projects, workgroups, and taskforces; divisions, programs; disciplines; and dedicated individuals. The group perused the list and each person picked out one they were particularly proud of or were glad had been accomplished. Overall, the group was proud to see how many objectives and activities were achieved, and noted all the work that had been done by numerous staff members, working alone and together. It was decided that after any revisions by them leaders, this document would be sent to the campus with a cover letter. This will be done by Email before graduation, and in hardcopy in the Fall.

### **b. Budget Committee Work: Integrating with Planning and Update**

Debbie Budd provided a report from the Budget committee. This year in March and April, all budget unit managers presented their proposed 2004-05 budgets to the committee. They were asked to relate their budgets to the strategic plan. Since the 2004-05 priority objectives were not completed before this process this year, they could only relate the strategic plan in a general way. However, this was the beginning of a productive process. IPBC and the Budget Committee are now perched to tie the plan and the budget more closely next year, in that we will develop the 2005-06 strategic planning priorities before the budget process begins. The goal is for IPBC to be the cruise ship that picks up and relates all the pieces of the budget and then provides direction for all the pieces. We will be working on how we both receive the information and give that direction during next year, not only for the main budget, but as new facilities bond funds and VTEA funds become available and need to be allocated. In this process, the District Budget Study Group (DBSG) is becoming more consultative, rather than directive.

### **c. Budget Committee Work: Integrating with Planning and Update**

Bob Curry provided the current status of next year's budget, calculated in various ways and for various scenarios given what happens at the state level. (See handouts) We may be facing a 2.8 million dollar deficit. He also reported on the amount of PFE funds that have been spent so far, out of the amount allocated (see handout).

**d. Program Review**

Carolyn Arnold passed out a summary of the proposal by Tom DeWit of a new type of program review that is based on student pathways and student learning (see handout). The group reviewed the document and asked general questions about the plan for the first year, which involves identifying programs as actual student pathways that cross disciplines, and studying the characteristics, achievements, and difficulties of students in those pathways. After this first year, then the programs identified would focus on student learning in their program. The group had favorable comments about the plan.

**6. Planning for 2004-05**

Carolyn Arnold passed out the finalized list of 2004-05 priority objectives and activities, both the 2-page detailed version and the one-page summary handout. The group edited the activity and summary statement about facilities planning, to clarify that it was "the college facilities plan (including bond-funded projects)" rather than "the bond-funded facilities plan." These lists will be passed out to the college in the Fall.

Respectfully submitted by Carolyn Arnold.