



## **IP3 Executive Committee to the President for Institutional Planning**

**Meeting, December 12, 2002**

### **CORRECTED MINUTES**

Members present: Patty Carl, Sandra D'Arco, De DeGrado, John Frye, Kevin Kennedy, Kay Langston, Mike Pendola, Joe Tidei, Doug Olson, and Brenda Jones Watkins.

Members absent: Patrick Creedon, Rosetta Polizzotto, and Jim Reynolds

Also present: Marge Stabile, and Sean Sullivan

De DeGrado, Chairperson of the Executive Committee to the President for Institutional Planning, called the meeting to order at 2:00 p.m.

Chair DeGrado moved the acceptance of the minutes to after the presentation by Kevin Kennedy.

### **Review and Approve the Action Planning Process**

Kevin Kennedy gave a presentation on the new Cold Fusion program for the budget process. He explained that there are some bugs in the program and it is a work in progress. Drop down boxes have been added with the priorities. Under "cost type", VP Sullivan suggested another category be added titled "Operational", and he also would like a rationale added for all requests.

The committee had several questions and suggestions regarding the budget process. Also, it was asked how the construction projects fit into the budget process. VP Sullivan replied that a request for construction projects is sent out to the deans and AVPs in January and February. When returned, a list of projects is compiled and reviewed by the president. Cost estimates are obtained. The list is then submitted to the board for approval. "Left-over" money is used to fund construction projects. Currently there are 60 projects that have not been approved.

VP Sullivan explained that Triton is required by the NCA to maintain a 4-month, or 30%, cushion in the budget for a "rainy day". Last year, we took out over a million dollars, now the goal is to return that amount and then some.

He went on to explain that the board must approve the budget and then it is published, so we must act within the time-line deadlines. AVP Stabile suggested we meet in January to discuss contractual obligations, fixed costs, construction requests and any other issues connected with the budget process.

Dr. DeGrado distributed for discussion copies of the Three Year Institutional Action Plan and additional copies of the Three Year Department Action Plan, which previously had been handed out at the December 3rd meeting of the Executive Committee. Concern was expressed that because of the number of categories in the plan that it may be difficult to complete the items in the space provided. Dr. DeGrado stated that he also was concerned about this potential problem but it was his understanding that if the documents were completed on-line, the writing spaces could be expanded. AVP Kennedy agreed to work on a revised web-based Action Plan that would make it easier for users to enter their requests. AVP Kennedy anticipates completion of this form shortly after the holiday break.

Dr. DeGrado also stated that the action planning documents and the budget planning process need to be combined into one package. Unfortunately the likelihood of being able to accomplish this on such short notice for the current year would be very difficult. However, AVP Kennedy will continue to work towards automating the entire process for the next fiscal year.

The Committee agreed that the Action Plans should be forwarded to Administration and distributed to Cost Center Managers following normal procedure. Then, working together, the Administration should summarize the information acquired from the Department Plans and complete the Institutional Plan. The Institutional Plan is to be forwarded to the Executive Committee between February first and twelfth for review and approval of alignment with the Institutional Objectives.

Dr. DeGrado also distributed a revised Three Year Institutional Planning Time Lines for FY04 with the following changes:

The December dates for “Development of non-personnel requests for FY04 distribution of definitions of object codes and fixed costs” and “Three Year Action Plan Guide distributed to administrators” changed from December 10<sup>th</sup> to December 6<sup>th</sup>.

The January dates for “Mission statements aligned with institutional priorities on disk to appropriate VP” and “Non-personnel budget requests with Action Plan reviewed by supervisor” was extended from January 6-17 to January 6-31.

The February dates for “Forward all non-personnel requests with Action Plan to appropriate VP for review” was extended from January 21 to February 1. And, “VP’s submit Action Plan with Budget requests to the Executive Committee for alignment with Institutional Objectives” was moved from February 3 to February 1-12.

### **Approval of Minutes**

A correction to the minutes was noted. Priority #5 should read “Create or improve programs, services and infrastructures....” Also, Priority #2 should read “Enhance research capabilities to provide a basis for making institutional decisions based on data and to develop....”

A motion was made by Ms. D’Arco to approve the minutes, seconded by Chief Pendola. Voice vote carried the motion unanimously.

### **Next Meeting**

It was agreed that meetings next semester should be Wednesday afternoons. A schedule of meetings dates will be sent to the committee members. Also, a meeting with VP Sullivan and AVP Stabile to address budget issues will be Monday, January 13, 2003 at 2:00 p.m. And the Committee will meet with the President on Monday, January 29, 2003 from 3:00 to 4:00 p.m. with a committee meeting one hour before, from 2:00 to 3:00 p.m.

### **Adjournment**

Chairperson DeGrado adjourned the meeting at 3:55 p.m.