



IP3 Executive Committee to the President for Institutional Planning

**Meeting of April 16, 2003
Room**

MINUTES

Present: Bob Burnson, De DeGrado, John Frye, Kevin Kennedy, Kay Langston, Rosetta Polizzotto, Jim Reynolds and Doug Olson.

De DeGrado, Chairperson of the Executive Committee to the President for Institutional Planning, called the meeting to order at 2:10PM.

Approval of Minutes

A motion was made by John Frye to approve the minutes of the April 9th meeting, seconded by Rosetta Polizzotto and the vote carried the motion unanimously.

Report of Initiative #4 – Professional Development

Bob Burnson reported for Patty Carl on this topic. Bob stated that the intention of this initiative is to consolidate all professional development campus-wide into one centralized area. Included would be areas such as all Leadership Through Service programs, all full and part-time employee workshops and seminars, all new employee orientation programs and also both fall and spring faculty workshops. The reasoning is that these types of programs can be accomplished better if housed under one roof, thereby achieving a more consistent, cost effective process. It would also enable the college to implement a needs assessment program to help identify desired training and development programs for each employee group. A specific part of this initiative requested by President Granados would be leadership training for all administrators by either outside consultants or professional speakers. Cost for this objective would be \$10,000 for the initial start-up year, dropping to \$5,000 for years 2 and 3 to maintain the programs. Included in these costs is the salary for one hourly employee which could possibly be a fixed cost position. If an outside speaker is hired, those monies would come from the administrative budget and there would be a shifting of several budgets into the project. Approximately \$5,000 would be taken from the Human Resources budget as well as one hourly employee in Human Resources going from 30 to 25 hours per week. Discussion focused on the benefit this initiative would achieve for all employees and Bob stated that this would depend on Patty

Carl's needs assessment for each employee group. A motion to accept this initiative was made by John Frye, seconded by Kevin Kennedy and vote was carried unanimously.

Alternative Learning

De distributed a handout from the School of Arts & Sciences on Alternative Learning methods and explained that he's had 2 separate meetings on this issue to seek clarification. He stated that the budget is focused on the Proprietary Model and the weekend college is also merged into this model. The discussion focused on the benefit of this initiative and some members felt that since this does not build programs for the college that spending \$97,000 on this would not be a beneficial use of college money. Some members also expressed concern on whether the market exists for this type of program and that there's no research to support the need. De asked the members if they would like an update on this initiative at the May 21st meeting. The committee unanimously endorsed the idea.

Fixed Costs

A handout was distributed by Jim Reynolds tentatively identifying items that did not fit the committee's definition of fixed costs that have been submitted as fixed costs by budget managers. A motion was made by John Frye to recommend to President Granados that this issue be further investigated by the administration to determine if these items fit the definition of fixed costs; motion seconded by Bob Burnson and vote passed unanimously. The need to replace the term 'fixed cost' with another term that would better represent budgeting requirements was discussed. It was decided that this issue should be the focus of discussion for next fiscal year's budgeting process.

IP3 Process

John Frye reported that at the Academic Senate it was discussed and decided that a separate teaching and learning plan would be more beneficial for the welfare of Triton College as well as getting the faculty involved and in this process.

Other

A revised timeline (draft) for the institutional planning process was distributed and De suggested that members study this priority list for the next meeting on April 23rd. Doug Olson suggested that there should be a way to make sure that the objectives and ideas of all the sub-committees are focused upon in order to make this a more effective process. De also stated that he has been in contact with College of DuPage and that their 5-Point institutional planning process appears to be very similar to Triton's. Their priorities are: Enrollment Management, Financial Plan, Facility Plan, Human Resources Plan and Tech Plan. De said he will attempt to get more information on the College of DuPage planning process for the next meeting. De stated that the problem is getting an idea from a departmental plan integrated into an institutional plan and that the members should think about this idea also for the next meeting.

Adjournment

Motion to adjourn by Doug Olson & seconded by John Frye; vote carried the motion unanimously and the meeting was adjourned at 3:55 p.m.

Submitted by Meg Staven