



IP3 Executive Committee to the President for Institutional Planning

**Meeting, April 9, 2003
Room R-122D**

MINUTES

Members present: Bob Burnson, De DeGrado, John Frye, Kevin Kennedy, Mike Pendola, Rosetta Polizzotto, Jim Reynolds, Joe Tidei, and Doug Olson.

Members absent: Patty Carl, Patrick Creedon, Sandra D'Arco, Jonita Ellis, Kay Langston and Brenda Jones Watkins.

Others Present: Ed Forst, Dick Kalus, Carol Marshall and Bruce Scism.

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

Approval of Minutes

Ms. Polizzotto and Dr. DeGrado noted corrections to the Minutes of April 2, 2003.

A motion was made by Chief Pendola to approve the corrected minutes, seconded by Dr. Frye. Voice vote carried the motion unanimously.

In-depth Report By Bruce Scism, Initiative #1

Dr. DeGrado explained that the committee reviewed the initiatives and ranked the top fifteen. The committee met with the President and reduced that to the top five. The President has requested more detail regarding the top five initiatives. Dr. DeGrado turned the floor over to VP Scism for further detail regarding Initiative #1, Market Share Expansion – Alternative Enrollment and Scheduling Opportunities.

VP Scism stated that a number of high school graduates from in district schools do not come to Triton, there are a number of students who do not return the next semester, and 3,000 who apply and then never register. He added that there has been discussion for

over a year regarding an alternative approach to scheduling. He distributed handouts with a detailed budget statement.

Dr. Kalus applauded the work by faculty and administration in developing alternative scheduling opportunities, but stressed that we need to consolidate our resources. Dr. Forst added that we currently have “Fast Tract” and “Weekend College” but the terms are not correct. They propose it be renamed “Center for Alternative Learning”. The key feature of the Center will be the support system

VP Scism stated that the budget request of \$200,000 is necessary to provide the support mechanisms required for student retention. The proposal suggests a 1-stop approach. Having departments all over campus is problematic for students trying to navigate the red tape, which would be avoided with a centralized location.

Dr. Frye asked if some of these functions don’t already fall under advising and counseling? VP Scism replied that he did not think so. VP Scism added that some marketing should be budgeted into the proposal.

Assoc. Dean Marshall added that these students want to “get in and get out.” The proprietary schools are our biggest competitors. This model is a proprietary school within a traditional school. The faculty is enthusiastic because it offers an alternative to the proprietary schools.

In-depth Report By Bruce Scism, Initiative #2

VP Scism reported on Initiative #2, Provision of Adequate Staff in Research Office. He stated that this initiative would provide adequate staff to facilitate research on the students we currently have and what contributes to their success. He distributed a detailed budget statement.

In-depth Report By Bruce Scism, Initiative #5

VP Scism reported on Initiative #5, Renovation (Electrical) to the AT Building. He stated that PCs and Macs could not be added to AT-137, because there was not enough power. The existing transformer is overloaded and could fail at any time. Failure would effect all academic areas including computer labs and access to on-line classes.

Mr. Tidei added that the building was designed as a factory and it needs to be redesigned before it can be remodeled. Correcting the electrical problem is phase 1. VP Scism added that \$180,000 was marked for the project, but was tabled due to budget reductions. The report (handout), completed in 2001, recommended the renovation be done 2 years ago.

In-depth Report By Kevin Kennedy, Initiative #3

AVP Kennedy reported on Initiative #3, Upgrade Current E-Mail client for all full-time Staff. AVP Kennedy stated that this proposal is for full-time employees and not for students. It is an upgrade with an initial cost of \$16,000 with additional \$5,000 per year for software. A handout listed the benefits of an upgrade.

The committee engaged in discussion regarding the five initiatives. Dr. DeGrado stated that he was satisfied with the report regarding Initiatives #2, 5 and 3, but was not on Initiative #1. A Motion was made by Dr. Frye to approve Initiatives #2, 5 and 3. Motion seconded by AVP Kennedy. Voice vote carried the motion unanimously.

A motion was made by Chief Pendola to approve Initiative #1, with appropriate adjustments to the third year salaries. Motion seconded by Dean Olson. Dr. DeGrado asked if anyone moved to make an amendment limiting the proposal to \$80,000 marketing funds. No motion was made. Dr. DeGrado called for the question, carried by unanimous voice vote. The motion was approved by a vote of 5 yeas and 2 nays.

Dean Olson noted that there were unanswered questions regarding Initiative #1. He suggested we seek further clarification at the next meeting.

Other

The committee is concerned that items in the fixed cost report given to the committee by AVP Stabile, do not fit into the definition of fixed costs. More information is needed for the committee to determine if these are actual fixed costs. The discussion was tabled till the next meeting.

Adjournment

A motion was made by Chief Pendola to adjourn, seconded by Mr. Tidei. Voice vote carried the motion unanimously. Meeting was adjourned at 4:15 p.m.

Submitted by: Connie Ganschow