



IP3 Executive Committee to the President for Institutional Planning

October 22, 2003

Board Room

MINUTES

Members present: Angel Banks, Edmund Brackett, Patty Carl, John Frye, Kevin Kennedy, Doug Olson, Mike Pendola, Rosetta Polizzotto and Jim Reynolds

Members absent: Bob Burnson, Kay Langston, Joe Tidei and Brenda Jones Watkins

Agendee(s): Marge Stabile and Sean Sullivan

Visitor(s):

1. Call to Order

E. Brackett, Chairperson of the Executive Committee to the President for Institutional Planning, called the meeting to order at 2:05 p.m.

2. Review and Approval of Minutes

A motion was made by J. Frye to approve the minutes of October 1, 2003, seconded by K. Kennedy; voice vote carried the motion unanimously.

E. Brackett noted that T. Olson is replacing S. D'Arco as the Priority Committee chairperson for Marketing; S. Yoelin, Arts & Sciences faculty member, is the Academic Senate Chairperson representative, and K. Randall will represent the Career faculty on the Executive Committee.

3. Business Office Report: Budget Update and Construction

S. Sullivan and M. Stabile were invited to address the budget and construction issues. In the past, the IBHE would distribute their funding recommendations for the next fiscal year in December. However, this year the IBHE has decided not to distribute their recommendations in December and a definite time for distribution has not been announced. The delay in the distribution of the IBHE's recommendations presents a

problem for Triton, as there will be no point of reference to begin the FY 2005 budget process. Absent a recommendation from the IBHE, the FY 2005 estimated revenue from the state will be budgeted at 5% less than FY 2004's allocation. Additionally, it is anticipated that the state will rescind anywhere from 2% to 5% of allocated funds up to a potential of 8% this fiscal year. To date, no specific notification has been received regarding which grant from the state, restricted or unrestricted, will be affected. M. Stabile noted that state funding, along with investment revenues, have been steadily decreasing over the past three years.

The process for proposing and incorporating construction monies into an IP3 Action Plan was discussed. Life Safety projects, such as asbestos abatement, are treated as separate resolutions to the Board of Trustees and funded through a separate levy. Examples of long-term planned construction projects, which utilize college funds, would be the Roof-a-Year plan for the 19 campus buildings. The IP3 Action Plans, which are to incorporate construction requests, when/if approved by the President, would become a priority on the construction list, which is further reviewed and approved by the President. Construction projects to be completed this fiscal year have already been included in the budget and have been cut to cover the projected ICCB cutbacks. S. Sullivan reviewed the Governor's budget and noted that there is a multi-million, if not a billion, dollar deficit. The governor did not accept the budget recommendations from the ICCB or IBHE as in the past.

The IP3 recommendations are due to the President by January 12, 2004. Construction forms will be available February 1, 2004. The Life Safety projects differ from IP3 construction projects. Life Safety projects are special levy funded projects and have a one-year projection compared to the IP3 construction projects, which are College funded with a three-year projection. E. Brackett stated that when an IP3 Action Plan that includes a construction project receives approval by the President, the construction form process still needs to occur. The campus must be made aware of this process. M. Pendola recommended, with the President's approval, that construction projects be included as part of the IP3 process next fiscal year, so that the campus could be made aware of this new process and because of the lack of time this year. The Executive Committee unanimously concurred with M. Pendola's recommendation.

4. Status Report: Initiative Two

E. Brackett --

- a. A new search will begin for the Director of Institutional Research and Assessment position after the position has been reassessed.
- b. Environmental Scan
The process to obtain an environmental scan was reviewed. M. Pendola stated that an environmental scan is a vital part of assessing the needs of the college community by listing job opportunities that would be in demand in the next five years, and the College could plan accordingly. E. Brackett looked to the

Committee for suggestions on how to proceed, since the September 30th deadline for the completion of the Environmental Scan has passed. Concerns were raised as to the reasons why persons decline to accept the position of Director of Research and Assessment when offered. The required background in an educational environment and salary listed for this position was discussed. E. Brackett noted that the vacancy of the position is not due to lack of effort. The Committee proposed deferring the environmental scan until next year and proceeding with the search for the Director of Institutional Research and Assessment as soon as possible.

5. Action Plans

E. Brackett asked for suggestions to generate campus-wide interest to develop and submit Action Plans as only four have been submitted to date. Various suggestions were given, such as extending the submission deadline or sending out a reminder (electronically and/or hard copy). J. Frye raised a concern of stimulating the submissions of Plans, with the shortage of revenue. The consensus of the Executive Committee is to electronically send out campus-wide reminders. E. Brackett added that the President envisions the role of the Executive Committee as a primary advisory body that plays a critical role in making recommendations regarding the dispersal of budget monies. The President plans to work collaboratively with the Executive Committee and the IP3 planning process. The plans that are most consistent with the priorities will be funded. An Action Plan can be one that does not require funding. J. Frye inquired whether there is an alternative plan if further reductions are requested by the State.

E. Brackett requested revisions/additions/deletions to the IP3 Priority Committee members listing on the website.

6. Old Business

E. Brackett reviewed the President's recommendations to revise the Planning Document. The document will be resubmitted to the Executive Committee after obtaining the President's approval of the revisions.

J. Frye noted that he has spoken with the Social Science and English Departments regarding the IP3 process and encouraged the submission of Action Plans. According to Frye, the faculty does not see the IP3 Executive Committee as an instrument of shared governance. D. Olson concurred and suggested that the Executive Committee take a more pro-active stance as representatives of college constituents when advising the President. D. Olson also suggested that Executive Committee Members suggest discussion topics for inclusion on meeting agendas. K. Kennedy suggested that the diverse members of the Executive Committee could act as a liaison with other areas by meeting with them to gather information regarding their concerns, recommendations or suggestions, and present them to the Committee for discussion and forwarding to the President. R. Polizzoto added that solutions should be submitted to the President along

with the concerns (i.e. salary, mistrust and communication issues). J. Frye and D. Olson concurred with R. Polizzoto. J. Frye reiterated that he sees the President as being proactive and addressing issues and hopes that the campus attitude will change and suggested that the Executive Committee meet more frequently. K. Kennedy suggested that the Executive Committee meet periodically to exclusively discuss major campus issues. He added that the campus atmosphere has improved compared to three years ago. A. Banks will bring student issues to the table.

J. Frye noted that there would be three faculty members on the Executive Committee this year until his retirement next year. Beginning next year, two faculty representatives will serve on the Executive Committee, one representing the arts and sciences faculty and one representing the career faculty. The Chair of the Faculty Senate will have a seat on the Committee. If the Chair is a member of the arts and science faculty, the second faculty representative will be chosen from the career faculty. If the Chair is a member of the career faculty, the second faculty representative will be chosen from the arts and sciences faculty.

7. New Business

8. Next Meeting

E. Brackett requested the Committee to submit agenda items for the next meeting of the Executive Committee, which would be held on November 5, 2003, at 2:00 p.m., in the Board Room. The purpose of this meeting will be to discuss the Executive Committee's role as advisor to the President.

9. Adjournment

Edmund Brackett adjourned the meeting at 4:11 p.m.

Submitted by: Susan Misasi Maratto