

UNADOPTED MINUTES

INSTITUTIONAL PLANNING COORDINATION COMMITTEE

MEETING MINUTES

April 10, 2023

Zoom Conference

Present: Edward Karpp (Chair), Ramona Barrio-Sotillo (Administration), Maria Czech (Joint Faculty), Daphne Dionisio (Manager/Confidential), Brittany Grice (Resource), Emily Haraldson (Guild), Ani Harutyunyan (ASGCC), Stacy Jazan (Other Faculty), Calvin Madlock (Admin), Yervand Matervosian (ASGCC), Amir Nour (Administration), Krista Raimondo (Resource), Paul Schlossman (Administration), Irina Shumakova (CSEA), Tobin Sparfeld (Joint Faculty)

Absent: Roger Dickes (Senate), Terry Flexser (CSEA), Tiffany Ingle (Resource), Melissa Malandrakis (Resource), Kevin Meza (Resource), Alfred Ramirez (Administration), Michael Ritterbrown (Administration), Francien Rohrbacher (Other Faculty), David Yamamoto (Resource), Yvette Ybarra (Other Faculty)

Guest: Sangita Dube

Quorum: 12/17

Call to Order: The meeting was called to order by Ed Karpp at approximately 12:15 p.m.

- I. Approval of Minutes
 - a) The minutes from March 13, 2023 were reviewed.
 - ***It was MSC (Dionisio/Schlossman) to approve the Minutes from the March 13, 2023 IPCC Meeting.***

- II. Review of Subcommittee Minutes
 - a. Strategic Planning – Team A
 - i. No Minutes to Report
 - ii.
 - b. Program Review
 - i. The Unadopted Minutes from March 21, 2023 were reviewed.
 - ***It was MSC (Dionisio/Barrio-Sotillo) to accept the Minutes from the March 21, 2023 Program Review Meeting.***

Old Business:

- III. Accreditation Work Groups Update and Timeline
 - a) No discussion
- IV. Enrollment Update
 - a) Enrollment has not changed since Census.
 - b) For Spring 2023:
 - i. Credit is down -0.4% in terms of FTES.
 - 1. The difference is in 13 FTES.
 - ii. Noncredit continues to be very good.
 - 1. We are at 533 FTES.
 - 2. In Spring 2019, the total was about 1000 FTES.
 - 3. With this pattern, we may be higher than 1000 FTES which could put us at over 2000 FTES for the whole year.

New Business:

- V. VP Reports on the ISP Task List, with Special Emphasis on the Annual Goals
 - a) The committee reviewed the task list which was implemented to keep track of the status of all the strategic planning goals of the college.
 - i. Every year the strategic planning committee identifies a subset of these major strategic goals as our prioritized annual goals.
 - ii. The goals established for 2022 are being reviewed so that they may be reported out at the May 5, 2023 Strategic Planning Committee meeting (Team A).
 - b) The VPs have been asked to provide updates in advance of the Strategic Planning Committee Meeting.
 - c) Concern was expressed that Human Resources is not more woven into all of the different Professional Development related tasks and this needs to be addressed. Additionally, in the goals set out for 2022, outside of Professional Development for employees, there is not a lot that addresses support and climate issues for Classified Employees.
 - d) The Task List can be found in Sharepoint under Strategic Planning.
- VI. ACCJC Core Inquiries
 - a) The college received 2 Core Inquiries
 - b) Core Inquiry #1:
 - i. GCC has established a plan to address the fiscal concerns delineated in the letter from ACCJC and audit findings; however, sections of the plan lack clarity of actions measurable outcomes, and intended next steps for ensuring long term fiscal stability.
 - ii. Request for Additional Information/Evidence:
 - 1. Detailed enrollment management plan
 - 2. Staffing plan and/or decision-making rubric for personnel requests

3. 2023/24 Adopted Final Budget
4. P-2 for 2022/23
5. Detail supporting strategies outlined in the Five-Year Projections
6. Updated policy and procedure, if any, related to fiscal management
7. Progress toward achieving two month's operating expenses in reserve
8. Current cash flow projections
9. Current financial statements

c) Core Inquiry #2:

- i. The ISER and Open Forum brought forth a number of impressive examples of interdisciplinary collaboration focused on student experience leading to student success and reducing achievement gaps. The team seeks to understand the environment and structures that support innovation.
- ii. This inquiry may lead to a commendation rather than a recommendation.

VII. Mission Task Force: Update and Revision of the Process

- a) Task Force has met six times to work on revising the Mission, Vision, and the Values.
- b) Currently seeking feedback.
- c) In Fall 2023, the Mission, Vision, and Values statements will be sent to the various committees for approval.
- d) The Task Force was also assigned to revise the College Mission Statement review process to match the new ACCJC criteria.
 - i. There were 5 components that needed to be included:
 1. Character
 2. Values
 3. Structure
 4. Unique Student Demographics
 5. Commitment to Creating Equitable Educational Opportunities and Outcomes

Meeting Adjourned at: 1:00 p.m.

Next Meeting: May 8, 2023

Minutes Recorded by: G. Lui