

INSTITUTIONAL REVIEW/STRATEGIC PLANNING COMMITTEE (IRC) MEETING

Thursday, February 3, 2005, 8 - 9 a.m.

Yavapai College, ITS Conference Room (Prescott) and Room J-107 (Verde)

1100 E. Sheldon Street, Prescott, Arizona 86301

(Accepted 2/10/05)

THOSE PRESENT:

Michael Dougherty
Barbie Duncan
Rick Giardini
Lisa Griest
Carol Hammond
Tom Hughes
Bob Lynch

Diane Mazmanian
Mike Murphy
Sue Sammarco
Paul Smolenyak
Barbara Wing
Marnee Zazueta

THOSE ABSENT:

Tom Schumacher

- I. Acceptance of Minutes of January 27, 2005 Meeting – All present were in favor of accepting the January 27, 2005 minutes, as presented.
- II. Strengths and Weaknesses Institutional Rollup Update – Tom Hughes stated that the deadline to receive the institutional rollup reports from division heads is tomorrow.

ACTION ITEM: Tom Hughes will send out a reminder to the division heads that this report is due tomorrow.

- Tom Hughes will work with Gay Grooms to write a summary report of the institutional-level strengths and weaknesses. Diane Mazmanian, Barbara Wing and Michael Dougherty will assist in this project also. An outline will be provided to assist in the format.
- All of the individual unit reports on strengths and weaknesses will be compiled into one packet and available at Employee Development Day (EDD).
 - We will let everyone know that they can amend their reports, after they review the compiled individual unit reports, if they feel they've missed something.
- III. Overview of National Community College Benchmark Project – The Report of 2004 Aggregate Data prepared for Yavapai College was distributed and discussed.
 - This is the first year this report has been produced. We have the ability to select peer institutions and compare data through the website: www.NCCBP.org. Suggestions for the next iteration of the report are being taken via the website on ways to improve the report for readability or for adding new benchmarks. If anyone has questions or comments on this report, please email Tom Hughes.

ACTION ITEM: Add administrative information to the benchmark report data collection.

- Institutional Research will produce a graphic presentation to recap the report.

ACTION ITEM: Tom Hughes is to speak with Marilyn concerning having this item placed on the Academic Student Issues Group agenda.

- ❑ Yavapai College entered into this project at the last minute last year so all the data requested was not submitted, due to time constraints. However, this year we are aware of the time deadlines and will ensure that time is allotted to compile and provide all the data requested.
- ❑ As this document gets more developed, it will become very important in illustrating what we do well and will assist in setting the priorities in strategic planning.

IV.&V. Planning for February Employee Development Day/Communication Issues – The group reviewed and discussed the draft agenda for February 25, 2005 EDD.

- ❑ Bob Lynch would like to meet with budget managers for 30-45 minutes to discuss expenditure limitation and hear their ideas.

ACTION ITEM: An email will be sent to Rose Hurley requesting time allotment for the above activity.

- ❑ Suggestion: use Bob Lynch's example of expenditure limitation for the presentation on threats and opportunities.
- ❑ We need to have written examples to send out to everyone well in advance of EDD.
- ❑ When the rollup reports are summarized, we want to link them to the initiatives.
- ❑ The objectives that result from the Instructional Council brainstorming session today will be used as examples for further work.
- ❑ On the opportunities and threats exercise, people need to have the freedom to list opportunities and threats that don't tie directly to the initiatives.
- ❑ Dr. Murphy wants to meet with Bob Lynch to develop a component of the expenditure limitation presentation that clearly illustrates the consequences of expenditure limitation; i.e. if we stay the same or drop in FTSE, what are our options?
- ❑ We are not in the position to start making cuts at this point; we want people to understand that some fiscal restraint is necessary, hard choices need to be made; this isn't just about FTSE growth, it's a combination of both (fiscal restraint and FTSE growth). The better people understand this issue, the more they can contribute to the solution.
- ❑ Bob Lynch explained the process of going to the voters to make the decision to increase the cap on expenditure limitation. Every community is different; Yavapai County has a large percentage of senior citizens and many of them participate in Yavapai College enrichment courses and the Elderhostel program – they are very important to them. If the community is educated about how the expenditure limitation cap affects them and those courses and programs in which they are most interested, they may vote to increase the cap on expenditure limitation. There would have to be an aggressive community education effort in this regard.
- ❑ Bob Lynch is conducting a comparison study of other community colleges of administrative and infrastructure staffing to investigate the difference in the cost per FTSE.

- ❑ Suggestion: have two examples presented on EDD (library and someone from instruction from one of the other campuses).
- ❑ The unit opportunities and threats reports will be due to the division managers by March 4, and those division managers will produce the rollup reports.
- ❑ Discussion ensued regarding starting the EDD earlier, due to such a full agenda. Consideration needs to be made of those traveling from other areas; possible start time of 8:45 a.m. instead of 9 a.m. Also, a restroom break should be scheduled in the middle of the morning.
- ❑ Discussion ensued regarding possible perception of the IRC moving too fast or not taking enough time in this process; we are about to spend 40-50 million dollars – we can't afford to wait because the impact is too important and too enormous.
- ❑ How can we integrate the results from the SWOT exercise into the budget?
 - We have figures available now for the compensation study and the expenditure limitation. We had better be very certain when we spend the credits, because we can only spend them once. We need to set our priorities and move forward and build on them. We won't be able to address every single priority – we'll have to select just a few – the most important ones, and move forward with those. This needs to be articulated at EDD.
- ❑ All the members of the IRC need to speak to their constituencies to let them know the direction of the IRC and what's being accomplished.

The meeting adjourned at 9:15 a.m.

Respectfully submitted:

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