

COLLEGE OF THE SISKIYOU
PLANNING COMMITTEE MEETING
Tuesday, February 2, 2016
3:30 – 4:30 pm – DLC 4/Yreka 5

PC Members

- ✓ Josh Collins
- ✓ Vickie Donaldson
- ✓ Eric Houck
- ✓ Jon Michael Patterson
Steve Reynolds
- ✓ Bart Scott
Todd Scott
- ✓ Patrice Thatcher
Scotty Thomason
- ✓ Mike Tischler
Alison Varty (Sabbatical)
- ✓ Stephanie Wroten

Guests

MINUTES

1. **Action – Review Meeting Minutes from 11/18/15 & 12/2/15 (5 Min)**

It was MSP (Tischler/Collins) to approve the minutes from November 18, 2015 and December 2, 2015. All in favor.

2. **Discussion – IMP Final and Feedback (25 Min)**

The draft of the IMP went to College Council in December and it was also sent out to the campus for feedback. Eric did not receive much feedback, but Todd received some feedback from a part-time faculty member. However, the IMP had already been to College Council and to the Board by the time the input was received, so this input was not included. The Board made some revisions to the IMP and then it went back to College Council for a second reading and back to the Board in January for final approval. The Board added Board goals to the document. The Board liked the IMP and thanked the Planning Committee for their work.

- “Community” has a different meaning to the Board than it does to the campus.
- There are various feelings and expectations of what our role is to others
- This topic will continue to pop up

3. **Discussion – Budget Development Timeline & Assumptions (20 Min)**

The Budget Committee met last week and one of the things they put together that is going to the Board is the budget assumptions and timeline. The assumptions don’t apply to this committee, but the timeline does. The timeline affects program review.

A joint meeting of the Planning Committee and the Budget Committee has been discussed for a while and is scheduled for April. They met together once before. The two committees need to be connected and work hand in hand to help in our planning by design piece.

Last year the Planning Committee tried to budget for planning projects, but it did not get funded. Josh suggested writing a Foundation mini grant to get a start on funding for planning projects. The money could fund projects like improving a process in a department. The Planning Committee could mimic the Foundation mini grant process by demonstrating how to help implement the IMP. Todd could help push this through Cabinet. There are always things that come up during the year that need to be funded. The Planning Committee will request \$2000-\$5000 in the budget process for planning projects for next year.

4. **Discussion – Spring 2016 Goals (10 Min)**

- Integrate the planning process with the budgeting process
- Begin to implement the IMP
- Tweak the implementation form. Under the old EMP each area had a tracking form for work being done, and how and when it would be done. Every year there was a report to update where things stood.
- Combine the Program Review and IMP plans. There were point people under the old plan who were assigned tasks.
- Because this is an accreditation year it was decided to leave the planning by design in process so we can show we are planning. After accreditation we can change things.
- More interaction with students
- Improve how we communicate planning to the campus (including students). We are the makers of the plan, but not the people who do the work of the plan.

5. **Other**

- Scotty will not be attending the Planning Committee meetings any longer since Todd is attending. Todd will be the chair of the Planning Committee after this semester. Eric will remain on the committee, but will not be the chair.
- For the next meeting, take a look at the planning by design document that is on the website. Eric will also e-mail it to the committee. Read it and come ready to discuss ideas on how to improve the document and integrate it.

The meeting adjourned at 4:25 p.m.