

# PLANNING & BUDGET COMMITTEE NOTES

**Friday, November 17, 2017**  
**1:30 – 3 p.m.**  
**Board Room**

## **Committee's Charge (Draft):**

*The Integrated Planning and Budget Committee supports learning by ensuring that budgeting at College of the Siskiyous is prioritized in a way that meets the institution's short and long-term strategic plans. The committee accomplishes this by serving as the primary body in the creation or recommendation of budget assumptions, budgets, and short and long-term plans that further the mission of the College. The recommendations of the Integrated Planning and Budget Committee will be sent to College Council.*

*Planning and Budget Committee meets the first and third Friday of each month in the Board room from 1:30 to 3 p.m.*

✓Darlene Melby (Co-Chair)  
✓Chris Vancil (Co-Chair)  
Kevin Broussard  
Jesse Cecil  
✓Deb Dutcher  
✓Donna Farris  
✓Mike Graves  
Melissa Green  
✓Michele Knudsen  
✓Dennis Roberts  
✓Cheryl Rosen  
Dr. Stephen Schoonmaker (Ex officio)  
✓Dr. Michael Tischler  
✓Chris Wehman  
✓Dr. Zachary Zweigle  
Resources:  
✓Kent Gross  
✓Bart Scott

## **Item 1. Approval of Notes**

*MSP (Dennis Roberts, Donna Farris, unanimous) to approve the notes of the November 3, 2017 Planning/Budget Committee meeting with corrected spelling of Noel Levitz.*

## **Item 2. Finalization of Committee Charge**

*MSP (Dutcher, Graves, unanimous) to approve the draft of the charge of the committee. Check the text for a repeat of some of the statement.*

## **Item 3. Finalize Committee Goals for FY18**

*The committee accepted the budgetary goals developed at an earlier meeting. Chris Vancil suggested assembling a subcommittee of three people to meet to discuss and develop the planning part of the committee goals to bring back to the next meeting on December 1. MSP (Graves, Dutcher, unanimous) to create a subcommittee to develop planning goals for review at the December 1 meeting. Vancil, Wehman and Rosen volunteered.*

## **Item 4. Budget Development Timeline**

*Darlene Melby distributed a draft timeline for review. All instructional and non-instructional program reviews need to be done by the first week of January. Ken will have budget information out by January 15, 2017. Budgets will be developed from January 15 through February 23. The first meeting after winter break so information will be shared with the groups when everyone returns. The Committee would like to have program reviews compiled in a list by area. Should there be a format for reducing budgets if enrollment decreases so departments could rank needs during initial submittal, thereby reducing delays if there are decreases needed?*

*It was suggested to review individual department budgets to separate meetings. It would be less confusing if only one department was reviewed at a time.*

*Darlene would like everyone to review budget development timelines with their representative groups and bring feedback to the December 1 meeting.*

**Item 5. College Council Activity**

*The Council reviewed the administrative procedure and board policy that determines how many units Associated Student Board senators and trustees must be enrolled in. There was a discrepancy between our AP and BP and the ASB bylaws. Council voted to change the AP and BP to match ASB bylaws.*

*Council also discussed governance and development of a model to reflect what we do.*

**Item 6. BP and AP 6307**

*Darlene Melby explained that these are both new and are required by law. They will go to the Board in December and should have gone to this committee for review prior to that but the timeline was short. They have also been reviewed by College Council Therefore, it is being presented now for review. There were no questions or comments.*

**Item 7. 311Q**

Darlene indicated that she would like to include an information component to each meeting to help members understand the fiscal side of the community college system. The overview of the 311Q is the first informational item. Kent explained that this report is submitted quarterly. It shows historical comparisons of previous years' revenues, expenditures, other outgoes or payments and how much cash we have available. It also shows what our expectation is for FTES.

**Item 8. Other**

- MSP (Graves, Rosen, unanimous) to cancel the December 15, 2017 meeting as faculty will not be available to meet on that day.

*Meeting dates: First and third Friday of month, 1:30 to 3 p.m., Board Room.*

*November 3, 2017*

*November 17, 2017*

*December 1, 2017*

~~*December 15, 2017*~~

~~*January 5, 2018*~~

~~*January 29, 2018*~~

*February 2, 2018*

*February 16, 2018*

*March 2, 2018*

*March 16, 2018*

*April 6, 2018*

*April 20, 2018*

*May 4, 2018*

*May 18, 2018*

*June 1, 2018*

*June 15, 2018*

**Item 9. Adjournment**

*Meeting adjourned at 2:45 p.m.*