

PLANNING & BUDGET COMMITTEE NOTES

Friday, December 1, 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
✓Haley Dickson
✓Deb Dutcher
Donna Farris
Mike Graves
Melissa Green
✓Michele Knudsen
✓Dennis Roberts
✓Cheryl Rosen
✓Dr. Stephen Schoonmaker (Ex officio)
Dr. Michael Tischler
✓Calvin Wagner
✓Chris Wehman
✓Dr. Zachary Zweigle
Resources:
Kent Gross
✓Bart Scott

Item 1. Approval of Notes

MSP (Kevin Broussard, Deb Dutcher, unanimous) to approve the notes of the November 17, 2017 Integrated Planning/Budget Committee meeting with the addition of a suspended hyphen in the committee charge.

Item 2. Guided Pathways

Dr. Zweigle gave a brief report on the self-assessment report. After this report is reviewed by College Council and the Board, it will go to the Chancellor's Office in December. An implementation plan will need to be completed and submitted to the Chancellor's Office by March 2018. We will have approximately \$500,000 for funding Guided Pathways if our plan is approved by the Chancellor's Office.

MSP (Kevin Broussard, Cheryl Rosen, unanimous) to approve forwarding the draft of the Guided Pathways Self-Assessment Report to College Council.

Item 3. Budget Development Timeline

Darlene Melby discussed the timeline. All instructional and non-instructional program reviews are targeted to be completed before the winter break. Dr. Schoonmaker has reviewed the timeline. He felt that it would be less confusing if the reviews were consolidated into categories (i.e., broken down by personnel, equipment, technology, Instructional).

Dennis Roberts asked if the information on the process could be sent out again to the campus. If this committee approves the timeline, it will go to College Council and the Board. If approval occurs at those levels, then instructions will be distributed. He also asked when information would be made available for what was submitted versus what was approved. Darlene said resource requests will not be included in the tentative budget because we will not know if funds will be available until the final budget is approved.

MSP (Dennis Roberts, Jesse Cecil, unanimous) to approve the 2018-19 Budget Development Timeline.

MSP (Deb Dutcher, Chris Wehman, unanimous) to forward the 2018-19 Budget Development Timeline to College Council (with removal of "Draft" in the title).

Item 4. College Council Activity

Dr. Schoonmaker reported on the following topics:

- *College Council reviewed a new policy and procedure required by law for Debt Management. The Council recommended forwarding to the Board.*
- *Council voted to change the policy that listed the minimum number of units that a student trustee must be enrolled in. Associated Student Board constitution and bylaws lists six units as a minimum and our policy was five units, so our policy was changed to align with ASB.*
- *The governance model was discussed. Arrows have been added for clarification. A copy will be made available to the committee.*
- *The Diversity Committee proposal will be coming to IPB for review.*

Item 5. Other

- *The work group formed to create planning goals has not met as of yet.*
- *The May 18 meeting is on a very busy campus activity day. MSP (Kevin Broussard, Cheryl Rosen, unanimous) to reschedule the May 18 meeting date to May 11 and the June 1 and 15 dates need to be canceled.*

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

February 2, 2018

February 16, 2018

March 2, 2018

March 16, 2018

April 6, 2018

April 20, 2018

May 4, 2018

May 11, 2018

Item 9. Adjournment

Meeting adjourned at 2:42 p.m.