

PLANNING & BUDGET COMMITTEE NOTES

Friday, February 2, 2018
1:30 – 3 p.m.
Board Room

Committee's Charge:

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.

Guests: David Blink, Wayne Keller

Darlene welcomed Wayne Keller, the new IT Director. Wayne will be serving as a resource on this committee. Everyone introduced themselves.

Item 1. Approval of Notes

MSP (Kevin Broussard, Melissa Green, unanimous) to approve the notes of the December 7, 2017 Integrated Planning/Budget Committee meeting after changing wording from "minutes" to "notes."

Item 2. International Travel - Informational

David Blink gave a presentation on a TED (Technology, Entertainment, Design) opportunity in Mexico. We are proposing sending six COS employees on March 13-18 to explore an opportunity to bring TED to COS for a Monarch butterfly talk. Darlene explained that this trip was not budgeted for, but other funding for the trip has been identified by savings in other areas. Cost would be approximately \$6,000.

Darlene also provided information on a trip to China resulting from the Chinese delegates who visited COS last fall. The Chinese delegates would like to partner with COS to provide ESL training for students and teacher education. Many of their students desire a United States education but come from rural areas and intimidated by the larger schools. The delegates specifically liked the COS environment because of smaller size and similarities in the environment. Dr. Schoonmaker and Wenli Chang would travel and represent COS. Funds are not budgeted but have also been identified by savings in other areas. The cost would be approximately \$4,000.

Both items are being presented to the Board of Trustees at the February 6, 2018 meeting.

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

Item 3. Diversity Proposal - Presentation

Theresa Richmond explained that for the last 15 years, COS has been working off of an EEO plan that was still in draft form. We received \$50,000 from the State that could be used in the development of a plan. Theresa contacted a firm that provided a formal proposal to create a plan based on our needs, along with a two-day equity workshop. The funding we have received would be used to pay for the service. If approved, the process would begin this spring and conclude this fall.

Item 4. Committee Planning Goals.

Darlene discussed the development this committee's goals. The budget goals were created last fall, but the planning goals were not completed. Darlene will add language regarding "Evaluation and assessment of the implementation of the COS Master Plan," or "Annual review of COS Master Plan, Technology Master Plan and Facility Master Plan." Darlene will add in wording in the goals and present it for review at the February 16 meeting. These recommendations will then go to College Council and the Board of Trustees.

Kent recommended development of a common language resource sheet to demonstrate different FTES scenarios, common fiscal and budget language. Darlene mentioned we may be able to make this part of the budget assumptions and narrative.

Item 5. Budget Timeline

The budget timeline and budget historical data will be going out to everyone. Timelines will be extended by about a week. Submittals will go to the Business Office and then will come to this committee for review and hearings. Darlene will prepare budget assumption recommendations to review and approve at the next meeting.

March and April will be busy for this committee. The budget managers will be attending open hearings to make justifications for their budget requests. Darlene asked about thoughts of making meetings in March and April longer to accommodate hearings. Melissa suggested making a page in MySiskiyous or on a drive so people can do submittals before meetings. Darlene indicated that this could be done.

Item 6. Board Room Carpet Replacement - Informational

The carpet in the Board Room needs to be replaced as it has become a safety hazard. The quote is approximately \$5,700 and funding will come from safety funds. It will go to College Council next.

Item 7. College Council Activities – No report.

Item 8. Administrative Procedure Review – None

Item 9. Board Policy Review – None

Item 10. Other

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

February 16, 2018

March 2, 2018

March 16, 2018

April 6, 2018

April 20, 2018

May 4, 2018

May 11, 2018

Item 1. Adjournment

MSP (B. Scott/K. Broussard, unanimous) to adjourn at 2:40 p.m.