

PLANNING & BUDGET COMMITTEE NOTES

Friday, February 16, 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: Sunny Greene

Item 1. Approval of Notes

MSP (Kevin Broussard, Dr. Tischler, unanimous) to approve the notes of the February 2, 2018 Integrated Planning and Budget Committee meeting.

Item 2. Fire Tower/Program Expenditures - Informational

Dennis Roberts distributed information related to repairing and updating the fire tower for safety, program enhancement and to meet State Fire Marshall standards. Funding is identified in this year's budget. These proposed updates need to occur this spring.

Item 3. Guided Pathways

Dr. Zweigle and Sunny Greene distributed the 2018-2023 Guided Pathways Implementation Plan. If approved through governance at COS, this information will be sent to the Chancellor's Office. A steering committee will be formed to work on the plan.

MSP (Graves/Tischler, unanimous) to move the 2018-2023 Guided Pathways Implementation Plan forward to College Council.

Item 4. Budget Assumptions FY19

Darlene Melby presented Budget Assumptions for FY19. Assumptions would include maintaining reserves of 12% but striving for 15%. Also, the state is looking at a new funding model and that could have an effect on our estimated reserves. If the funding mechanism changes, \$175 million is earmarked to help schools during the first year. Discussion followed.

MSP (M. Green, K. Gross, unanimous) to approve the FY19 Budget Assumptions.

Item 5. Meeting Dates & Times for Departmental "Open Hearings"

Darlene Melby explained that there are four major departmental areas that will need to attend hearings: Instruction, Administrative Services, Student Services and President's Office. Faculty position requests would come to this group as informational after being approved through Instruction Council.

- ✓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 5. Meeting Dates & Times for Departmental “Open Hearings” (cont’d.)

Dates for each area open hearings are:

- *April 6 – Instruction Office requests*
- *April 20 – Student Services requests*
- *April 27 – Administrative Services requests (added meeting date)*
- *May 4 – President’s Office (PIO/HR/Research) requests*
- *May 11 – Review draft of tentative budget*

Item 6. Campus Dining Consultant – Informational

Darlene Melby provided information on the proposal to hire a consultant to review our food service operations. We had losses last year of approximately \$45,000 to \$50,000. We do not have numbers for this year as of yet. Lodges are operating successfully and are offsetting some of the losses in food services. Darlene would like to have food service at a break-even point. The consultant would cost \$25,000. There was concern about cost of the consultant and their experience with small community college challenges.

MSP (Graves, Broussard, unanimous) to recommend forwarding the proposal for \$25,000 to College Council.

Item 7. College Council Activities

Council is working on shared governance and reviewing administrative procedures and board policies.

Item 8. SLO Committee

Mike Tischler reported that they have a working draft of the manual and that the committee met yesterday. They need to work on deadlines and forms. They hope to have a complete draft in March.

Item 9. Program Review Manual Update

The update has been completed and was approved by Academic Senate today. The updated manual will proceed to Instruction Council and College Council. There will be edits as we go along. Comprehensive program reviews occur every four years. By next accreditation, all instructional and non-instructional program reviews will should be done.

Item 10. Administrative Procedure Review

MSP (Tischler, D. Roberts, unanimous) to forward Administrative Procedure 7400, Employee Travel, to College Council with the addition of “the” before IRS on “E. Meals.” The committee would like to have AP 7400 – Employee Travel come back through this committee in the fall to discuss travel day per diem rates.

Item 11. Board Policy Review

Board Policy 7400 – Employee Travel was reviewed. MSP (Graves, Broussard, unanimous) to forward to College Council with no changes.

Item 12. Other

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

March 2, 2018

March 16, 2018

April 6, 2018 (Instruction budget hearing)

April 20, 2018 (Student Services budget hearing)

April 27, 2018 (Administrative Services budget hearing) – Additional meeting date

May 4, 2018 (President’s Office budget hearing)

May 11, 2018 (Review draft of tentative budget)

Item 13. Adjournment

Meeting adjourned at 3 p.m.