

INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

Friday, September 21, 2018

1:30 p.m. to 3:00 p.m.

Board Room

Members

- ✓ Darlene Melby (Co-Chair)
 - ✓ Jayne Turk (Co-Chair)
 - ✓ Kevin Broussard (arrived 1:36 pm)
 - ✓ Rhonda Brown
 - ✓ Crystal Fahey (Yreka)
 - ✓ Donna Farris
 - Melissa Green
 - Wayne Keller
 - ✓ Michelle Knudsen
 - Dennis Roberts
 - ✓ Cheryl Rosen (Yreka)
 - ✓ Dr. Mike Tischler
 - ✓ Alison Varty
 - ✓ Dr. Zachary Zweigle
 - ✓ Desiree Kaae (Minutes)
 - Dr. Stephen Schoonmaker (Ex officio)**
- ## Resources
- ✓ Kent Gross
 - ✓ Dr. Nathan Rexford
 - ✓ Eric Rulofson

Committee's Charge:

The Integrated Planning and Budget Committee supports student learning by guiding the institution's short and long-term strategic plans and developing responsible budgets to support these plans that align resources with institutional needs. The committee accomplishes its goals through the creation, review, and recommendation of strategic plans, program reviews, and budgets. As an important part of the shared governance process, the Integrated Planning and Budget Committee forwards its recommendations to the College Council.

MINUTES

Meeting convened at 1:33 pm.

Item 1. Approved Minutes

Minutes of the September 7, 2018 Meeting

MSP (Farris/Varty)

10 Ayes 0 Noes 0 Abstain 4 Absent

Item 2. Committee's Charge – Approved as amended (see above)

MSP (Zweigle/Brown)

11 Ayes 0 Noes 0 Abstain 3 Absent

Item 3. Meeting Dates & Times for three open hearings regarding Budget/CQIP

Suggested meeting dates and duration for open hearings:

March 15 or March 22 for Grants and Categoricals.

Add April 12 to the existing meeting dates of April 5 and April 19 and increase meeting duration to 2 hours for these meetings to accommodate all groups.

Tabled until the October 5 meeting.

Item 4. Budget/CQIP Workshops for Budget Managers – TBD

Darlene Melby reported that this year the budget development responsibility will be moved back to the budget managers. Workshops will be scheduled to help train budget managers on the process. In order to provide the best "customer service," if an employee can't make a training, a resource will be provided to show the employee how to navigate the Banner software.

Item 5. Report out on College Council

Jayne Turk reported that College Council will be discussing compensation, not in terms of negotiations, but in terms of taking a look at the numbers from different perspectives. One perspective would be looking at College of the Siskiyous salaries compared with the other 72 California Community College Districts. Comments were made about comparing COS with like districts both in size and demographics.

Item 6. Report on Facility/Maintenance Projects

Eric Rulofson gave a report on the tasks and projects completed by Facilities staff over the 2017-2018 school year. In addition he spoke about the Soccer Field project that is currently in the design phase. Darlene Melby expressed that from a fiscal standpoint, while these projects and equipment may be funded with grants or categorical dollars, the college needs to have a plan in place for future upkeep and replacement of aging property and equipment.

Item 7. Injury and Illness Prevention Plan (IIPP)

Eric Rulofson reported that the revisions this year to the IIPP included language change recommendations from Phil Clark, the Keenan Representative who sits on the COS Safety Committee, replacement of names with position titles, and overcoming some formatting issues. Darlene Melby added that the plan approval was tabled last spring at College Council (CC), because CC membership felt the plan should be shared with and reviewed by IBP. Eric answered questions about the presence of asbestos around the college, stated that most of the asbestos has been abated, but there are places where it still exists. He also added that if any hazards are suspected to contact his office. Eric also answered questions regarding usage of the Life Sciences Building.

Eric went on to explain that the purpose of the IIPP is to have a plan for the management and prevention of illness and injury on the COS campus.

The committee approved, with several minor revisions, the recommendation to forward the IIPP to College Council.

MSP (Zweigle/Tischler)

11 Ayes 0 Noes 0 Abstain 3 Absent

Item 8. Finalize Committee Goals

There was discussion by the committee to more fully define the goals by establishing measurable outcomes for each goal and combine or subgroup goals that pertain to the same topic. Also there was discussion about the committee reviewing synthesized program reviews prior to budget development, especially if there is a fiscal impact. The committee also talked about the role of position control, strategies to develop common language across areas, the impact of enrollment growth on the budget, and using area master plans as a tool for planning and budget development.

- Budget narratives (standing goal)
- Develop budget assumptions (standing goal)
- Review FTES targets (continue)
- Program reviews (continue)

Possible goal language:

Review and consider synthesized program reviews as a qualifier for planning and budget development.

- Master plans (Tech reviewed, continue institutional and facilities)

Possible goal language:

Review recommendations of area master plans on a continuing basis as those plans pertain to planning and budget development.

- Enrollment management (continue)
Possible goal language:
Support/consider recommendations from the Enrollment Management Task Force on how new methods and strategies promoting enrollment growth will impact planning and budget development.
- Identify common language (develop in fall)
- Program review timelines to develop the budget, and update in conjunction with program review timelines for both instructional and non-instructional areas.
- Review and approve other institutional planning or fiscal documents as necessary

MSP (Zweigle/Varty) to approve goals

MSP(Zweigle/Tischler) to amend motion to table approval until next meeting and get clarification on IPB's roll in the Institutional Master Plan.

10 Ayes 0 Noes 0 Abstain 4 Absent

Item 9. Development of Budget Timeline and Assumptions

Darlene will look at having this timeline established by the next meeting or the second meeting in October.

Item 10. Other

Item 11. Adjourned at 2:55 pm

Meeting Time and Dates: 1st and 3rd Friday of the Month, 1:30 pm to 3:00 pm

*Proposed meeting dates in addition to regularly scheduled meetings

***Bolded dates for possible Open Hearings**

~~August 29, 2018~~

~~September 7, 2018~~

September 21, 2018

October 5, 2018

October 19, 2018

November 2, 2018

November 16, 2018

December 7, 2018

February 1, 2019

February 15, 2019

March 1, 2019

March 15, 2019

April 5, 2019 (Proposed Open Hearing Date)

***April 12, 2019 (Proposed Open Hearing Date)**

April 19, 2019(Proposed Open Hearing Date)

May 3, 2019

May 10, 2019 (tentative)