

INTEGRATED PLANNING & BUDGET COMMITTEE

Friday, October 5, 2018

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

Minutes

Members

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

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

Convened at 1:33 pm

Item 1. Approval of Minutes

(Melby)

- **Minutes of the September 21, 2018 Meeting**

MSP (Broussard/Zweigle)

12 Ayes 0 Noes 0 Abstain 2 Absent

Item 2. Library Services Platform (Baldwin)

MSP (Zweigle/Broussard)

12 Ayes 0 Noes 0 Abstain 2 Absent

Jude Baldwin gave a presentation on the Library Services Platform, which holds the COS library collections, manages user accounts, runs the library catalog, and integrates both online and physical materials enabling simultaneous searches. Moving to a statewide consortium will save money and enable California colleges to collectively purchase a higher end system. Concerns include migration time and costs, learning a new interfaces and workflows, and making sure that after the "free period" is up, there is money in the budget to support the subscription costs.

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

(Melby)

MSP (Broussard/Varty)

12 Ayes 0 Noes 0 Abstain 2 Absent

See Meeting Dates and Times below.

Item 4. Finalize Committee Goals

(Melby)

MSP (Zweigle/Varty)

12 Ayes 0 Noes 0 Abstain 2 Absent

IPB Goals for 2018-2019

IPB will develop, review and/or approve as appropriate each of the goals listed below.

Item 4. Finalize Committee Goals (cont.)

Budget – Review and Recommend

- Budget Development Timeline
- Budget Assumptions
- Open Hearing CQIPS
- CQIP Ranking
- Budget Narrative
- Tentative Budget
- Final Budget

Enrollment Support Management

- Review Growth Goals
- Review FTES Generation
- Receive information from Enrollment Management Task Force

Master Plans

- Develop Institutional Master Plan
- Review Facilities Master Plan
- Review Technology Master Plan
- Review Technology Operational Plan
- Review Instructional & Non-Instructional Program Review Manual

Other

- Develop, Review, and Recommend Position Control Mapping
- Review and approve other institutional planning or fiscal documents as necessary

Item 5. Planning Day December 14, 2018

(Melby/Turk)

- **Institutional Master Plan**
 - IPB will be developing the Institutional Master Plan.
 - Jayne Turk suggested that, on Planning Day, everyone one would break into groups with each group taking on a specific area or topic. These groups would be formed with people who have an expertise, strength, or interest in the area/topic they would be developing.
 - Darlene Melby reported that IPB has been tasked with the planning of Planning Day, and that the development of the Institutional Master Plan will be a focus.
 - Jayne Turk asked that each IPB member come back with two Institutional Master Plans from other Colleges to use as resources to develop a plan for COS
 - Darlene and Jayne explained that the plan will be developed over the year with the goal of having it completed by the next accreditation year. Once a draft is complete the document can be reviewed and updated annually so that it's ready for the ACCJC.

Item 6. Report out on College Council

(Turk)

- Jayne Turk reported that there was discussion in College Council about Mandatory Reporters as lined out in the IIPP. She said they discussed that there is no way to tell from a class roster that there is a minor in a class. It was suggested that there should be a designated person to track registered sex offenders enrolled in classes and whether those classes have minors enrolled as well.

Item 6. Report out on College Council (cont.)

- College Council also discussed COS's Institutional Decision Making Guide. Jayne said that last year the Academic Senate rejected the guide because it was unknown if the ASM Senate would be formulated. Also the membership of Instruction Council is being adjusted.

Item 7. Other

Item 8. Adjourned at 2:44 pm

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

August 29, 2018	February 1, 2019
September 7, 2018	February 15, 2019
September 21, 2018	March 1, 2019
October 5, 2018	March 15, 2019
October 19, 2018	April 5, 2019 (Open Hearing Date, 1:30 – 3:30) 2 hrs
November 2, 2018	President (HR, PIO, Research)/Administrative Services
November 16, 2018	April 12, 2019 (Open Hearing Date, 1:30 – 4:30) 3 hrs
December 7, 2018	Instruction w/Grants & Categoricals
	April 19, 2019 (Open Hearing Date, 1:30 -3:30) 2 hrs
	Student Services w/Grants & Categoricals
	May 3, 2019
	May 10, 2019 (tentative)