

# INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, November 2, 2018**

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

**Board Room**

## **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.*

## 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
  - ✓ Dr. Douglas Haugen (ASB Advisor)
  - Dayna Avery (Student)
  - ✓ Syshanna Hocker (Student)

## MINUTES

Convened at 1:33 pm

### **Item 1. Approval of Minutes**

**(Melby)**

- **Minutes of the October 19, 2018 Meeting**

*MSP (Broussard/Green)*

*11 Ayes          0 Noes          1 Abstain          2 Absent*

### **Item 2. ASB "Student Activity Fee" Resolution**

**(Hocker)**

*MSP (Broussard/Tischler)*

*12 Ayes          0 Noes          0 Abstain          2 Absent*

Integrated Planning and Budget by the above vote recommended a resolution from the COS Associated Student Board to establish a Student Activity Fee to be forwarded to College Council.

### **Item 3. Continue Planning Day Agenda**

**(Melby/Turk)**

The committee had discussion about the best way to develop the Institutional Master Plan on Planning Day.

Suggestions included:

- Small groups take an individual topic/area of the Master Plan and develop that topic/area.
- These small groups ideally would be determined ahead of time and made up of people who have expertise or a strong interest in the topic/area.
- Individuals should have the ability to choose which small group they take part in based on their interests.
- Have a facilitator for each group who can help guide the discussion.
- Send an email to constituency groups around campus ahead of Planning Day asking for feedback to help develop the Vision and Mission.
- Via committee have a Vision and Mission draft formed before Planning Day so that small groups have direction.

**Item 3. Continue Planning Day Agenda (continued)**

- On Planning Day have a list of tasks, expectations, and other guiding resources to provide direction to the small groups as they develop their topic/area.
- Each group should have a room and be able to collaborate with other groups.
- Small groups should be clearly aware when setting goals for the Master Plan of the difference between what a goal is and the action to achieve that goal. Example: A goal would be "Reduce the hunger of our students." An action to achieve that goal would be "Provide food vouchers to those in need."

**Item 4. Report out on College Council**

Desiree Kaae reported that at the last College Council she talked about the process for updating Board Policy and Administrative Procedure.

**Item 5. Other - None**

**Item 6. Adjourned at 2:59 pm**

**Meeting Time and Dates: 1<sup>st</sup> and 3<sup>rd</sup> Friday of the Month, 1:30 pm to 3:00 pm**

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