

INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

Friday, November 16, 2018

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

Board Room

Members

- ✓ Darlene Melby (Co-Chair)
 - ✓ Jayne Turk (Co-Chair)
 - ✓ Kevin Broussard
 - Rhonda Brown
 - ✓ Crystal Fahey
 - ✓ Donna Farris
 - ✓ Melissa Green
 - ✓ Wayne Keller
 - ✓ Michelle Knudsen (1:37)
 - Dennis Roberts
 - Cheryl Rosen
 - ✓ Dr. Mike Tischler
 - ✓ Alison Varty
 - ✓ Dr. Zachary Zweigle
 - ✓ Desiree Kaae (Minutes)
 - Dr. Stephen Schoonmaker (Ex officio)**
- ## Resources
- ✓ Kent Gross (1:42)
 - ✓ Dr. Nathan Rexford
 - ✓ Cindy Martel

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 1:35 pm

Item 1. Approval of Minutes

(Melby)

- **Minutes of the November 2, 2018 Meeting**

MSP (Tischler/Zweigle)

10 Ayes

0 Noes

0 Abstain

4 Absent

Item 2. Food Service Presentation

(Martel/Melby)

Cindy Martel gave a PowerPoint presentation on the COS Food Services department. This included information on the history, staffing, and operations of COS Food Services, as well as an overview of the Campus Dining Consultant Report. This report addressed areas needing improvement and provided best practice recommendations to help improve the overall operations of COS Food Services.

Also, presented were actions that are underway or have already taken place that address the areas needing improvement. These include updated menus, uniform attire, facilities modifications, staff meetings, Blue Ribbon committee, and food handling training.

Item 3. BSSOT Grant

(Zweigle)

Dr. Zweigle reported on the status of the Basic Skills Student Outcomes and Transformation (BSSOT) Grant. This past summer the Chancellors Office shortened the length of the grant from June 30, 2019 to December 31, 2018, and there was still a significant amount of the grant to be spent. Dr. Zweigle along with Darlene Melby, Eric Rulofson, Wayne Keller, and Carly Zeller have been working on the following:

- Two new computer labs - McCloud 102 and DLC 8.
- Yreka campus - laptops.
- Supplemental Instruction Training for Faculty
- ASC Improvements
 - Rearranging area to achieve better flow
 - Interactive Greyboards
 - Study groups for athletes, which could generate apportionment
 - Graphing Calculators

Item 4. Continue Planning Day Agenda (Turk/Melby)

- A workgroup was formed by Dr. Schoonmaker to develop a draft of the vision and mission for the Institutional Master Plan. This will be used as a starting point to build the rest of the IMP on Planning Day. On planning day faculty and staff will be divided into workgroups. Each workgroup will have a main topic to develop.
- The committee discussed the best ways to tackle the topics both in content and logistically on Planning Day. This included having the same sub-topics imbedded in each main topic to guide the group discussions, establishing facilitators and scribes for each group, setting up adequate time for each group, and having an opportunity for each group to report out.
- The agenda for the day will include a continental breakfast, welcome/introduction, some time to provide guidance to the respective groups, group sessions, lunch, and then time to report out.

Item 5. Report out on College Council (Turk)

Items discussed in the last College Council Meeting:

- Student Activity Fee
- Food Service Presentation
- Reviewed Board Policies and Administrative Procedures
- Having a College Council meeting at the Yreka Campus

Item 6. Other - None

Item 7. Adjourned at 3:09 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)