

INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

Friday, December 7, 2018

1:30 p.m. to 2:30 p.m. IPB Meeting

**2:30 p.m. to 3:00 p.m. Planning Day Facilitators
Board Room**

Members

- ✓ Darlene Melby (Co-Chair)
- ✓ Jayne Turk (Co-Chair)
- ✓ Kevin Broussard
- ✓ Rhonda Brown
- ✓ Crystal Fahey
- ✓ Donna Farris (2:20 pm)
- ✓ 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) (2:15 pm)

Resources

- ✓ Kent Gross
- ✓ Dr. Nathan Rexford

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 1:36 pm

Item 1. Approval of Minutes

(Melby)

• Minutes of the November 16, 2018 Meeting

MSP (Green/Tischler)

13 Ayes 0 Noes 0 Abstain 1 Absent

Item 2. Student Short-Term Emergency Loan

(Green)

Melissa Green reported-

Student Services will be offering short-term emergency loans to students who are in need.

They can borrow up to \$200.00. This is not funded out of the general fund. Requests for loans will be made through the Student Equity office. Students will need to apply detailing what the funds are needed for, and will sign a promissory note. There will be hold placed on the students account until the loan is paid off.

Darlene Melby reported-

The Foundation will also offer grants as a last stop option for students after all other resources are exhausted. This will follow the same procedure as the emergency loan with a few differences. As a grant, the funds will not have to be paid back and the distribution of funds will follow stricter guidelines. An example would be if a student needed help paying rent, the funds would be distributed directly to the landlord rather than the student.

Item 3. Enrollment Management Committee – Report

(Green)

Melissa Green reported-

The Enrollment Management Task Force identified goals for the 18-19 school year regarding FTES, degrees and certificates, and Pell Grant recipients, California College Promise and persistence rate.

- FTES goal - 2594.85 based on the three-year rolling average.
- Degrees and Certificates – 353
- Pell Grant Recipients – 850
- Fall to Spring Persistence – 51%
- California Promise, Siskiyou Promise, Applicants to Yield – to be determined

Item 3. Enrollment Management Committee – Report (continued)

There was discussion regarding FTES and the new funding formula, trends from the past several years, and how the current FTES is compared to the goals.

Item 4. ADJ Faculty Hire

(Roberts)

Dennis Roberts reported-

In the past COS contracted with the Siskiyou County Sheriff's Office for the ADJ Academy Instructor. COS has been scaling back this contract in preparation for hiring a director/coordinator. A classified position was posted for ADJ Instructor, with only one candidate. It has been requested that the position be made a full-time 244-day faculty position instead.

Item 5. "CQIP" EMS Faculty Hire

(Roberts)

Dennis Roberts reported-

In the past COS has contracted with NCTI for EMS instruction. COS is taking this over this instruction and will fill a full-time 195-day faculty position to direct the EMS program. Darlene Melby reported that because of circumstances and the timing of things, this didn't go through the CQIP process last year and wanted to acknowledge this fact.

Item 6. Report out on College Council

(Turk)

Jayne Turk reported-

College Council has been discussing the topic of nepotism and how this affects hiring quality personnel here at COS. It has been discussed that policy language could be modified to allow more lenient hiring practices with regards to nepotism while keeping language that would address the issue of direct supervision when it involves a family member.

Item 7. Overview of Planning Day

(Melby/Turk)

Darlene Melby reported-

Darlene went over the components of the five main initiatives and ten sub points to be covered during Planning Day to help build the Institutional Master Plan. She also lined out how the workgroups would break down each main topic using the sub points. Desiree Kaae shared the results of the group survey and gave a breakdown of the numbers in each of the five main groups.

Dr. Schoonmaker reported-

Dr. Schoonmaker went over how the Vision/Mission Taskforce began the process of developing the Vision and Mission Statements.

Item 8. Other - None

Item 9. Adjournment IPB Meeting – 2:45 pm

Planning Day Facilitators Meeting – 2:45 pm to 3:15 pm

Dr. Schoonmaker, Darlene Melby, and Desiree Kaae went over what the facilitators should expect on Planning Day. In addition to the mechanics of facilitating the groups, there was discussion about the room assignments, who will scribe in each group, how to direct the groups to engage in the planning process, and what outcomes are expected from each group.

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

~~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 (Open Hearing Date, 1:30 – 3:30) 2 hrs

President (HR, PIO, Research)/Administrative Services

April 12, 2019 (Open Hearing Date, 1:30 – 4:30) 3 hrs

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)