

# INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, February 15, 2019**

**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
  - ✓ 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

## **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**

**Action (Melby)**

- **Minutes of the December 7, 2018 Meeting - Approved**

*MSP (Tischler/Roberts)*

*10 Ayes          0 Noes          0 Abstain          4 Absent*

### **Item 2. Budget Assumptions and Budget Development Timeline**

**(Melby)**

#### **Timeline for Budget Development 2019-2020 -Recommended to College Council**

*MSP (Zweigle/Tischler)*

*10 Ayes          0 Noes          0 Abstain          4 Absent*

Darlene Melby gave an overview of the 2019-20 Budget Development Timeline. This timeline covers the budget development process from start to finish and includes planning through Program Review and CQIPs, forecasting from information coming in from the State level, developing a tentative budget that is approved through the shared governance process, and adopting the final budget.

#### **Budget Development Assumptions 2019-2020-Recommended to College Council**

*MSP (Tischler/Broussard)*

*10 Ayes          0 Noes          0 Abstain          4 Absent*

Darlene went over the Budget Assumptions for 2019-20. This document details the most current information at hand utilized to develop the budget. This information covers the estimated revenues and expenses for the coming fiscal year based on historical data, current information from the State, and the current needs and priorities of the college.

### **Item 3. Enrollment Management Committee – Report**

**(Green)**

Nathan Rexford reported –

Two areas were identified: tentative targets based on student equity achievement derived from analysis of disproportionate impact across several metrics, and updated goals and targets in light of the shift in the new funding formula.

- Item 4. Institutional Master Plan – next steps (Schoonmaker)**  
Dr. Schoonmaker discussed the next steps in developing the Institutional Master Plan which was the theme of the December 2018 Planning Day. It will have a preface and five main priorities; Building Institutional Capacities, Outreach, Engagement, Success, and Next Level. The preface will consider who are we, who do we serve, as well as the vision and mission of the college. The priorities will be divided between the administrative team who will draft each section based on the information received at Planning Day. The IMP will be the overarching plan that helps drive other area strategic plans. The IMP will also reflect the Chancellor’s Vision for Success. The current goal is to have a plan drafted by the end of this month and bring it to IPB in March, with a final draft to College Council this spring.
- Item 5. IT (System Administrator Position) (Keller)**  
Tabled until next IPB meeting
- Item 6. Report out on College Council (Turk)**  
No report, the February 13<sup>th</sup> College Council meeting was cancelled due to a snow day.
- Item 7. Joint IPB/College Council Meeting for Draft Tentative Budget Approval (Melby)**  
Darlene Melby confirmed that May 15<sup>th</sup> will be the date for the joint IPB/College Council meeting to approve the draft tentative budget.
- Item 8. Other - None**
- Item 9. Adjourned at 2:37 pm**

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