



INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, March 15, 2019
1:30 p.m. to 3:00 p.m.
Board Room**

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|-----------------------------|----------------------------|--------------------------------------|
| ✓ Darlene Melby (Co-Chair) | ✓ Jayne Turk (Co-Chair) | Dr. Stephen Schoonmaker (Ex officio) |
| ✓ Kevin Broussard | ✓ Michelle Knudsen | ✓ Desiree Kaae (Minutes) |
| ✓ Rhonda Brown (phone 1:36) | Dennis Roberts | <u>Resources</u> |
| ✓ Crystal Fahey | ✓ Cheryl Rosen | ✓ Kent Gross |
| ✓ Donna Farris | ✓ Dr. Mike Tischler (1:37) | ✓ Dr. Nathan Rexford |
| ✓ Melissa Green | ✓ Alison Varty | |
| ✓ Wayne Keller | ✓ Dr. Zachary Zweigle | ✓ Dr. Doug Haugen |
| | | ✓ Theresa Richmond |
| | | ✓ Valerie Roberts |

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

Action (Melby)

- Minutes of the March 1, 2019 Meeting

MSP (Broussard/Fahey)

11 Ayes 0 Noes 0 Abstain 3 Absent

Item 2. Travel Appeals

Action

The committee voted on the following travel appeals:

MSP (Varty/Broussard) Motion to recommend first travel appeal; motion amended to include all travel appeals listed on the current agenda.

13 Ayes 0 Noes 0 Abstain 1 Absent

- Lumina Foundation – Zweigle/Freeze (Zweigle)
- Western Association of College and University Housing – Junpradub (Haugen)
- Upward Bound County Travel Grant (V. Roberts)
- DSPS – Accommodation Testing in Yreka (V. Roberts)
- Council on Education TRIO Conference – SSS and Upward Bound (V. Roberts)
- CIAC (CA Intersegmental Articulation Council) Conference for Articulation Officers (V. Roberts)
- High School SOARs – SSSP (V. Roberts)

There was discussion about when travel/mileage should be taken to IPB. Darlene Melby explained that any travel/mileage that has already been scheduled and paid for will continue forward without the appeal process, but that anything else would need to come to IPB. Dr. Tischler asked if the appeal process was a consequence of the hiring and traveling freeze and whether the hiring and travel freeze had been brought before IPB for discussion and recommendation. Darlene advised him that, yes, the appeal process was because of the hiring and travel freeze, but that it had not been brought to IPB. He then said he was perplexed that IPB was being asked to vote on issues that are a consequence of the hiring and travel freeze, but never had the opportunity to discuss or make a recommendation on the freeze. Darlene explained that the freeze was brought before the Board of Trustees and Expanded President's Cabinet.

There were further questions and discussion about specific travel/mileage circumstances and IPB's roll in approving travel appeals when the travel is paid for by an outside source. This included the following:

- travel during the course of normal duties, ie. between campuses as necessary, to/from meetings, other necessary day to day duties, nursing instructor clinicals, etc.
- mileage budgeted for class field trips that are part of the curriculum
- regular and post-season athletic travel
- travel paid for by grants/categoricals and other outside funding
- enterprise travel, ie. bookstore, lodges, food services

Dr. Tischler asked if the college president's trip to Mexico had come to IPB for transparency; Darlene advised him that the trip was already in place before the hiring and travel freeze.

The committee also discussed that travel/mileage should be voted on only if there is a fiscal impact on the general fund and any other travel could be brought forward to provide transparency.

Darlene summarized that any travel/mileage that is part of an employee's normal duties, ie. day to day duties, campus meetings, class field trips, nursing instructor clinicals, etc. would not need to be brought forward to IPB. However, for transparency all other travel/mileage paid for by both the general fund and outside of the general fund should come to IPB.

Alison Varty commented that it would be helpful to have some background about the numbers that have compelled the decision for the hiring and travel freeze. Darlene advised her that later in the meeting (Item 5) that information would be provided.

Darlene Melby requested a motion for the following:

- **Approve the committee recommendation that any travel that is grant/categorically funded, or funded from external sources be information only, with a list provided before each meeting. General Fund travel with the exception of course related field trips, regular season athletic travel, enterprise travel, and necessary travel within the course of day to day duties, requires action.**

MSP (Zweigle/Broussard)

13 Ayes 0 Noes 0 Abstain 1 Absent

Item 3. Position Appeals

All of the following positions are fully budgeted in funding year 2018-2019.

- **EOPS Position (95% EOPS, CARE & Student Equity; 5% General Fund) (V. Roberts)**

MSP (Broussard/Varty)

13 Ayes 0 Noes 0 Abstain 1 Absent

- **DSPS Position (100% DSPS) (V. Roberts)**

MSP (Zweigle/Tischler)

13 Ayes 0 Noes 0 Abstain 1 Absent

- **Director of Research and Evaluation Position (100% General Fund) (Richmond)**

MSP (Green/Zweigle)

13 Ayes 0 Noes 0 Abstain 1 Absent

- **IT - System Administrator Position (100% General Fund) (Keller)**

MSP (Broussard/Green)

13 Ayes 0 Noes 0 Abstain 1 Absent

Item 4. Enrollment Management Committee – Report (Green)

Melissa Green reported-

The committee is creating a template to include Guided Pathway Pillars, Student Equity and Achievement Plan, Vision for Success, and the Student Success Funding Formula (SCFF). This template will be a tool to collect information from areas and committees regarding the enrollment progress. Dr. Tischler asked about outreach to non-traditional students in Siskiyou County, particularly working adults. Dr. Zweigle advised that this is one element of the Lumina Foundation grant, and currently Admissions and Records is contacting past students who have left but are only a few units short of completion.

Item 5. State Revenue Shortfall (Melby)

Darlene Melby reported-

Darlene shared a brief recap of the state revenue shortfall and possible negative impact on the college's apportionment in the amount of \$985k. It was also explained this was a snap shot in time and it was anticipated that we would most likely see some state revenue recovery and we would have a better indication of any significant changes by the end of April. Four possible scenarios were shared demonstrating the vast swings in the college's apportionment revenue, ranging from a near break-even scenario to an 800k decrease for 2018-19. It was also noted that due to uncertainty with the state revenue and additional \$69m cost of the Student Center Funding Formula, these scenarios will continue to change becoming more refined as we continue to receive information from the state.

Item 6. Compensation Goals (Turk)

Jayne Turk expressed concerns about classified staff wages and the need to establish a "living wage" for permanent classified employees. She also suggested that ratios be established with regards to Faculty to Staff to Administration. She has looked at where COS salaries fall when compared to other CA Community Colleges and would like to see benchmarks set for where COS salaries rank among the other colleges. There was discussion about online courses on the Community College exchange and part-time faculty salaries and the ability to find part-time faculty to teach these courses.

Item 7. Report out on College Council (Turk)

Darlene Melby reported that at the last College Council meeting discussion items included: APs and BPs due, student email policy, and single sign-on timeline.

Item 8. Other - None

Item 9. Adjourned at 3:17 pm

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

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