



# INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, April 5, 2019  
1:30 p.m. to 3:30 p.m.  
Open Hearing  
Board Room**

## Membership

- ✓ Darlene Melby (Co-Chair)
- ✓ Kevin Broussard
- ✓ Rhonda Brown
- ✓ Crystal Fahey
- ✓ Donna Farris
- ✓ Melissa Green
- ✓ Wayne Keller
- ✓ Jayne Turk (Co-Chair)
- ✓ Michelle Knudsen
- ✓ Dennis Roberts
- ✓ Cheryl Rosen
- ✓ Dr. Mike Tischler
- ✓ Alison Varty
- ✓ Dr. Zachary Zweigle
- ✓ Dr. Stephen Schoonmaker (Ex officio)
- ✓ Desiree Kaae (Minutes)

## Resources

- ✓ Kent Gross
- ✓ Dr. Nathan Rexford (via phone)

## Additional Attendees

- ✓ Andrea Craddock
- ✓ Katie Gale
- ✓ Cindy Martel
- ✓ Nancy Miller
- ✓ Veronica Rivera
- ✓ Carie Shaffer
- ✓ Dawn Slabaugh

## *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

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### Convened at

#### Item 1. Approval of Minutes

(Melby)

- Minutes of the March 15, 2019 Meeting

*MSP (Broussard/Roberts)*

*14 Ayes            0 Noes            0 Abstain            0 Absent*

- Minutes of the March 21, 2019 Meeting

*MSP (Broussard/Brown)*

*13 Ayes            0 Noes            1 Abstain            0 Absent*

There was lengthy discussion about whether travel paid through grant/categorical funding should be brought forward as information only or whether it should be approved for recommendation to the President based on the funding requirements. This relates back to the March 15, 2019 Integrated Planning and Budget (IPB) meeting where it was approved that all travel paid for by grant/categorical funding after the March 14, 2019 hiring and travel freeze be brought forward to IPB as information only items, as this does not impact the General Fund.

Jayne Turk clarified that in that March 15<sup>th</sup> discussion it was her position that for any grant/categorical funded travel to be an information only item, the travel should be a condition of that funding. She was concerned that during this discussion her intentions were not clear. Darlene Melby explained that with many grants or categorical funds there is not a level of detail where specific travel is called out, but that funds are expended based on allowable criteria.

Jayne expressed that the Culinary Immersion Trip to India should be an action item rather than information only, because it does not seem to be a normal and ordinary part of the grant/categorical funding.

There was further discussion by the group about the intent of the hiring and travel freeze, whether a grant/categorical expenditure could be a beneficial offset to the general fund or whether unspent grant/categorical funds could potentially be forfeited. There were comments about the newly implemented travel recommendation policy, and how applying this policy to various travel funding sources may raise unanticipated questions.

Darlene commented that at the March 15<sup>th</sup> meeting, the travel appeal process decided upon by the IPB Committee was confirmed several times before it was put to a vote. Also follow-up emails were sent out to which she received no feedback. Darlene then asked if it was the committee's wish revise the appeal process again. Jayne reiterated that her intent for the appeal process was different and that it why she is asking the committee if they think the intent is different as well.

Dr. Schoonmaker suggested that in light of at least one committee member's concerns and in the interest of participatory governance there should be further discussion about the Culinary Immersion Trip.

## Item 2. Travel Appeals

### General Fund Travel Appeals

(Melby)

- **NCCCSIA Facilities & Safety Meeting – Veronica Rivera**  
*Motion to Recommend (Zweigle/Green)*  
14 Ayes            0 Noes            0 Abstain            0 Absent
- **Mazariago Mediation in Sacramento – Nancy Miller**  
*Motion to Recommend (Tischler/Roberts)*  
13 Ayes            0 Noes            1 Abstain            0 Absent
- **Travel to Yreka, CTE Brochure Photos – Dawnie Slabaugh**  
*Motion to move item to Other Travel – Information*  
*MSP (Zweigle/Tischler)*  
14 Ayes            0 Noes            0 Abstain            0 Absent

### Other Travel – Information

(Melby)

- **Culinary Immersion Trip to India – Kim Freeze**  
There was further discussion about the details and benefits of the trip, how an international trip may be perceived ("optics"), any unforeseen costs associated with the travel, and the need for more detail as to the scope and funding of the trip. Cheryl Rosen asked if the committee was now deciding to pick and choose which grant/categorical funded travel would need action, when it was already decided at the last IPB meeting that this travel would be information only. Melissa Green expressed concern that by voting to make this trip an action item, this committee may be setting an unfavorable precedent. Dr. Schoonmaker also commented that he understands the "optics" and for that reason believes further discussion is warranted. However, he stated that it is a slippery slope to second guess and micromanage what budget managers do, and that there is already oversight built into grant/categorical funding. He went on to say that he is not comfortable with Jayne's clarification of how grant/categorical funded travel should be handled. Dr. Zweigle also expressed concern about undermining Administrators' autonomy in overseeing their departments and budgets.

*Motion to bring back item to the April 12, 2019 Integrated Planning and Budget Committee meeting as an action item for recommendation to the President.*

*MSP (Tischler/Varty)*

11 Ayes            1 Noes            2 Abstain            0 Absent

- **Online Teaching Conference – Zachary Zweigle**

Dr. Zweigle gave a brief overview of this travel and how it will be funded.

- **Travel to Yreka, CTE Brochure Photos – Dawnie Slabaugh (moved from action to information only – see above)**

Dawnie Slabaugh gave a brief overview of this travel.

**Item 3. Position Appeals**

- **None**

**Item 4. Institutional Master Plan (Schoonmaker)**

Dr. Schoonmaker shared the most current draft of the Institutional Master Plan (IMP), the timeline for completing the IMP, and a diagram showing how the IMP is supported by the strategic and operational plans developed by each area of the college. He explained that this is an “active” and “dynamic” draft needing input from the campus community. He would like this to go to each of the Senates, Student Body, and College Council, and he welcomes any and all feedback. There will be a database set up to hold all of the data and working documents that have been and will be used to create the final draft. In addition, there will be a web form created to submit edits and suggestions.

**Item 5. Open Hearing – CQIPs (Melby/Schoonmaker)**

Darlene Melby gave an overview of the Open Hearing process, how the rankings will be compiled and reviewed, and how the rankings are applied to budget development. There was clarification about if and how unfunded CQIPs role over from year to year.

- **Administrative Services**

Darlene Melby presented a PowerPoint slideshow to explain the requests from Administrative Services, Bookstore, Food Services, Information Technology, and Maintenance, Operations and Transportation. Each area presented their CQIPs and budget requests.

- **President’s Office, Public Relations, Human Resources, Research & Evaluation**

Dr. Schoonmaker presented a PowerPoint slideshow to explain the requests from the President’s Office, Board of Trustees, Economic Development, International Development, Human Resources, Research and Evaluation, Public Relations Office, Foundation, and Grants. Each area presented their CQIPs and budget requests.

**Item 6. Other**

None

**Item 7. Adjourned at 3:48 pm**

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