



INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

Friday, April 19, 2019
1:30 pm to 3:30 pm
Open Hearing
Board Room

Membership

- | | | |
|-----------------------------|-------------------------|---|
| ✓ Darlene Melby (Co-Chair) | ✓ Jayne Turk (Co-Chair) | Dr. Stephen Schoonmaker (Ex officio) |
| ✓ Kevin Broussard | ✓ Michelle Knudsen | ✓ Desiree Kaae (Minutes) |
| ✓ Rhonda Brown | ✓ Dennis Roberts | <u>Resources</u> |
| Crystal Fahey | ✓ Cheryl Rosen | ✓ Kent Gross |
| ✓ Donna Farris | ✓ Dr. Mike Tischler | ✓ Dr. Nathan Rexford (Via Phone, left 1:55) |
| ✓ Melissa Green | ✓ Alison Varty | |
| ✓ Wayne Keller | ✓ Dr. Zachary Zweigle | |
| <u>Additional Attendees</u> | | |
| ✓ Dr. Carole Bogue | ✓ Dr. Doug Haugen | ✓ Regina Weston |
| ✓ Kelly Groppi | ✓ Valerie Robert | ✓ Meghan Witherell |
| ✓ Jan Harris | | |

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 1:34 pm

Item 1. Approval of Minutes

(Melby)

- Minutes of the April 12, 2019 Meeting

Attendance amended to add Dr. Carole Bogue

MSP (Kevin Broussard/Michael Tishler)

14 Ayes 0 Noes 0 Abstain 0 Absent

Item 2. Institutional Master Plan (IMP)

(Rexford)

Via phone Nathan Rexford shared that there is ample feedback coming into the public folder regarding the IMP. One common theme that has emerged is there is no unified template or voice to the document. Nathan expressed the need for standardization and reconciliation of feedback going forward to develop the IMP into a final draft. It was determined that a workgroup be formed to assist with compilation of the feedback, and Rhonda Brown and Alison Varty both volunteered.

There was a motion made to form a workgroup to assist in providing a unified voice that will reconcile the feedback and standardize the format of the Institutional Master Plan.

MSP (Michael Tishler/Cheryl Rosen)

14 Ayes 0 Noes 0 Abstain 0 Absent

Item 3. Travel Appeals

- None

Item 4. Position Appeals

(Melby)

- Executive Assistant II, Board & President

MSP (Dennis Roberts/Melissa Green)

13 Ayes 0 Noes 1 Abstain 0 Absent

Darlene Melby spoke on behalf of Dr. Schoonmaker. Darlene explained the timing for recruitment and the steps being considered to provide overlap with Sheila Grimes before she retires. She also explained that the position is an exempt, confidential position and part of ASM.

Item 5. HR Flow Chart – Steps to Open a Permanent Position (Groppi)

Kelly Groppi shared the process by which Human Resources opens a permanent position. There were questions and discussion about timing, what happens after an employee gives notice of resignation or retirement, the budget cycle and how it relates to faculty recruitment, and the mechanism used to move a position forward to Executive Cabinet and HireTouch. There was further discussion about position control and active versus vacant unfunded positions.

Item 6. Open Hearing – CQIPs, (Green)

• **Student Services and Grants & Categoricals**

Melissa Green presented a PowerPoint slideshow explaining the funding requests from the Office of Student Service. Jan Harris, Doug Haugen, Valerie, Roberts, Regina Weston, and Meghan Witherell presented CQIPs and budget requests for their areas.

Item 7. 320 Report – P2 (Gross/Melby)

Kent Gross reported –

Kent gave an overview of the 320 Report and the FTES being generated by our various programs through P2. He also gave information on what is generated by non-resident students.

Darlene Melby reported –

Darlene gave an overview of the Student Centered Funding Formula (SCFF) and what to expect based on P2 FTES apportionment and information coming from the Chancellor’s Office.

Item 8. Faculty Position Ranking – Academic Senate (Turk)

Jayne Turk shared how Academic Senate ranked the vacant Faculty positions.

Item 9. Other

Item 10. Adjournment

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