



INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, May 3, 2019
1:30 pm to 3:00 pm
Board Room**

Membership

- ✓ Darlene Melby (Co-Chair)
- ✓ Jayne Turk (Co-Chair)
- ✓ Dr. Stephen Schoonmaker (Ex officio) (1:43 pm)
- ✓ Kevin Broussard
- ✓ Michelle Knudsen
- Desiree Kaae (Minutes)
- ✓ Rhonda Brown
- ✓ Dennis Roberts
- Resources
- Crystal Fahey
- ✓ Cheryl Rosen
- Kent Gross
- ✓ Donna Farris
- ✓ Dr. Mike Tischler
- Dr. Nathan Rexford
- ✓ Melissa Green (2:02 pm)
- ✓ Alison Varty
- ✓ Wayne Keller
- ✓ Dr. Zachary Zweigle

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 19, 2019 Meeting**
MSP (Kevin Broussard/Dennis Roberts)
12 Ayes 0 Noes 0 Abstain 2 Absent

Item 2. Institutional Master Plan (IMP) (Rexford)

The IMP workgroup has made extensive progress in drafting the IMP by incorporating the feedback received. There was discussion about the timeline for the IMP to move through the committees/councils/senate before it is forwarded to the Board for a first reading in June. The workgroup is committed to providing a draft of the IMP to the IPB no later than 1:30 on Wednesday, May 8th for the May 10th meeting.

Item 3. Travel Appeals (action for this happened later in the meeting after Item 9) (Melby)

For Recommendation

- **Academy on PERB – Theresa Richmond**
Recommended to Superintendent/President
MSP (Melissa Green/Mike Tischler)
13 Ayes 0 Noes 0 Abstain 1 Absent

For Information Only – Other Funding

- **PIPS Board of Directors Meeting – Theresa Richmond**

Item 4. Position Appeals (Melby)

- None

Item 5. CQIP Rankings (Melby)

Darlene Melby thanked and commended the IPB Committee for their hard work through this process. She explained that while this process doesn't guarantee that these requests will be funded, it helps align fiscal resources with institutional needs and helps document our fiscal planning process for accreditation. After recommendation from IPB, the CQIP requests will be forwarded to College Council, who will then forward it to the Superintendent/President of the College. Then depending on the upcoming budget, the CQIP requests may be funded based on rank if there are available funds. Darlene talked about the volatility of apportionment revenue coming into Student Centered Funding Formula (SCFF). She also stressed that the goal of the administration is transparency and encouraged any group who is seeking information about our funding and budget process to please the administrative office.

Item 5. CQIP Rankings (cont.)

Darlene went over the different CQIP categories and reported that there were four adjustments made to the CQIP requests:

- 56 passenger bus for Athletics moved to Other Funding
- ACCJC Membership Increase moved to Mandatory
- International Development moved to Other Funding
- Math embedded tutors moved to Other Funding

Motion to approve the CQIP rankings and to recommend the rankings to College Council.

MSP (Mike Tischler/Zack Zweigle)

12 Ayes 0 Noes 0 Abstain 2 Absent

Item 6. Participatory Governance Committee Surveys (Melby)

Nathan Rexford gave an overview of the surveys sent out to the entire campus and to each of the six councils regarding the shared governance model. The information was disaggregated by Committee and Employee Classification. Dr. Schoonmaker went on to explain the role of President's Cabinet in participatory governance at College of the Siskiyous.

Item 7. IPB Standing Committee Annual Report (Melby)

Darlene Melby gave an overview of the Campus-Wide Standing Committee Annual Report and Evaluation and how the Participatory Governance Committee Surveys tie into the Report. She asked the committee to look at the surveys and draft Annual Report so the committee can make recommendations for major accomplishments, major obstacles, and improvements to processes and efficiency at the May 10, 2019 IPB meeting. She encouraged the committee to contact her office if anyone needs additional information.

Item 8. Student Equity and Achievement (SEA) Plan (Green)

Melissa Green gave an overview of the 2019-22 Student Equity Plan needed to receive SEA funding. This plan identifies actions to be taken to improve student success and disproportionately impacted populations based on the Chancellor's Office Management Information System (MIS).

Item 9. Enrollment Management Committee – Report (Green)

Melissa Green said that Student Services is looking for feedback from all areas identifying actions taken in non-Student Services areas that improve student enrollment. This information will be added to the Enrollment Management Plan. There was discussion amongst the committee regarding the breadth of responsibility in supporting enrollment management and the challenge in capturing all the ways the campus as a whole is supporting enrollment.

Item 10. College Council – Report (Turk)

Jayne Turk reported-

- Reviewed Certificate of Achievement that was developed based on Interstate Passport general education requirements
- Reviewed, approved, and tabled various BPs and APs
- Discussed a compensation philosophy that includes:
 - minimum salary for the lowest salary classification
 - staffing ratios for students to faculty to staff to administrators
 - salary rankings across employee groups as compared to other California Community Colleges

A committee will formed to discuss this topic further

Item 11. Other

Zack Zweigle noted that Mike Tischler was not listed on the IPB Standing Committee Annual Report.

Desiree Kaae noted the change of venue for the May 10th IPB meeting to ESTC 107 and Room 5 in Yreka.

Item 12. Adjourned at 2:35 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
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	