



INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, September 6, 2019
1:30 pm to 3:00 pm
Weed Campus Board Room
&
Yreka Campus RHSI 119**

Membership

Darlene Melby (Co-Chair)	✓ Jayne Turk (Co-Chair)	✓ Dr. Stephen Schoonmaker (Ex officio)
✓ Rhonda Brown	✓ Michelle Knudsen	✓ Desiree Kaae (Minutes)
✓ Neil Carpentier-Alting	✓ Dr. Burton Peretti	<u>Resources</u>
✓ Crystal Fahey	✓ Veronica Rivera	✓ Kent Gross
Donna Farris	Dennis Roberts	✓ Wayne Keller
✓ Maria Fernandez	✓ Cheryl Rosen	✓ Dr. Char Perlas
✓ Melissa Green	✓ Dr. Mike Tischler	✓ Dr. Nathan Rexford
Paloma Herrera-Thomas	✓ Christina Van Alfen	

Committee's Charge

The Integrated Planning and Budget Committee supports student learning by guiding the institution's short and long-term strategic plans and **assisting in the development of** ~~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 **in accordance with the participatory governance process.**

MINUTES

Convened at 1:35 pm

Item 1. Approval of Minutes (Turk)

MSP (Mike Tischler/Neil Carpentier-Alting)

9 Ayes 0 Noes 3 Abstain 4 Absent

- Minutes of the May 10, 2019 Meeting
- Minutes of the May 15, 2019 Joint Meeting with College Council
- Minutes of the August 21, 2019 Joint Meeting with College Council

Item 2. Introductions/Membership (Turk)

Motion/Second (Mike Tischler/Maria Fernandez)

MSP Motion Amended to Table until next meeting (Mike Tischler/Neil Carpentier-Alting)

12 Ayes 0 Noes 0 Abstain 4 Absent

All members present introduced themselves. There was a motion and discussion regarding whether to add the Vice President of Academic Affairs as a voting member. There was further discussion about the membership with regard to total size and equity between constituency groups; the motion was tabled until the next meeting. It was suggested the topic be taken back to each constituency group to discuss what the structure of the group should look like, keeping in mind the historical context that IPB was formed from two separate committees, Planning Committee and Budget Committee.

Item 3. Committee Charge (Turk)

MSP (Christina Van Alfen/Neil Carpentier-Alting)

12 Ayes 0 Noes 0 Abstain 4 Absent

The committee read through the current Committee Charge and approved the changes as noted above with the final language as follows:

Committee's Charge

The Integrated Planning and Budget Committee supports student learning by guiding the institution's short and long-term strategic plans and assisting in the development of responsible budgets that align resources with institutional needs. The committee accomplishes its goals through the creation, review, and recommendation of strategic plans, program reviews, and budgets. The Integrated Planning and

Budget Committee forwards its recommendations to the College Council in accordance with the participatory governance process.

Item 4. Evaluation – Committee Goals for 2019-2020 (Turk)

MSP (Neil Carpentier-Alting/Maria Fernandez)

12 Ayes 0 Noes 0 Abstain 4 Absent

The committee approved the goals to be updated as follows:

GOALS

Budget – Review and Recommend

- Budget Development Timeline
- Budget Assumptions
- Open Hearing CQIPS
- CQIP Ranking
- Budget Narrative
- Tentative Budget
- Final Budget

Support Enrollment Support Management

- Review Growth Goals
- Review FTES Generation
- Receive information from Enrollment Management Task Force

Master Plans Planning

- Develop Institutional Master Plan **Comprehensive Strategic Plan**
- Review Facilities Master Plan
- Review Technology Master Plan
- Review Technology Operational Plan
- Review Instructional & Non-Instructional Program Reviews **Manual**

Other

- **Review Cost/Revenue Analysis**
- Develop, Review, and Recommend Position Control Mapping
- Review and approve other institutional planning or fiscal documents as necessary

Support COS Institutional Goals as they are developed

- ~~Promote and support educational goal completion for all students.~~
- ~~Sustain institutional health and vitality to meet the needs of the community.~~
- ~~Evaluate institutional effectiveness for continuous improvement.~~

Item 5. Meeting Dates and Times (Turk)

It was noted that the December 20, 2019 meeting fell outside the Faculty contracted window, so was removed from the schedule.

Item 6. Data Analyst Position – Office of Institutional Research (Rexford)

Nathan Rexford gave a breakdown of the funds to be used for the Data Analyst position. 15% -20% District Funds, with remaining coming from categorical fund.

Item 7. 2019-20 Funded CQIP Requests (Turk)

Desiree Kaae let the committee know that Darlene Melby will have the spreadsheet showing the 2019-2020 Funded CQIP Requests posted to the IPB webpage in the following week.

Item 8. Enrollment Management Report (Green)
 Melissa Green reported that as of the prior week, our current FTES is 20 greater than at the same time last year.

Item 9. Report out of College Council (Turk)
 Jayne Turk reported that College Council reviewed goals and objectives. There was discussion about incorporating continuous quality improvement (CQI) with the Accreditation Standards Committee for the midterm report.

Item 10. Other - None

Item 11. Adjourned at 3:00 pm

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

August 21, 2019	January 31, 2020	May 1, 2020
Joint Meeting w/College Council	February 21, 2020	May 8, 2020 (Tentative)
September 6, 2019	March 6, 2020	May 15, 2020 (Tentative)
September 20, 2019	March 20, 2020	Joint Meeting w/College Council
October 4, 2019	April 3, 2020 (Open Hearing, 1:30 – 3:30) 2 hrs	
October 18, 2019	President (HR, PIO, Research)/Administrative Services	
November 1, 2019	April 10, 2020 (Open Hearing, 1:30 – 4:30) 3 hrs	
November 15, 2019	Instruction w/Grants & Categoricals	
December 6, 2019	April 17, 2020 (Open Hearing, 1:30 -3:30) 2 hrs	
December 20, 2019 after end of semester	Student Services w/Grants & Categoricals	

IPB Committee Information can be found at: <http://www.siskiyous.edu/committees/planningbudget>