



INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, December 6, 2019
1:30 pm to 3:00 pm
Weed Campus Board Room
&
Yreka Campus Room 8**

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 | Christina Van Alfen recorded minutes |
| ✓ Crystal Fahey (Zoom) | ✓ Veronica Rivera | Resources |
| Donna Farris | ✓ Dennis Roberts | ✓ Kent Gross |
| ✓ Maria Fernandez | ✓ Cheryl Rosen | Wayne Keller |
| ✓ 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 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.

MINUTES

Convened at 1:35 pm

Item 1. Approval of Minutes

(Melby)

- Minutes of the November 15, 2019 Meeting

MSP (Mike Tischler/Veronica Rivera)

13 Ayes 0 Noes 0 Abstain 3 Absent

Item approved contingent upon requested revision as follows.

- Mike Tischler requested that the November 15, 2019 minutes under Item 9, after the Neil Carpentier-Alting's Addam's Family announcement, be revised to reflect that Neil Carpentier-Alting had "asked a question about the college's direction or priorities."
- Desiree Kaae reviewed the notes and recording of the meeting for Item 9, and there were no comments before or after Neil's Addam's Family announcement prior to adjournment of the meeting. There were, however, comments of this nature under Item 4, Faculty Prioritization Process, from many people including Neil Carpentier-Alting, and the discussion was summarized as follows in the November 15, 2019 minutes.

Item 4. Faculty Prioritization Process

There was discussion regarding the hiring timeline for faculty, the prioritization strategy for open positions, and how this will fit into the budget timeline, program review, and CQIP process.

Item 2. Personnel Information

Darlene Melby stated that all positions are currently budgeted positions.

- Director of Nursing**
Char Perlas gave an overview of the position, that it will be filled with a start date of July 1, 2020, and that it is an administrative position.
- Assistant Director of Housing**
Doug Haugen gave an overview of the position and the role of this position in maintaining campus safety. Melissa Green added that there is a potential interim candidate to put in place until the position can be filled.
- Director, Financial Aid**
Melissa Green gave an overview of the position, that it is expected to be filled in February, and that the position is mandated by the Department of Education. Darlene Melby added that this position is paid for out of the general fund as a "maintenance of effort" toward BFAP categorical funds.
- DSPS Director/Counselor**
Valerie Roberts gave an overview of the position, that the position is mandated, and that it fulfills "maintenance of effort" for DSPS.
- Athletic Director**
Dr. Schoonmaker gave an overview of the position and that it will be filled with a start date of July 1, 2020. He went on to say that there was consideration about whether this position could be faculty, but after weighing all factors it will be flown as a director position. This position will be posted mid-February or sooner if there are any internal candidates.

There was additional discussion about the different pay scales for the director positions, how director positions, while having the shared title of "Director," may have different levels of responsibility and duties, and that some "Director" positions are actually dean-level positions.

- Item 3. Purchase of two 12-passenger vans (Approved CQIP) (Melby)**
Darlene Melby stated that facilities is looking at purchasing two vans to help alleviate the competing transportation needs of the college's athletic and instructional programs. The fleet is aging and the purchase will be funded out of the "vehicle replacement fund." There was discussion about what is most cost effective, a larger 24-passenger van or 12-passenger vans, as well as licensing requirements, the cost of training drivers for larger vehicles, and liability.
- Item 4. 2020 Midterm Report (Perlas)**
MSP (Melissa Green/Burt Peretti)
12 Ayes 1 Noes 0 Abstain 3 Absent
Char Perlas gave an overview of the 2020 Midterm Report. This report (template provided by the ACCJC) is complete and all requirements are fulfilled. This is posted on the COS Accreditation Website. She has presented the report at the various governance committees and will take this to the Board of Trustees in January. The report shows the progress the college has made since the last report in 2016.
- Item 5. Guided Pathways: Scale of Adoption Self-Assessment (Perlas)**
MSP (Maria Fernandez/Dennis Roberts)
13 Ayes 0 Noes 0 Abstain 3 Absent
Char Perlas shared that Guided Pathways: Scale of Adoption Self-Assessment is due to the Chancellor's office March 1, 2020. She gave an overview of what will need to be done to complete the assessment and that there has been great progress made already. There were several revisions suggested. This will be taken to the Board of trustees in January.
- Item 6. Faculty Prioritization (Turk/Perlas)**
Jayne Turk shared that at this time faculty is declining to provide a prioritized list of positions, and faculty believe that all positions are equally important and valuable. Also, faculty trust that the deans and administrators will make wise and judicious decisions in hiring faculty positions and provide rationale supporting their decisions before the hiring process begins. There was discussion about prioritizing positions and whether the positions are mandatory, new, or replacements and administration providing vision, clear evidence, and an intentional process to determine which positions will be hired and how.
- Item 7. Injury and Illness Prevention Plan (IIPP) (Rivera)**
MSP (Melissa Green/Veronica Rivera)
13 Ayes 0 Noes 0 Abstain 3 Absent
Veronica Rivera reviewed revisions to the Injury and Illness Prevention Plan (IIPP) including State mandated sexual harassment training for staff every two years.
- Item 8. Pack-It-In/Pack-It-Out Initiative (Rivera)**
Darlene explained that this initiative was introduced by Jayne Turk and was first piloted last spring. Veronica Rivera explained that the trash cans will be removed from classrooms and that students will need to pack out anything brought into classrooms and deposit any trash and recyclables in a central location in building hallways. There was discussion about providing staff with a central location to deposit trash, as well as discussion about the difficulty of recycling in Siskiyou County.
- Item 9. Enrollment Management Report (Green)**
Melissa Green, Nathan Rexford, and Char Perlas shared that the committee met in groups to discuss the Enrollment Management Plan, with completion targeted for February 27, 2020. There was discussion about recruitment and how best to market the college to promote enrollment.
- Item 10. Report out - College Council (Schoonmaker)**
Dr. Schoonmaker shared that the IIPP was reviewed, there was discussion about cost containment, and the biggest accomplishment for the group was the substantive review and revision of twenty board policies and administrative procedures.

Item 11. Other - None

Item 12. Adjourned at 3:01 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 (<i>in lieu of Feb 7th holiday</i>)	May 1, 2020
Joint Meeting w/College Council	February 21, 2020	May 8, 2020 (Tentative)
September 6, 2019	March 6, 2020	May 13, 2020 (Tentative)
September 20, 2019	March 20, 2020	Joint Meeting w/College Council
October 4, 2019 Cancelled	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	
	Student Services w/Grants & Categoricals	

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