



# INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, January 31, 2020**  
**1:30 pm to 3:00 pm**  
**Weed Campus Board Room**  
**&**  
**Yreka Campus Room 8**

## Membership

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|--|--|--|
| ✓ Darlene Melby (Co-Chair)<br>Rhonda Brown | ✓ Jayne Turk (Co-Chair)<br>Paloma Herrera-Thomas | ✓ Dr. Stephen Schoonmaker (Ex officio)<br>✓ Desiree Kaae (Minutes) |
| ✓ Neil Carpentier-Alting                   | ✓ Dr. Burton Peretti                             |  |
| ✓ Crystal Fahey                            | ✓ Veronica Rivera                                | <u>Resources</u>   |
| ✓ Donna Farris                             | ✓ Dennis Roberts                                 | ✓ Matt Donaldson   |
| ✓ Maria Fernandez                          | ✓ Cheryl Rosen                                   | ✓ Kent Gross   |
| ✓ Melissa Green                            | ✓ Dr. Mike Tischler                              | ✓ Dr. Nathan Rexford   |
| ✓ Jenny Heath                              | ✓ 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 1:40 pm

**Item 1. Approval of Minutes (Melby)**

- Minutes of the December 6, 2019 Meeting  
MSP (Melissa Green/Neil Carpentier-Alting)  
13 Ayes      0 Noes      0 Abstain      3 Absent

**Item 2. Introductions (Melby)**

Darlene Melby introduced Matt Donaldson, the new Director of IT. He briefly shared his background.

**Item 3. Personnel Information  
Physics/Math/Astronomy Faculty Position (Perlas)**

Char Perlas gave an overview of the Physics/Math/Astronomy Faculty position. This position will start in the next fiscal year. There were questions and discussion about how best to fill the position given that the job covers three distinct subject areas.

**Item 4. Change February 21<sup>st</sup> IPB meeting date to February 14<sup>th</sup> (Melby)**

Darlene Melby let the committee know that the February 21<sup>st</sup> meeting is changed to February 14<sup>th</sup>. The recent meeting date adjustments are due the February 7<sup>th</sup> holiday.

**Item 5. Update – Governor's Proposed Budget, 2020-21 (Melby)**

- Darlene Melby attended the Governor's Budget Workshop in January and updated the committee on the Governor's 2020-21 proposed budget:
- The 2018-19 Student Centered Funding Formula (SCFF) revenue shortfall will be covered.
  - The 2020-21 COLA is dropping from 3.0% to 2.29%.
  - There is significant declining enrollment across the state.
  - The Governor is putting forth an initiative to provide resources to students to reduce food/lodging insecurities and address student cost of attendance.
  - The SCFF model will remain the unchanged for 2020-21.
  - COS will remain at "hold-harmless" for 2020-21, and there is discussion at the state level about how to transition districts out of "hold-harmless" in the outyears.
  - The COS Theatre Project is on the State capital projects list to be funded. There will be a phone meeting with the Chancellor's office sometime in the next two weeks to discuss the 20% match the State is asking for and whether COS would qualify for a "hardship" waiver.
  - The State has identified the need to boost Deferred Maintenance dollars to address aging facilities and provide a base allocation to each district.
  - The new online CA Community College, CalBright, is undergoing a leadership reorganization.
  - The State of CA has a strong economy with a forecast for possible recession somewhere between spring 2021 and 2023.

**Item 6. CQIP Ranking and Prioritization Process (this item was heard after item 8) (Melby)**

There was discussion about the CQIP Ranking method. Suggestions included adding a "0" to represent rejection of an item, but not include this in the ranking average. The point system would be 0, 1, 3, 5. Other suggestions included ranking all requests against each other as well as by category. Also, there was the suggestion to establish criteria or justification to delineate what items should be deemed "mandatory."

**Item 7. Bid Threshold (Rivera)**

Veronica Rivera shared that the bid threshold has been increased from \$92,600 to \$95,200.

**Item 8. 2020-21 Budget Timeline (Melby)**

*MSP (Mike Tischler/Neil Carpentier-Alting)*

*13 Ayes          0 Noes          0 Abstain          3 Absent*

The Budget Development Timeline was approved with minor corrections to dates.

Darlene Melby gave an overview of the 2020-21 Budget Development Timeline. She pointed out the changes to the timeline in response to requests from IPB.

- 2020-21 Tentative Budget will be sent out by May 8<sup>th</sup> to give IPB and College Council (CC) more time to review the budget before the joint IPB/CC meeting on May 13<sup>th</sup>.
- 2020-21 Draft Final Budget will be sent out to IPB and College Council on August 14<sup>th</sup> for preview. There will be a joint IPB/CC on August 20<sup>th</sup> to review the 2020-21 Draft Final Budget with an additional joint meeting on August 28<sup>th</sup> for final review and approval of the budget by IPB/CC.
- The final draft will then go to the Board on September 8<sup>th</sup>.

There is a possibility that the Board may review the Draft Final Budget at the September 8<sup>th</sup> meeting, and then approve the budget at a special board meeting on September 14<sup>th</sup>. The Final Budget is due to the State by September 15<sup>th</sup>.

There was discussion about the timeline for hiring faculty for the next fiscal year and how this fits with the Program Review cycle, CQIP process, and the budget development timeline. Dr. Schoonmaker stressed that constituents on IPB will need to take this information back to their respective senates so that when the Tentative and Final Budgets are presented, the review and approval process is transparent and inclusive.

**Item 9. 2019-20 320 P1 FTES Report (Gross)**

Kent Gross gave an overview of the 2019-20 320 P1 FTES Report and a comparison with the two prior fiscal years.

**Item 10. 2020-21 Non-Resident Tuition Fee (Gross)**

Kent Gross gave an overview of how the Non-Resident Tuition Fee is calculated and what our options are to establish the 2020-21 rates. It was the committee's consensus to use the lowest rate available of \$280.00.

**Item 11. Enrollment Management Report (Green/Perlas)**

Char Perlas shared that the draft Strategic Enrollment Plan is on the Enrollment Management webpage for review.

**Item 12. Report out - College Council (Turk)**

The last College Council meeting was cancelled due to lack of quorum.

**Item 13. Other**

**Item 14. Adjourned at 3:02 pm**

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

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<del>August 21, 2019</del>	January 31, 2020 ( <i>in lieu of Feb 7<sup>th</sup> holiday</i> )	May 1, 2020
<del>Joint Meeting w/College Council</del>	February 21, 2020	May 8, 2020 (Tentative)
<del>September 6, 2019</del>	March 6, 2020	May 13, 2020 (Tentative)
<del>September 20, 2019</del>	March 20, 2020	<b>Joint Meeting w/College Council</b>
<del>October 4, 2019</del> <i>Cancelled</i>	April 3, 2020 ( <b>Open Hearing, 1:30 – 3:30</b> ) <b>2 hrs</b>	
<del>October 18, 2019</del>	President (HR, PIO, Research)/Administrative Services	
<del>November 1, 2019</del>	April 10, 2020 ( <b>Open Hearing, 1:30 – 4:30</b> ) <b>3 hrs</b>	
<del>November 15, 2019</del>	Instruction w/Grants & Categoricals	
<del>December 6, 2019</del>	April 17, 2020 ( <b>Open Hearing, 1:30 -3:30</b> ) <b>2 hrs</b>	
	Student Services w/Grants & Categoricals	

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