



# INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, February 14, 2020  
1:30 pm to 3:00 pm**

**Weed Campus Board Room  
&  
Yreka Campus Rm 8 (Zoom)**

## Membership

- |  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| ✓ Darlene Melby (Co-Chair)             | ✓ Jayne Turk (Co-Chair)             | Dr. Stephen Schoonmaker (Ex officio) |
| ✓ Rhonda Brown                         | Paloma Herrera-Thomas               | ✓ Desiree Kaae (Minutes)             |
| ✓ Neil Carpentier-Alting (left 3:00pm) | ✓ Dr. Burton Peretti                |                                      |
| ✓ Crystal Fahey                        | ✓ Veronica Rivera                   | <b>Resources</b>                     |
| Donna Farris                           | ✓ Dennis Roberts                    | ✓ Matt Donaldson                     |
| ✓ Maria Fernandez                      | ✓ Cheryl Rosen                      | ✓ Kent Gross                         |
| ✓ Melissa Green                        | ✓ Dr. Mike Tischler                 | ✓ Dr. Nathan Rexford                 |
| ✓ Jenny Heath (in at 1:42pm)           | ✓ Christina Van Alfen (left 3:00pm) |                                      |

## 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 1:38 pm

- Item 1. Approval of Minutes (Melby)**
- **Minutes of the January 31, 2020 Meeting**  
MSP (Melissa Green/Cheryl Rosen)  
13 Ayes                      0 Noes                      0 Abstain                      3 Absent
- Item 2. Personnel Information**
- **Instructional Support Specialist II – Nursing Simulation Lab (Brownell)**  
Cora Brownell gave an overview of the Instructional Support Specialist II – Nursing Simulation Lab position. This is a currently budgeted position. She said this position will need to be filled as soon as possible as these duties are essential to the program.
  - **Program Coordinator, Nursing (Brownell)**  
Cora Brownell gave an overview of the Nursing Program Coordinator position. This is a currently budgeted position. She said this position provides support for all aspects of the program including student, staff and office support. The position will be vacant as of the end of March.
  - **Food Services Supervisor (Melby)**  
Darlene Melby gave an overview of the Food Service Supervisor position. This is a currently budgeted position. She described the position as a working supervisor who occasionally needs to step in to perform cooking duties. The current supervisor will stay until the position is filled.
  - **Food Services Assistant, Full-time (2 Positions) (Melby)**  
Darlene Melby gave an overview of the Food Services Assistant positions. These are currently budgeted positions. One is currently vacant and another will be vacant in the next couple of weeks. There was discussion regarding the Campus Dining report from spring 2018.
  - **Business Faculty (Peretti)**  
Burt Peretti gave an overview of the Business Faculty position in Mark Klever's absence. This is a currently budgeted position. This position is essential for the continuation of the COS Business Program.
- Item 3. CQIP Request – Off Cycle (Green)**
- **Stage/Risers for Commencement**  
Motion/Second (Burt Peretti/Jayne Turk)  
Motion Amended to table until next meeting (Maria Fernandez/Burt Peretti)  
14 Ayes                      0 Noes                      0 Abstain                      2 Absent

**CQIP Request – Off Cycle (cont.)**

• **Stage/Risers for Commencement**

Melissa Green described the issues with borrowing risers from other surrounding school districts, and the safety factor of these borrowed risers or not using risers. Janice Gonzalez went on to explain the amount of time and effort needed to use borrowed risers is almost prohibitive.

The proposal for new risers includes manufacturing them in-house and would require about a week to complete by COS Maintenance staff. There was discussion about which venue is most viable for graduation, safety, and storage and maintenance of the stage. There was also discussion about the expense coming out of the general fund considering the projected budget gap, and alternative funding opportunities.

**Item 4. 2020-21 Budget Assumptions (Melby)**

*MSP (Neil Carpentier-Alting/Dennis Roberts)*

7 Ayes                      3 Noes                      2 Abstain                      4 Absent (Vote at 3:05 pm)

Darlene Melby gave an overview of the 2020-21 Budget Assumptions and went through each section of the assumptions. There was discussion by the committee regarding the Board's goal for a 5% increase in FTES, the mandated 5% reserve, the Board's goal for a 12% reserve, and \$1.7 M budget gap for 2020-21. It was suggested by Maria Fernandez that the paragraph regarding the District's commitment to employees be stricken. Mike Tischler asked why there is a \$1.7 M gap. Darlene Melby stated that the starting point for the 2020-21 budget is relative to the current budget, meaning that if the college were to fully fund the 2020-21 budget with all the expenses and positions we currently have in relation to projected revenues, there is a \$1.7 M gap. At this point the savings from retirements have not yet been considered because employees have until February 18<sup>th</sup> to commit. This gap also includes the 2.29% projected COLA, STRS and PERS increases, and step and column increases.

**Item 5. Facilities Master Plan Update (Rivera)**  
Tabled until next meeting

**Item 6. IT Project Management/Analysis Process (Donaldson)**  
Tabled until next meeting

**Item 7. Enrollment Management Report (Green)**  
Tabled until next meeting

**Item 8. Report out - College Council (Turk)**  
No report due to lack of quorum at the last two meetings.

**Item 9. Other - None**

**Item 10. Adjourned at 3:08 pm**

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

<del>August 21, 2019</del>	<del>January 31, 2020 (in lieu of Feb 7<sup>th</sup> holiday)</del>	May 1, 2020
<del>Joint Meeting w/College Council</del>	February 14, 2020 (changed from Feb 20 <sup>th</sup> )	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 Cancelled</del>	April 3, 2020 ( <b>Open Hearing, 1:30 – 3:30</b> ) 2 hrs	
<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> ) 3 hrs	
<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> ) 2 hrs	
	Student Services w/Grants & Categoricals	