



INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, April 3, 2020
1:30 pm to 3:00 pm
Via Zoom at
Remote Work
Stations**

Membership

✓ Darlene Melby (Co-Chair)	✓ Jayne Turk (Co-Chair)	Dr. Stephen Schoonmaker (Ex officio)
✓ Rhonda Brown	✓ Jenny Heath	Desiree Kaae (Minutes)
✓ Neil Carpentier-Alting	✓ Paloma Herrera-Thomas	
Crystal Fahey	✓ Veronica Rivera	Resources
✓ Donna Farris	✓ Dennis Roberts	Matt Donaldson
✓ Maria Fernandez	✓ Dr. Mike Tischler	Kent Gross
✓ Melissa Green	✓ Christina Van Alfen	Dr. Nathan Rexford

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

Item 1. Approval of Minutes (Melby)

- Minutes of the February 14, 2020 Meeting

MSP (Christina Van Alfen/Dennis Roberts)

12 Ayes 0 Noes 1 Abstain 1 Absent

- Minutes of the March 6, 2020 Meeting

A motion and second was made by Neil Carpentier-Alting and Maria Fernandez respectively. After discussion there was **a motion and second to table** this until clarification is made on approving minutes of a meeting that had no quorum.

MST (Darlene Melby/Jayne Turk)

13 Ayes 0 Noes 0 Abstain 1 Absent

- Results of the March 20, 2020 Vote

- 2020-21 Room/Meal Rates

- Servitas Housing Study

Motion to approve the March 20, 2020 Minutes with the amendment to bring the Servitas Housing Study back to IPB at a later date.

MSP (Neil Carpentier/Melissa Green)

11 Ayes 1 Noes 1 Abstain 1 Absent

Item 2. Personnel Information

- [None]

Item 3. IT Project Management/Analysis Process (Donaldson)

Matt Donaldson presented a project management solution that would be used to manage our numerous tech projects and provide reporting on the status of each project. This is a cloud-based solution called Mondays.com. It works as a monthly subscription and can be canceled at any time. The proposed purchase is for 15 licenses to be used by project managers. Anyone else could have access on a read only basis to see the project status. The cost is \$3000 per year and will be brought through the CQIP process. This management solution will increase productivity by streamlining project implementation. The Technical Advisory Committee is working on the how technology projects can be evaluated and prioritized, and create processes to centralize and unify efforts around campus for better efficiency.

Item 4. Area Organization Charts by Function (VPs and President)

A motion and second was made to approve the Org Charts by Dennis Roberts and Neil Carpentier-Altling respectively. **The motion was amended table** until questions can be addressed.

MSP (Mike Tishler/Jayne Turk)

13 Ayes 0 Noes 0 Abstain 1 Absent

Dr. Schoonmaker presented the Organization Chart for the President's Office. He explained that the Eagle's Nest will be moved under an independent Enterprise Foundation and will no longer be funded by the College Foundation.

Dr. Perlas presented the Organization Chart for the Office of Academic Affairs. She explained that that cost savings come from delaying hiring for some positions, not replacing some of the retiree positions, and restructuring the dean position to the Dean of Liberal Arts and Student Success. There were questions regarding some of the positions and the delay in hiring. Donna Farris expressed concern with filling classified positions with short-term employees. Jayne Turk expressed concern that a part-time VC (video-conferencing) position might not meet the demands of distance learning at the Yreka campus.

Melissa Green presented the Organization Chart for Student Services. She explained that there will be a reorganization that supports the Student Equity and Achievement Plan and will focus on Base Camp as wrap-around services to support students from enrollment through graduation. There was discussion about the role of counselors and advisors in integrating services to support all populations of students. There were questions about the Org Chart structure and to whom the counselors report. There was a request to change the chart to better reflect the structure as per the SEA Plan.

Darlene Melby presented the Organization Chart for Administrative Services. Darlene explained the cost savings in each department reflected in the chart. It was asked if the Food Service Supervisor position going to be filled. Darlene affirmed that it was.

There was further discussion about the what makes up the cost savings in the Org Charts. It was stated that Student Services salaries will be supported more by SEA funds instead of the general fund. The SEA Plan details how the funds will be spent in the restructuring of the area. There was a request to see more detail for what constitutes the savings to the general fund. Darlene Melby explained that the goal is to use grants and categoricals before the general fund, and that the department restructuring will better utilize the SEA funds, while providing savings to our general fund. This has been fully vetted to make sure that there will not be an issue of supplanting. Donna Farris expressed concern for classified staff and how this restructuring will affect classified work and job descriptions.

Item 5. Upcoming Open Hearings (Melby)

MSP (Jayne Turk/Jenny Heath)

13 Ayes 0 Noes 0 Abstain 1 Absent

There was discussion about the best day and time to reschedule the Open Hearing for the President's Office and Administrative Services that had been scheduled for Friday, April 3rd. It was decided to have the meeting on Tuesday, April 14th at 2:00 pm.

Item 6. Report out - College Council (Turk)

Jayne Turk shared that the last College Council meeting was brief and that there was discussion about the approval process for BPs and APs going forward.

Item 7. Other - None

Item 8. Adjourned at 2:37 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 (in lieu of Feb 7th holiday)	April 17, 2020 (Open Hearing, 1:30 - 3:30) 2 hrs
Joint Meeting w/College Council	February 14, 2020 (changed from Feb 20th)	Student Services w/Grants & Categoricals
September 6, 2019	March 6, 2020 (no quorum)	May 1, 2020
September 20, 2019	March 20, 2020 (cancelled)	May 8, 2020 (Tentative)
October 4, 2019 Cancelled	April 3, 2020	May 13, 2020 (Tentative)
October 18, 2019	April 10, 2020 (Open Hearing, 1:30 – 4:30) 3 hrs	Joint Meeting w/College Council
November 1, 2019	Instruction w/Grants & Categoricals	
November 15, 2019	April ??, 2020 (Open Hearing, 1:30 – 3:30) 2 hrs	
December 6, 2019	President (HR, PIO, IR, Athletics)/Admin Services	

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