



# INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, May 1, 2020**  
**1:30 pm to 3:00 pm**  
**Via Zoom**

<https://cccconfer.zoom.us/j/93001778135>

## 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   | ✓ Cyndi Leonard                 |                                      |
| ✓ Crystal Fahey            | ✓ Veronica Rivera               | <b>Resources</b>                     |
| ✓ Donna Farris             | ✓ Dennis Roberts (left at 1:55) | ✓ Matt Donaldson                     |
| ✓ Maria Fernandez          | ✓ Valerie Roberts               | ✓ 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

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

- **Minutes of the April 17, 2020 Meeting**  
MSP (Maria Fernandez/Cynthia Leonard)  
14 Ayes            0 Noes            1 Abstain            1 Absent

### Item 2. **CARES Act Update** (Green/Keim)

Thomas Keim gave an overview of the of the college's eligibility for CARES Act grant funding. At this time, it is estimated that the college will receive \$785,000 of which a range of \$390,000 up to \$630,000 would go directly to students, depending on whether they have directly incurred expenses due to the interruption of classes during the COVID-19 pandemic and are Title IV eligible. This would not include undocumented or international students, or students not meeting satisfactory academic performance as of the beginning of the term. It was confirmed that a minimum 50% of the grant funds must go to students. Mike Tischler asked about how the shared governance bodies would be providing input as the distribution of these funds. Darlene Melby commented, regarding the first 50% allocation, the Department of Education is still revising the guidelines and Student Services is working on a draft strategic plan based on those guidelines. There was discussion regarding student's withdrawal status and how that affects eligibility. Jayne Turk asked when the funds would be distributed to students. Thomas Keim responded that we're still in the application process and that institutional funds cannot be received until we've received student funding. There was further discussion about the eligibility of FIELD students. Darlene explained that this is still being determined. Jayne Turk asked that an ad hoc group be formed representing the shared governance bodies in order bring together all perspectives to help guide the reins of distribution. It was mentioned that Student Services is the constituent group developing the CARES Act draft strategic plan to move forward for recommendation. There was discussion regarding why a FAFSA must be completed to receive the grant funds, the criteria that makes a student eligible under FAFSA, and that EFC is not one of the determining factors for CARES Act grant eligibility.

### Item 3. **Personnel Information** (Donaldson)

- **Information Systems Technician I**  
Matt Donaldson gave an overview of the Information Systems Technician I position. He explained that the Administrative Services II position is being eliminated and that Tech II position will be re-categorized as a Tech 1 position. This will result in an overall net savings.

- **Human Resources Analyst III (2 positions)** **(Richmond)**  
Theresa Richmond gave an overview of the two HR Analyst III positions and the changes being made to HR for the coming year. HR is will under Administrative Services as of July 1, 2020; the VP of Administrative Services and Executive Assistant I will be moving over to HR. The HR Administrative Assistant III and an HR Manager position will be eliminated, and the open HR Analyst II will be replaced with an Analyst III at a later time.

There were further comments from Jayne Turk, Mike Tischler, and Maria Fernandez regarding the restructuring of Human Resources, Instruction and Student Services, and that IPB was not consulted in these plans. Jayne Turk went on to state that she thought this was violation of shared governance.

**Item 4. National Student Clearinghouse Electronic Transcripts** **(Witherell)**

*MSP (Maria Fernandez/Neil Carpentier-Alting)*

*14 Ayes                      0 Noes                      0 Abstain                      2 Absent*

Meghan Witherell presented a proposal to move to electronic transcripts through the National Student Clearinghouse in order to provide students more options to request official transcripts. There was discussion about cost, unofficial transcripts, and the best way for students to access this information. There was further discussion regarding data on students after they have left COS.

**Item 5. CQIP Rankings** **(Melby)**

*MSP (Neil Carpentier-Alting/Veronica Rivera)*

*13 Ayes                      1 Noes                      0 Abstain                      2 Absent*

Desiree Kaae gave a brief overview of how the rankings are displayed and the differences in ranking depending on whether or not any “zero” rankings are included in the average calculation. Darlene Melby went on to explain that this ranking sheet is kept and if any funding becomes available some of these requests can be fulfilled. Also, the type of funding may be a factor in deciding what gets funded. There was discussion regarding the “zero” ranking and including it the average score in contrast to not including the “zero” in the average coupled with the distinct number of zeros. Both scores will be included in the approved document. Jayne Turk expressed concern over items that were not funded in the past now being funded out of “other funding.” Mike Tischler also commented that he would like to see consideration for ongoing costs and a cost/revenue analysis done for new funding requests, and that he believes that the budgeting process is not working, because every year we start with a deficit.

**Item 6. Upcoming IPB Meetings** **(Melby)**

After some discussion by the committee, there was a consensus that the committee would meet next on Wednesday, May 13 for the joint meeting with College Council, and that the May 8 tentative meeting was not necessary.

**Item 7. Governor’s 2020-21 May Revise** **(Melby)**

Darlene Melby reported that the Governor has decided to go ahead and do a May revise of the 20-21 State budget, after it had been announced that there wouldn’t be one, and there will likely be another revise in August. Also, Darlene stressed that the State economic outlook is changing quickly and continuously on the heels of the pandemic, and that the proposed tentative budget being brought forward at the joint meeting with College Council represents a snapshot in time. There were concerns expressed by Maria Fernandez and Mike Tischler about whether we should be following our regular CQIP and budgeting process when the State budget is so up in the air. Darlene stressed the importance of going through the CQIP process for recognizing the needs of the campus and for accreditation. Jayne Turk reiterated the need for cost/revenue analysis.

**Item 8. Integrated Planning and Budget – Annual Report and Evaluation (Melby)**

There was discussion about major accomplishments and obstacles as well as recommendations for improving processes and efficiencies. These are detailed in the Annual Report and Evaluation. There was also discussion between Jayne Turk, Mike Tischler and Maria Fernandez regarding the reorganization of areas and the impact this may have going forward. They also had further discussion about the need for more strategic planning on the committee, and when necessary have a more vibrant interim hiring process when positions become vacant. Additionally, there was discussion regarding Program Review, as well as having a PR team come in the fall to help assess our program review process. There was also further discussion about the ranking process.

**Item 9. College Council Update (Turk)**

Jayne Turk reported that College Council had a very short meeting and looked at minor changes to BPs and APs.

**Item 10. Other**

**Item 11. Adjourned at 3:29 pm**

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

August 21, 2019 Joint Meeting w/College Council	January 31, 2020 (in lieu of Feb 7 <sup>th</sup> holiday)	April 17, 2020 ( <del>Open Hearing, 1:30 – 3:30</del> ) 2 hrs
September 6, 2019	February 14, 2020 (changed from Feb 20 <sup>th</sup> )	Student Services w/Grants & Categoricals
September 20, 2019	March 6, 2020 (no quorum)	May 1, 2020
October 4, 2019 Cancelled	March 20, 2020 (cancelled)	May 8, 2020 (tentative) (cancelled)
October 18, 2019	April 3, 2020	May 13, 2020
November 1, 2019	April 10, 2020 ( <del>Open Hearing, 1:30 – 4:30</del> ) 3 hrs	Joint Meeting w/College Council
November 15, 2019	Instruction w/Grants & Categoricals	
December 6, 2019	April 14, 2020 ( <del>Open Hearing, 1:30 – 3:30</del> ) 2 hrs	
	President (HR, PIO, IR, Athletics)/Admin Services	

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