

College of the Siskiyous  
**Integrated Planning & Budget Committee**  
**Annual Report – 2025-2026**

**Committee Information**

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**Committee Members**

Melissa Ericsson (Co-Chair), Dr. Michael Tischler (Co-Chair), Patrick Walton, Veronica Coots, Dr. Jeremiah Sims, Valerie Roberts, Sherice Bellamy, Emaly Brann, Chris Delcour, Kirk Thomsen, Thad Wallace, Veronica Rivera, Beverly Muelrath, Crystal Fahey, Lynnette Wilcox, Karen Chandler

**Committee Charge (Summary)**

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.

**Meeting Information**

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Mtg Date	# Members Present	Date Agenda Sent	Date Minutes Posted	Please list the tasks that the Committee will be working on as a result of the meeting.
8/27/25	15	8/25/25	11/7/25	Joint meeting with College Council to hear the Proposed Final Budget for FY 2025-26.  Set meeting times and dates for the Academic Year.
9/5/25	15	9/4/25	11/7/25	Heard justification for two positions being created/hired. Heard one RAR request that was a mandatory expense.  Reviewed committee structure, charge & goals, the role of representatives, and introduced new members.
9/19/25				Meeting canceled for lack of agenda items.
10/3/25	13	10/2/26	11/7/25	Heard presentation on Technology Services Department Restructure. Presented results of AY24-25 Committee Self-Evaluation Report. Heard reports from standing committees (SEM, Fiscal Update, College Council, Classified Senate).
10/17/26				Meeting canceled due to faculty being off-contract.
11/7/25	11	11/5/26	12/5/25	Heard presentation on the 2025-2028 Student Equity Plan. Heard reports from standing committees (SEM, Fiscal Update, College Council, Classified Senate).
11/21/26				Meeting canceled for lack of agenda items.

12/5/25	11	12/3/26	2/20/26	Reviewed the 2026 Injury Illness Prevention Plan (IIPP). Heard a presentation on the new Staff Request Forms. Heard reports from standing committees (SEM, Fiscal Update, College Council, Classified Senate).
2/20/26	12	2/18/26	3/6/26	Reviewed the Budget Development Timeline for FY26-27.  Heard presentation on the Budget Assumptions for FY 2026-27.  Reviewed the Nonresident Tuition Fees AY 2026-27.  Heard the FY 2024-25 Final Audit Report.  Heard reports from standing committees (SEM, Fiscal Update, College Council, Classified Senate).
3/6/26	15	3/4/26	5/6/26	Reviewed LAS annual program reviews: Fine Arts, Science, Social Science Humanities, Theater Arts.  Heard an update from the Faculty Prioritization Taskforce.  Heard justification of hiring one new position, and took action.  Heard reports from standing committees (SEM, Fiscal Update, College Council, Classified Senate).
3/20/26	14	3/19/26	5/6/26	Reviewed LAS annual program reviews: Mathematics, Modern Language, Music.  Discussed advanced planning for Food Services/Cafeteria when the new student housing comes online (how to feed twice as many students).  Open Hearing, President's Office, Administrative Services, Student Services.  Reviewed the Proposed Food and Lodging rates for FY 2026-27.  Heard reports from standing committees (SEM, Fiscal Update, College Council, Classified Senate).
4/3/26	11	4/2/26	5/6/26	Reviewed LAS annual program reviews: ASC, Library.  Open Hearing, Academic Affairs.  Considered one RAR, took action.  Heard reports from standing committees (SEM, Fiscal Update, College Council, Classified Senate).
4/17/26	13	4/15/26	5/6/26	Heard Proposed Rates for Lodges and Food Services for FY 2026-27, revised.  Reviewed the scored and ranked RARs from budget development.  Heard reports from standing committees (SEM, Fiscal Update, College Council, Classified Senate).
5/1/26		4/30/26		Meeting canceled due to BoardDocs technical issues.

5/6/26	10	5/1/26	TBD At first meeting in September	Joint meeting with College Council to hear the draft Tentative Budget for FY 2026-27.
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**Average Attendance:** 13 members

Agendas are posted in BoardDocs. Members are emailed notification of posted meetings by BoardDocs.

Minutes are stored in BoardDocs and are available to the community at large, once approved.

## Results From Self-evaluation Survey

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### Major Accomplishments or Achievements in Past Year

- Recognition from Administration of Classified & ASM positions not being hired; creating a new process to align faculty and staff hiring, and the budget development cycle.
- The open hearing RAR funding process, and the faculty hiring prioritization process.

### Major Obstacles or Problems with Committee

- Members are not held accountable to make data-informed decisions in the RAR scoring process. There is no discussion or follow-up happening after RARs are scored by individual committee members.
- The RAR process and timing of the budget are not aligned.
- Goals were made but no plan was created for achieving them.
- There are delays in the hiring process (i.e. planning ahead to replace retiring faculty or hiring new faculty to support growth).
- Meetings being on Zoom does not allow people to be fully present when having important discussions about the budget.
- Processes are unclear and if there ARE clear processes, there does not seem to be anyone who holds members accountable for following them.
- Often no follow-through or follow-up to questions/concerns/ideas brought up in the meetings.
- No mentoring of new committee members.
- Meetings feel contentious rather than collaborative.

### Recommendations for Improving Process or Efficiency

- Adjust the budget timeline so members have time to do their homework and make more well-informed, intentional decisions. (If possible, start the budget process earlier.)
- Ave accountability for members to abide by processes.
- Make processes clearer or have IPB work on creating processes.
- Use more accessible language as we have a wide variety of learners as IPB members.
- Create job descriptions for committee members so they know what they're getting into by joining.
- Find a way for people to be mor present in the meetings
- Onboard new members.
- Staff HR at a capacity that can support the anticipated growth of the college.

## **Committee's Goals**

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### **Committee's Goals and Institutional Goals and expectations met.**

#### **Planning – First Half of Year (September – December)**

Review program reviews, instructional/non-instructional

- Budget Narrative Open Hearing RAR where necessary
- Create through consensus a RAR funding plan that aligns with IMP, data-informed needs, and preliminary budget assumptions
- Review cost/revenue analysis annually
- Develop position control mapping and review annually

Develop preliminary Institutional Master Plan (IMP) for 2024-2029

- Review growth goals annually
- Review FTES generation annually
- Receive information from Enrollment Management Committee

Create an annual IMP review cycle to ensure the college planning is aligned with the IMP.

Review the following plans for IMP and general alignment with college mission:

- Strategic Facilities Plan
- Strategic Enrollment Management Plan
- Comprehensive Technology Plan
  - Technology Operational Plan

Review and recommend other institutional planning or fiscal documents as necessary.

#### **Budget – Second Half of Year (January – June)**

Review and recommend position control mapping annually.

Reduce redundancies in processes. For example:

- Approving positions that are already in the budget that have not changed in classification and/or compensation
- Approving small purchase items

Develop and recommend spending plans for funds outside of the normal budget allocations.

Develop and recommend through consensus, the following:

- Local Budget Development Timeline
- Budget Assumptions
- Tentative Budget
- Final Budget

#### **Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal**

- “Goal #3 should be Goal #1 and then #1 and #2 will be met.”
- The committee's goals for the coming year should consider some of the ideas and strategies that came out of the Enrollment Management Academy that was held in October 2025.

## College of the Siskiyous Institutional Goals

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**Goal #1:** Promote and support educational goal completion for all students.

**Goal #2:** Sustain institutional health and vitality to meet the needs of the community.

**Goal #3:** Evaluate institutional effectiveness for continuous improvement.

## College of the Siskiyous Mission

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We are a comprehensive community college serving the economic, educational, lifelong learning, and workforce needs of Siskiyou County and the other communities our programs reach. College of the Siskiyous provides students a strong education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation. We understand the transformative power of higher education and seek to inspire students by offering inclusive and practical learning experiences that are relevant in today's global economy and environment. We strive to prepare our students to align their newly-gained skills and experiences with those best suited to the work they wish to pursue and the lives they wish to lead. At the same time, we aim to inspire our students to engage actively, question deeply, reason critically, think boldly, communicate effectively, act innovatively, work collaboratively, and live ethically.

**Co-Chair Signature:**   
Melissa Ericsson (May 6, 2026 18:37:38 PDT)

**Co-Chair Signature:**   
Michael E. Tischler (May 7, 2026 13:44:34 PDT)

**Date Approved by Action of Committee/Council:** 5/6/2026