

PLANNING & BUDGET COMMITTEE NOTES

Friday, November 3, 2017
1:30 – 3 p.m.
Board Room

✓Darlene Melby (Co-Chair)
✓Chris Vancil (Co-Chair)
✓Kevin Broussard
✓Jesse Cecil
✓Deb Dutcher
✓Donna Farris
✓Mike Graves
✓Melissa Green
Michele Knudsen
Dennis Roberts
Cheryl Rosen
✓Dr. Stephen Schoonmaker (Ex officio)
✓Dr. Michael Tischler
✓Chris Wehman
✓Dr. Zachary Zweigle
Resources:
✓Kent Gross
✓Bart Scott

Committee's Charge (Draft):

The Integrated Planning and Budget Committee supports learning by ensuring that budgeting at College of the Siskiyous is prioritized in a way that meets the institution's short and long-term strategic plans. The committee accomplishes this by serving as the primary body in the creation or recommendation of budget assumptions, budgets, and short and long-term plans that further the mission of the College. The recommendations of the Integrated Planning and Budget Committee will be sent to College Council.

*Planning and Budget Committee meets the first Friday of each month
In the Board room from 1:30 to 3 p.m.*

Item 1. Approval of Notes

MSP (Broussard, Dutcher unanimous) to approve the notes of the October 6, 2017 Planning/Budget Committee meeting with corrections of removal of Kent Gross's name under membership, leaving it under resources, adding an "s" to Item 1, Approval of Minutes, and on the third bullet under Item 3, remove "be."

Item 2. Shared Participatory Government Flow Chart and Document

Chris Vancil distributed a draft of questions on participatory governance at COS and a diagram of proposed participatory groups. This same information was provided at the all-campus meeting this morning. Individuals can email feedback and comments to Chris that he will take back to College Council. After all groups have provided comments, College Council will prepare a proposal to send out for each group to approve.

Item 3. Non-Instructional Program Review

Bart Scott provided forms for Non-Academic Program Review and Continuous Quality Improvement Proposal (CQIP). The CQIP will be used to develop annual department budgets. Bart also distributed a budget development timeline from last year for reference. A new budget timeline for this year is being drafted. This year, program review must be done before the budget is submitted.

Noel Levitz surveys can be used to collect data for services provided. Discussion followed regarding objectives and measurable outcomes.

Item 4. Update on Academic Program Review

Chris Vancil explained that current academic program reviews are currently on a four-year cycle with annual updates. How are annual budget requests handled if reviews are done every four years? The CQIP form will be used to submit annual budgets.

Mike Graves and Chris Vancil are writing a manual for academic program review and Dr. Tischler is writing a manual to get data on assessing student learning outcomes in response to ACCJC requirements.

Item 5. Action Plan Form for Spending Proposals

This item was discussed as the CQIP under Item 3 above.

Item 6. Committee Charge

A draft charge was added to the agenda letterhead. Members are asked to review and email Chris with any suggestions. The committee name was also suggested as being changed to "Integrated Planning and Budget."

The charge of the committee was again tabled so membership will have time to review and provide input for the next meeting.

Item 7. Other

- Darlene provided information regarding purchase of security cameras for Yreka Campus, the Bookstore and Cafeteria. Safety Committee reviewed the request for purchase and recommended forwarding the proposal to College Council for information. The cost will be approximately \$23,000 and will be paid for out of District safety credit funds that are allocated to us for costs involving safety and security.
- Darlene indicated that this committee will have a lot of work to do, so it should probably meet twice a month. It was requested that the January 5 and 19 dates be removed because faculty on the committee will not be here during intersession. Mike Graves asked if it would be possible to consider rescheduling the meetings to an earlier time of the day. MSP (Graves, Broussard, unanimous) to remove the January meeting dates and add a second meeting date to each month as proposed.

Meeting dates: First and third Friday of month, 1:30 to 3 p.m., Board Room.

November 3, 2017

November 17, 2017

December 1, 2017

December 15, 2017

~~*January 5, 2018*~~

~~*January 29, 2018*~~

February 2, 2018

February 16, 2018

March 2, 2018

March 16, 2018

April 6, 2018

April 20, 2018

May 4, 2018

May 18, 2018

June 1, 2018

June 15, 2018

Item 9. Adjournment

MSP (Broussard, Green, unanimous) to adjourn at 5 p.m.