

PLANNING & BUDGET COMMITTEE MINUTES

Friday, March 16, 2018
1:30 – 3 p.m.
Board Room

Committee's Charge:

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 and third Friday of each month in the Board room from 1:30 to 3 p.m.

Guests: Jon Jon Junpradub, Valerie Roberts

Item 1. Approval of Minutes

MSP (Dr. Tischler, Kevin Broussard, unanimous) to approve the notes of the February 16, 2018 Integrated Planning and Budget Committee meeting with a correction of Dr. Tischler seconding the motion on Item #4 instead of Kent Gross.

Item 2. Minutes vs. Notes

There has been discussion of defining written record of Brown Act meetings as "minutes" and "notes" for other meetings. Dr. Schoonmaker explained that he would like consistency across campus. If there are votes taken at a meeting then the written record should be referred to as minutes. If the meeting entity does not vote, only meets to share information, then the written record should be called notes.

MSP (Jesse Cecil, Dr. Tischler, unanimous) to refer to Integrated Planning and Budget written records as minutes.

Item 3. Technology Master Plan

Wayne Keller shared the updated Technology Master Plan. He has reorganized the document to make it easier to read. The document will continue to be refined.

Item 4. Meeting Dates & Times for Departmental "Open Hearings"

Darlene Melby pointed out that March 23 has been added as an additional meeting date as the timeline to hold open hearings was insufficient.

MSP (Kevin Broussard, Cheryl Rosen, unanimous) to accept the addition of March 23 as an additional meeting date for open hearings.

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

Item 5. Special Meeting for Final Budget Review in August 2018

Darlene Melby explained that there is very little time to present the draft final budget to the governance committees given when we receive the Governor's final budget, school starts, and committees have time to meet before the September 2018 board meeting. The recommendation is to have a joint IPB/College Council meeting on August 23, a required flex day for faculty. There was concern that there would not be time to review the document prior to the meeting and that decisions would be rushed. Dr. Schoonmaker offered to call a special Board meeting later in September if there needs to be additional time to review and share the draft final budget. Darlene Melby also agreed that the information could be distributed a week ahead of the meeting on August 23 and that any changes from the tentative budget could be identified.

MSP (Dr. Tischler, Chris Wehman, unanimous) to hold a joint meeting with IPB and College Council on August 23 in the afternoon to review the draft final budget for 2018-19.

Item 6. College Council Activities

The Council is working on governance. They continue to review board policies and administrative procedures. ASM is working on formation of a senate. A proposal will be taken to the Board once bylaws are created. Classified is also working on finalizing formation of their senate.

Item 7. 2018-19 Lodge Rates

Jon Junpradub discussed the proposal for the 2018-19 lodge and meal rates. He gave history of our services both before we had in-house meal service and since we have taken over the responsibility. Discussion followed regarding reasons for rate increases, problems and solutions. There was concern that resident students were bearing the brunt of the increases with the recommendation of increased meal points. There have been many factors that have led to increased cost. The Lodge account is helping to pay for some of the additional costs since hiring of additional staff is tied directly to the addition of full weekend meal service for the residents. Are there scholarships that can pay for a student's room and meals? There was also a question about supporting food service with a culinary arts program. Curriculum needs to be developed for that program so it is not an immediate solution. The question was raised if any students are using Work Experience to work in food service. Darlene will discuss this with Cindy. The residence halls will also need to earmark their income for deferred maintenance in the future. Dr. Schoonmaker shared that because of housing problems in California, up to fifty percent of the California community colleges may be adding on-campus housing in the future to make it more affordable for students to attend school. Our resident students are receiving more information on how to manage their money and meals.

MSP (Kevin Broussard, Chris Wehman, unanimous) to recommend forwarding the 2018-19 Lodge and Meal Rates to College Council.

Item 8. SLO

Tabled.

Item 9. Program Review Manual Update

Chris Vancil reported that some final editing needs to be done. It will not go to the March 21 College Council meeting but he hopes it will be ready for the next meeting.

Item 10. Other

The May 18 meeting date should be removed. This was discussed at the last meeting.

Item 11. Adjournment

MSP (Melby, Wehman, unanimous) to adjourn at 3:10 p.m.