

PLANNING & BUDGET COMMITTEE MINUTES

Friday, April 27, 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: Ryan Galbraith, Eric Rulofson, Cindy Martel

Item 1. Approval of Minutes

MSP (Broussard/Dutcher) to approve the minutes of the April 20, 2018 Integrated Planning and Budget Committee.

10 - ayes

0 - notes

0 - abstain

6 - absent

Item 2. DSPS Position Request

This topic was tabled until the next meeting.

Item 3. Open Hearing – Administrative Services

Darlene Melby presented a PowerPoint slideshow to explain the requests from Administrative Services, Bookstore, Food Services, Information Technology and Maintenance, Operations and Transportation. Each area presented their CQIPs and budget requests. A copy of the PowerPoint presentation is attached.

Darlene Melby informed the committee that she will prepare a final overall ranking worksheet as the next step in the process. These will be distributed on Monday. Everyone needs to rank the requests as either high, medium and low. Darlene will also prepare a worksheet with the mandated items so they are not included in the other rankings. She handed out a sample ranking sheet for review. All rankings need to be completed for the May 4 meeting. If desired, she can also provide the CQIPs. She also clarified that it is only general fund requests that are being ranked, not the auxiliary accounts (Bookstore and Food Services).

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

Item 4. Other

Meeting Dates

May 4 – Final ranking of CQIPs, Annual Committee Evaluation Report

May 11 – Review tentative budget

The Annual Committee Evaluation Report will need to be completed at the next meeting. A copy was presented to review over the next week. Lori will provide copies of last year's evaluations from Planning and Budget Committees prior to the meeting.

Item 5. Adjournment

MSP (Broussard/Brown, unanimous) to adjourn the meeting at 2:54 p.m.