

# PLANNING & BUDGET COMMITTEE MINUTES

**Friday, May 4, 2018**  
**1:30 – 3 p.m.**  
**Board Room**

- ✓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

## **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:** Val Roberts

Darlene Melby introduced Dr. Michael Tischler as the new faculty co-chair.

## **Item 1. Approval of Minutes**

*MSP (Broussard/Dutcher) to approve the minutes of the April 27, 2018 Integrated Planning and Budget Committee.*

*14 - ayes*

*0 - noes*

*0 - abstain*

*3 - absent*

## **Item 2. DSPS Position Request**

*Val Roberts provided history of the position and the reasoning for submitting the CQIP and request to fill the position. The position was not budgeted in 2017-18 but they need to refill it, so they are asking to have it put back in the budget for 2018-19.*

*MSP (Farris, Green) to recommend approving and forwarding the position for the DSPS program specialist to College Council.*

*14 – ayes*

*0 – noes*

*0 – abstain*

*3 - absent*

## **Item 3. Budget Request Rankings**

*Darlene Melby presented the committee's overall rankings for each category. The faculty had provided their ranking for the new positions they are requesting. The worksheet had not been updated to reflect this. There was also discussion that it did not give us a competitive edge when advertising for faculty positions so late in the year. Darlene said that it is possible to submit CQIPS for faculty positions in October or November for hiring early in the new calendar year. This will be discussed in the fall.*

**Item 3. Budget Request Rankings (cont'd.)**

*There were also questions regarding how the process works for hiring the replacement position for the counselor who is retiring this June. It is a budgeted position so it is budgeted for the next year. It will be placed on the May 11 agenda for information. It was also stressed that this person provides the only veteran's support for the campus, so it is important to have it filled quickly.*

*Kevin Broussard commented that the two ADJ positions were in the position worksheet, but they are mandatory so they should probably be moved. Darlene will make this change in the worksheets.*

*MSP (Broussard/Wagner) to recommend approval of the 2018-19 CQIP rankings for review by College Council with the moving of the ADJ positions to the mandatory category.*

*15 – ayes*

*0 – noes*

*0 – abstain*

*2 – absent*

**Item 4. Committee Evaluation Report**

*The draft of the report will be sent to the committee for discussion at the May 11 meeting. Information discussed will be incorporated into it. Table for discussion at the next meeting.*

*The committee goals that were established at the beginning of the year were reviewed:*

- FTES targets – Keep working on this for the fall.*
- Budget narrative – Continue working on this.*
- Program review – Continue to revise in the fall.*
- Master plan, facility plan, technology plan – Tech Plan was reviewed, continue with other plans.*
- Enrollment management – Include for the fall semester, incorporate with FTES targets.*
- Identification of common language- Create a glossary of terms. Address in the fall.*
- Budget assumptions – Did do this year, make it a standing goal.*
- Develop and update budget timelines – Continue, address new faculty position requisitions with an eye on making those requests in the fall for hiring for the following year. It was suggested to move CQIP reviews to September, program reviews in October and budget open hearings in November so the budget development process could begin in January or February instead of April and May. Kent asked that he be included in these discussions as the fall is a busy time for his office with the audit and 311 reporting.*

**Item 5. Other**

**Meeting Dates**

*May 11 – Review tentative budget, complete Annual Committee Evaluation Report*

**Item 6. Adjournment**

*MSP (Dutcher, Broussard, unanimous) to adjourn the meeting at 3:06 p.m.*

*15 – Ayes*

*0 – Noes*

*0 – Abstain*

*2 – Absent*