

# INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES (Approved September 7, 2018)

**Friday, May 11, 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:** Lorinda Meyer

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

*MSP (Green/Broussard) to approve the minutes of the May 4, 2018 Integrated Planning and Budget Committee.*

*10 - ayes*

*0 - noes*

*0 - abstain*

*7 - absent*

## **Item 2. Academic Coaches Positions Request**

*Lorinda Meyer discussed the need for three new positions to meet student needs. The positions would be paid for first by BSSOT and then BSI when the BSSOT funding is expended. It would be 25 hours per week per person, classified positions, two for Weed and one person at Yreka. Darlene explained that we cannot claim FTES because of the funding source, but if it is non-credit, we can claim apportionment.*

*MSP (Broussard/Roberts) to recommend forwarding the CQIP for three academic coach positions College Council.*

*10 – ayes*

*0 – noes*

*0 – abstain*

*7 - absent*

## **Item 3. 2018-19 Tentative Budget**

*Darlene Melby explained that the budget was created with the same amount as last year. Enrollment is not where we would like it so we know we will get less revenue than last year and STRS and PERS increases account for \$175,000. There are also salary increases through negotiations and step and column increases. Just with those items we started with a \$1.2 million deficit. Darlene and Kent worked to trim that deficit and still maintain a 15 percent reserve. As it stands now, the budget has a 12 percent reserve. The projected May Revise sounds more encouraging. If anyone has questions, contact your vice president.*

**Item 3. 2018-19 Tentative Budget (cont'd.)**

*The committee was informed that there will be updates to this document between now and presentation to College Council as more information is released by the Governor. Darlene encouraged the committee members to attend College Council on May 16 at 10 a.m. in the Board Room to learn about the latest revisions. Dr. Schoonmaker also requested that everyone who could attend should do so.*

*MSP (Broussard/Green) to recommend forwarding the 2018-19 Tentative Budget to College Council with the understanding that there will be changes made based on the May Revise between now and College Council review.*

*Ayes – 9*

*Noes – 0*

*Abstain – 0*

*Absent – 8*

**Item 4. Annual Committee Evaluation Report**

*Darlene requested input on recognizing major obstacles or problems with the committee and recommendations for improving process or efficiency.*

*It had been noted earlier that there is a problem with faculty hiring and the timeline of the May revise. It was suggested that program review and open hearings occur in the fall so budgets can be developed in January and faculty positions can be advertised early in the calendar year. A comment was made that the committee is spending a lot of time on budget development and not much time on planning.*

*These comments will be included in the evaluation report and it will be sent out to the committee for feedback on problems and recommendations.*

**Item 5. Other**

*Chris Wehman has requested to be off the committee. Wayne Keller will move from a resource to a voting member for fall semester as an ASM representative.*

**Item 6. Adjournment**

*The meeting was adjourned at 3:13 p.m.*