

# INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, March 1, 2019**  
**1:30 p.m. to 3:00 p.m.**  
**Board Room**

## Members

- ✓ Darlene Melby (Co-Chair)
  - ✓ Jayne Turk (Co-Chair)
  - ✓ Kevin Broussard  
Rhonda Brown  
Crystal Fahey
  - ✓ Donna Farris  
Melissa Green
  - ✓ Wayne Keller
  - ✓ Michelle Knudsen
  - ✓ Dennis Roberts  
Cheryl Rosen  
Dr. Mike Tischler
  - ✓ Alison Varty 1:40 pm
  - ✓ Dr. Zachary Zweigle
  - ✓ Desiree Kaae (Minutes)
  - ✓ Dr. Stephen Schoonmaker (Ex officio)
- ## Resources
- ✓ Kent Gross
  - ✓ Dr. Nathan Rexford
  - ✓ JonJon Junpradub

## **Committee's Charge:**

*The Integrated Planning and Budget Committee supports student learning by guiding the institution's short and long-term strategic plans and developing responsible budgets to support these plans that align resources with institutional needs. The committee accomplishes its goals through the creation, review, and recommendation of strategic plans, program reviews, and budgets. As an important part of the shared governance process, the Integrated Planning and Budget Committee forwards its recommendations to the College Council.*

## MINUTES

Convened at 1:36 pm

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

**(Melby)**

#### • Minutes of the February 15, 2018 Meeting

*MSP (Broussard/Roberts)*

*8 Ayes                      0 Noes                      0 Abstain                      6 Absent*

### **Item 2. 2019-20 Housing and Meal Rates**

**(Junpradub)**

JonJon Junpradub presented the 2019-2020 proposed room and board rates for Lodge residents. There will be no increase; rates will remain the same as 2018-2019.

### **Item 3. Enrollment Management Committee – Report**

**(Green)**

Alison Varty reported on the February 28, 2019 Enrollment Management Committee. She said there were two main topics. First there is a request that the Vice President of Instruction or designee be present at Enrollment Management meetings, or serve as Co-chair because many topics discussed pertain to Instruction matters. Second there are Enrollment Management goals the committee has developed that could be distributed to other groups and committees so that there is more opportunity to provide feedback and assist in reaching enrollment goals.

### **Item 4. IT (System Administrator Position)**

**(Keller)**

Wayne Keller reported that the job description for an existing vacant position, Senior Systems Analyst/Programmer, will be a revised and renamed. The current core duties for this position have become obsolete especially since moving to the Cloud. These types of changes are common in IT and positions typically need revisions every few years. Darlene Melby noted that the position is a fully budgeted vacant position with no change to salary.

### **Item 5. COS Data Flow – PowerPoint Presentation**

**(Rexford)**

Nathan Rexford gave an overview of the data management model at COS as well as a comparison between external and internal data reports. He demonstrated how data reports can be obtained through different outside sources and how this data is used by the college for the decision-making process.

**Item 6. Open Education Resource (OES) Training, March 15<sup>th</sup> (Turk)**

On Friday, March 15<sup>th</sup> there will be a training on Open Education Resources and how low-cost or free resources and textbooks will aid our students.

**Item 7. Report out on College Council (Turk)**

Darlene Melby reported on the February 27, 2019 College Council meeting. There was discussion about APs and BPs, Budget Assumptions and Timeline, and scheduling a College Council meeting at Yreka in May.

Jayne Turk reported that the Academic Calendar was approved by the Faculty Association then brought forward to College Council where it was also approved.

**Item 8. Other**

Dr. Schoonmaker reported that there has been direction given to the Office of Instruction to form a Calendar Committee to help plan a multiyear calendar. There was also a brief discussion about the registration window for students.

**Item 9. Adjourned at 2:36 pm**

**Future Meeting Time and Dates: 1<sup>st</sup> and 3<sup>rd</sup> Friday of the Month, 1:30 pm to 3:00 pm**

~~August 29, 2018~~

~~September 7, 2018~~

~~September 21, 2018~~

~~October 5, 2018~~

~~October 19, 2018~~

~~November 2, 2018~~

~~November 16, 2018~~

~~December 7, 2018~~

~~February 1, 2019 Canceled~~

~~February 15, 2019~~

March 1, 2019

March 15, 2019

**April 5, 2019** (Open Hearing Date, 1:30 – 3:30) 2 hrs

**President (HR, PIO, Research)/Administrative Services**

**April 12, 2019** (Open Hearing Date, 1:30 – 4:30) 3 hrs

**Instruction w/Grants & Categoricals**

**April 19, 2019** (Open Hearing Date, 1:30 -3:30) 2 hrs

**Student Services w/Grants & Categoricals**

May 3, 2019

May 10, 2019 (tentative)