



INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

Friday, April 12, 2019
1:30 pm to 4:30 pm
Open Hearing
Board Room

Membership

- | | | |
|--|------------------------------|--|
| ✓ Darlene Melby (Co-Chair) | ✓ Jayne Turk (Co-Chair) | ✓ Dr. Stephen Schoonmaker (Ex officio) |
| ✓ Kevin Broussard | ✓ Michelle Knudsen | ✓ Desiree Kaae (Minutes) |
| ✓ Rhonda Brown -
(Proxy Karen Harper) | ✓ Dennis Roberts (left 2:06) | <u>Resources</u> |
| ✓ Crystal Fahey | ✓ Cheryl Rosen | ✓ Kent Gross |
| ✓ Donna Farris | ✓ Dr. Mike Tischler | ✓ Dr. Nathan Rexford |
| ✓ Melissa Green | ✓ Alison Varty | |
| Wayne Keller | ✓ Dr. Zachary Zweigle | |

Additional Attendees

- | | | |
|--------------------|------------------|-----------------------|
| ✓ Jude Baldwin | ✓ Katie Gale | ✓ Michael Read |
| ✓ Dr. Carole Bogue | ✓ Jenny Heath | ✓ Veronica Rivera |
| ✓ David Clarke | ✓ Mark Klever | ✓ Christina Van Alfen |
| ✓ Debbie Dutcher | ✓ Jeremiah LaRue | ✓ Michael Wilson |

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 1:25 pm

There was a motion from the floor from Dr. Zachary Zweigle to change the Culinary Immersion Trip Travel Appeal back to an information only item as it was originally presented at the April 5, 2019 IPB meeting (see minutes from April 5, 2019 IPB meeting). It was determined that Dr. Zweigle, who abstained when voting to make the Culinary Immersion trip an action item at the April 5 meeting, and anyone else who abstained could not make a motion on this item according to Robert's Rules of Order. Dr. Zweigle went on to explain that his reason for bringing this forward was his concern that an unfavorable precedent was being set by reversing the travel appeal process for this one item. (See minutes from March 15, 2019 IPB meeting and Travel Appeal form.) (See below for vote.)

Item 1. **Approval of Minutes** **Action (Melby)**

- **Minutes of the April 5, 2019 Meeting**
MSP (Melissa Green/Dennis Roberts)
 13 Ayes 0 Noes 0 Abstain 1 Absent

Item 2. **Travel Appeals** **Action (Melby)** **General Fund Travel Appeals**

- **Fusion2 Intermediate Training – Veronica Rivera**
Motion to Recommend, MSP (Alison Varty/Dennis Roberts)
 13 Ayes 0 Noes 0 Abstain 1 Absent

Grant/Categorical/Other Funding Travel Appeals

- **Culinary Immersion Trip to India – Kim Freeze**
 Motion to change the Culinary Immersion Trip to an information only item.
MSP (Cheryl Rosen/Crystal Fahey)

<u>8 Ayes</u>	<u>4 Noes</u>	<u>1 Abstention</u>	<u>1 Absent</u>
M. Green C. Fahey	M. Tischler	J. Turke	W. Keller
D. Farris D. Roberts	A. Varty		
C. Rosen K. Harper	M. Knudsen		
Z. Zweigle (proxy for R. Brown)	K. Broussard		
D. Melby			

Other Travel – Information Only

Information (Melby)

- **National Association for Community College Entrepreneurship “Make/SHIFT, The Makerspace Ecosystem Summit – Mark Klever**
 Mark Klever gave a brief overview of this travel.
- **Culinary Immersion Trip to India – Kim Freeze (moved to Information Only)**
 Mark Klever expressed what an amazing accomplishment and prestigious invitation this is for a COS employee to be able travel internationally with the goal of providing a positive impact in our community through nutrition education. But due to misunderstanding and concerns about the intent of this trip, Kim Freeze has withdrawn her name from this opportunity and no further action is necessary.

Item 3. Position Appeals

- **None**

Item 4. Academic Instructional 1300 Amounts

(Bogue)

Dr. Carole Bogue showed the process of how the Office of Instruction budgets for Adjunct and Overload personnel expenses. She explained that it isn't simply looking at what was expended in the previous year, but taking into account international/out-of-state students, staff needed to fill classroom hours, average number of students enrolled per hour, and average number of hours faculty spend in the classroom for lecture and lab. FTEF for full-time Faculty is then backed out to reach the FTEF for Adjunct and Overload, which is used to budget the 1300 account. She also shared that the total cost for the Instructional Aides is about \$500,000 per year.

Item 5. Open Hearing – CQIPs,

Information (Melby)

- **Instruction and Grants & Categoricals**

Dr. Carole Bogue presented a PowerPoint slideshow explaining the funding requests from the Office of Instruction. Each Dean, Dr. Zachary Zweigle, Mark Klever, and Dennis Roberts, presented CQIPs and budget requests for their areas.

Item 6. Other - None

Item 7. Adjourned at 3:52 pm

Future Meeting Times and Dates: 1st and 3rd Friday of the Month, 1:30 pm to 3:00 pm

August 29, 2018	February 15, 2019	May 3, 2019
September 7, 2018	March 1, 2019	May 10, 2019 (tentative)
September 21, 2018	March 15, 2019	May 15, 2019 (Wednesday)
October 5, 2018	March 21, 2019 emergency meeting	Joint Meeting w/College Council
October 19, 2018	April 5, 2019 (Open Hearing, 1:30 – 3:30) 2 hrs	
November 2, 2018	President (HR, PIO, Research)/Administrative Services	
November 16, 2018	April 12, 2019 (Open Hearing, 1:30 – 4:30) 3 hrs	
December 7, 2018	Instruction w/Grants & Categoricals	
February 1, 2019 Cancelled	April 19, 2019 (Open Hearing, 1:30 -3:30) 2 hrs	
	Student Services w/Grants & Categoricals	