



# INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, May 10, 2019**  
**1:30 pm to 3:00 pm**  
**ESTC 107/**  
**Yreka Rm 5**

## Membership

- |                            |                                    |   |
|----------------------------|------------------------------------|---|
| ✓ Darlene Melby (Co-Chair) | ✓ <del>Jayne Turk</del> (Co-Chair) | Dr. Stephen Schoonmaker (Ex officio)            |
| ✓ Kevin Broussard          | Proxy Neil Carpentier-Alting       | <del>Desiree Kaae</del> (Minutes) Sheila Grimes |
| ✓ Rhonda Brown (Y)         |                                    | <u>Resources</u>                                |
| Crystal Fahey              | ✓ Michelle Knudsen                 | ✓ Kent Gross                                    |
| ✓ Donna Farris             | Dennis Roberts                     | ✓ Dr. Nathan Rexford                            |
| ✓ Melissa Green            | ✓ Cheryl Rosen (Y)                 | <u>Other Attendees</u>                          |
| Wayne Keller               | ✓ Dr. Mike Tischler (Y)            | ✓ Cindy Martel                                  |
|                            | ✓ Alison Varty (1:40)              | ✓ Veronica Rivera                               |
|                            | Dr. Zachary Zweigle                |   |

## 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

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Convened at 1:37

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

- Minutes of the May 3, 2019 Meeting**  
MSP (Kevin Broussard/Melissa Green)  
8 Ayes    0 Noes    0 Abstain    6 Absent  
Alison Varty and Rhonda Brown absent for vote.

**Item 2. Travel Appeals (Melby)**

### For Recommendation

- NorCal CBO – Darlene Melby**  
Recommended to Superintendent/President for approval  
MSP (Melissa Green/Kevin Broussard)  
9 Ayes    0 Noes    0 Abstain    5 Absent

### For Information Only

- None

**Item 3. Position Appeals (Melby)**

- Assistant – Food Service (Martel)**

MSP (Melissa Green/Neil Carpentier-Alting (proxy for J. Turk)  
10 Ayes    0 Noes    0 Abstain    4 Absent

- Custodian (Rivera)**

MSP (Kevin Broussard/Neil Carpentier-Alting (proxy for J. Turk)  
10 Ayes    0 Noes    0 Abstain    4 Absent

**Item 4. Institutional Master Plan (Rexford)**

Nathan Rexford gave an overview of the draft Institutional Master Plan (IMP). He thanked the workgroup members, Alison Varty and Rhonda Brown, for their extensive efforts in consolidating and editing the IMP. He explained the process the workgroup went through to reach the current draft. Nathan also noted that this document on its own isn't a comprehensive planning document for the college, but the overarching document that will

drive the more detailed Comprehensive Strategic Plan and the more specific area plans. Next steps include moving the IMP through Academic Senate as an information item, and then through the joint Integrated Planning and Budget/College Council meeting as an action item. The IMP will then go to both the ASM and Classified Senates as information and on to the Board of Trustees in June for a first reading. Several minor edits were suggested to be incorporated in the document.

**Item 5. IPB Standing Committee Annual Report and Evaluation (Melby)**

Darlene Melby gave a brief overview of the IPB Annual Report and Evaluation. She asked the committee to address the current year major accomplishments, major obstacles, and recommendations for process improvement and efficiency as well as goal completion.

**Item 6. Other**

**Item 7. Adjourned at 2:54 pm**

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

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