



INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

Friday, September 20, 2019
1:30 pm to 3:00 pm
Weed Campus Board Room
&
Yreka Campus RHSI 119

Membership

- | | | |
|----------------------------|-------------------------|--------------------------------------|
| ✓ Darlene Melby (Co-Chair) | ✓ Jayne Turk (Co-Chair) | Dr. Stephen Schoonmaker (Ex officio) |
| ✓ Rhonda Brown | ✓ Michelle Knudsen | ✓ Desiree Kaae (Minutes) |
| Neil Carpentier-Alting | ✓ Dr. Burton Peretti | <u>Resources</u> |
| Crystal Fahey | ✓ Veronica Rivera | ✓ Kent Gross |
| ✓ Donna Farris | Dennis Roberts | ✓ Wayne Keller |
| ✓ Maria Fernandez | ✓ Cheryl Rosen | ✓ Dr. Char Perlas |
| ✓ Melissa Green | ✓ Dr. Mike Tischler | ✓ Dr. Nathan Rexford |
| ✓ Paloma Herrera-Thomas | ✓ Christina Van Alfen | |

Committee's Charge

The Integrated Planning and Budget Committee supports student learning by guiding the institution's short and long-term strategic plans and assisting in the development of responsible budgets that align resources with institutional needs. The committee accomplishes its goals through the creation, review, and recommendation of strategic plans, program reviews, and budgets. The Integrated Planning and Budget Committee forwards its recommendations to the College Council in accordance with the participatory governance process.

MINUTES

Convened at 1:34 pm

Item 1. Approval of Minutes

(Melby)

- Minutes of the September 6, 2019 Meeting

MSP (Melissa Green/Rhonda Brown)

11 Ayes 0 Noes 2 Abstain 3 Absent

Item 2. CQIP Requests

(Melby)

Nursing Program Assistant – Permanent P/T (Cora Brownell)

Motion to Approve

MSP (Rhonda Brown/Christina Van Alfen)

Amended by motion to table until the next meeting.

MSP (Darlene Melby/Jayne Turk)

13 Ayes 0 Noes 0 Abstain 3 Absent

There was a motion to approve the Nursing Program Assistant position. After discussion regarding cost analysis, funding, and feasibility of the position, it was decided that this item would be tabled until the next meeting.

Item 3. Evaluation – Committee Goals for 2019-2020

(Melby)

MSP (Maria Fernandez/Rhonda Brown)

13 Ayes 0 Noes 0 Abstain 3 Absent

Darlene Melby suggested several more revisions to the 2019-2020 Committee Goals. The changes were approved as follows. There was also discussion about Program Reviews, IPB's role in the Program Review process, where Program Reviews and CQIPs are housed, and how off-cycle CQIP requests are handled. It was suggested that each council establish a summary of their Program Review for IPB to review, and that the development of a template would be helpful to achieve this.

GOALS

Budget – Review and Recommend

- Budget Development Timeline
- Budget Assumptions
- Open Hearing CQIPS
- CQIP Ranking
- Budget Narrative

- Tentative Budget
- Final Budget

Support Enrollment Management

- Review Growth Goals
- Review FTES Generation
- Receive information from Enrollment Management Task Force

Planning

- Develop Comprehensive Strategic Plan
- Review and approve other institutional planning or fiscal documents as necessary
 - Facilities Master Plan
 - Technology Master Plan
 - Technology Operational Plan
 - Other planning documents
- Summary review of Instructional & Non-Instructional Program Reviews

Other

- Review Cost/Revenue Analysis
- Develop, Review, and Recommend Position Control Mapping
- Review and approve other institutional planning or fiscal documents as necessary
- Support COS Institutional Goals as they are developed

Item 4. Continuous Quality Improvement (CQI) (Turk)

Jayne Turk reported that CQI will likely be a part of College Council to serve as a mechanism to provide information to and receive information from the other councils/committees. Nathan Rexford added that the group would be task-oriented and could operate on an “as-needed” basis to create a documented feedback mechanism for the governance process. There was discussion about accreditation, whether a separate committee is needed and the notion of incorporating the CQI committee charge into the charges of all the governance committees. Jayne summed up that IPB is in favor of a rubric for documentation, not in favor of an additional committee, and that there should be an accreditation task force formed.

Item 5. Report on Meeting with Alice Bennett of Senator Brian Dahle’s Office (Rexford)

Nathan Rexford reported on the visit from Alice Bennett of Senator Brian Dahle’s Office regarding gathering information on the impact of the Student Centered Funding Formula (SCFF) on small, rural colleges. Once Senator Dahle’s office has compiled the information, they will send a report of their findings.

Item 6. Enrollment Management Report (Green)

Melissa said that the Enrollment Management Committee is working on goals and updating the Enrollment Management Plan.

Item 7. Report out of Administrative Services Council – Facilities (Melby)

Darlene Melby reported that this year facilities planning will be embedded into Administrative Services Council.

Current actions that will be running concurrently-

- Development of the Facilities Master Plan (forming task force to facilitate this)
- Servitas will be doing a feasibility study for the lodges.

- High level (10,000 ft) Facilities Plan for future campus buildings to be put forward to a California Environmental Quality Act (CEQA) firm for an environmental study.
 - A forestry planner to redo our Non-industrial Timber Management Plan to develop a Timber Harvest Plan in order to acquire a timber conversion permit.
- There was discussion about the cost to implement these actions and what future return we are expecting from this.

Item 8. Report out of College Council (Turk)
 Jayne Turk reported that College Council worked on the CQI charge. There was also reporting out of various committees, planning this year’s goals, and looking at cost containment ideas. Future agenda items will include compensation philosophy, student learning outcomes, and the governance model.

Item 9. Other - None

Item 10. Adjourned at 3:00 pm

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

August 21, 2019	January 31, 2020 (<i>in lieu of Feb 7th holiday</i>)	May 1, 2020
Joint Meeting w/College Council	February 21, 2020	May 8, 2020 (Tentative)
September 6, 2019	March 6, 2020	May 15, 2020 (Tentative)
September 20, 2019	March 20, 2020	Joint Meeting w/College Council
October 4, 2019	April 3, 2020 (Open Hearing, 1:30 – 3:30) 2 hrs	
October 18, 2019	President (HR, PIO, Research)/Administrative Services	
November 1, 2019	April 10, 2020 (Open Hearing, 1:30 – 4:30) 3 hrs	
November 15, 2019	Instruction w/Grants & Categoricals	
December 6, 2019	April 17, 2020 (Open Hearing, 1:30 -3:30) 2 hrs	
	Student Services w/Grants & Categoricals	

IPB Committee Information can be found at: <http://www.siskiyous.edu/committees/planningbudget>