



INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

**Friday, October 18, 2019
1:30 pm to 3:00 pm
Weed Campus Board Room
&
Yreka Campus Room 8**

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 | |
| ✓ Crystal Fahey | Veronica Rivera | <u>Resources</u> |
| Donna Farris | Dennis Roberts | ✓ Kent Gross |
| Maria Fernandez | Cheryl Rosen | Wayne Keller |
| ✓ Melissa Green | ✓ Dr. Mike Tischler | ✓ Dr. Nathan Rexford |
| ✓ Paloma Herrera-Thomas | ✓ Christina Van Alfen | ✓ Dr. Char Perlas |

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 20, 2019 Meeting

MSP (Mike Tischler/Michelle Knudsen)

10 Ayes 0 Noes 0 Abstain 6 Absent

Item 2. Personnel Information/Actions

- Nursing Program Assistant – Report out of October 4, 2019 email vote

(Melby)

Desiree Kaae read the results of the October 4, 2019 email vote for the Nursing Program Assistant Position.

9 Ayes 1 Noes 1 Abstain 5 No Response

- Student Equity Position

(Green)

Melissa Green gave a brief overview of the Student Equity Technician position. This position supports the Student Equity Coordinator. After a prior failed search, this position will be posted again. This is a budgeted position.

- Tutoring Services Coordinator

(Peretti)

Dr. Burton Peretti gave a brief overview of the Tutoring Services Coordinator. This position supports the Academic Success Center Coordinator. Due to a vacancy, this position is to be refilled. This is a budgeted position.

Item 3. 2019-20 Instructional Equipment Allocations

(Perlas)

MSP (Neil Carpentier-Alting/Melissa Green)

10 Ayes 0 Noes 0 Abstain 6 Absent

Darlene Melby gave an overview of the Physical Plant and Instructional Support Allocation and how in past years these dollars have been divided between Facilities and Instruction. This year's allocation, along with a small amount of carryover from last year, will all go to Instruction. There was discussion regarding the most efficient way to provide technology to students. There was also discussion about the how the allocation was distributed among the various CQIP requests. The committee voted to approve the recommended expenditures for this year.

Item 4. ACCJC Midterm Report Update

(Perlas)

Dr. Char Perlas updated the committee on the status of the 2020 ACCJC Report and the timeline for completion.

Item 5. Budget Development Timeline (Melby)

MS (Melissa Green/Burton Peretti) Tabled

Darlene Melby gave an overview of the Budget Development Timeline and the updates to the timeline for 2019-20. Dr. Schoonmaker reported that the Board of Trustees supports his recommendation that the September board meeting be delayed to allow senates and governing councils time to review the budget before the Board’s final approval. There was discussion about timing of the budget and faculty hires and the open hearing process. This item was tabled until a later meeting to give time to firm up a few important dates and receive recommendations from Academic Senate regarding faculty positions.

Item 6. Enrollment Management Report (Green)

Melissa Green reported that there is no formal update, but that enrollment is up from last year.

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

Darlene Melby reported that the council will be working on reviewing and updating the 6000 Chapter of Board Policies and Administrative Procedures. Also she said that there will be work done on the Facilities Master Plan and a “10,000 ft” level facilities planning map to move forward with the CEQA environmental scan needed to complete the Non-Industrial Timber Management Plan and Conversion Plan. Darlene stressed the importance of the Facilities Master Plan in receiving state funding for building and improvements to the campus, and explained that the State has asked about the Theatre Complex Project and is determining whether the \$2,000,000 district match could be waived due to hardship. There was also discussion about Fusion space allocation and how that drives our facilities funding.

Item 8. Program Efficiency Discussion (Schoonmaker, Melby)

Darlene Melby started the discussion regarding program efficiencies and cost analyses of areas across campus and whose role it would be to oversee this. She asked if this should be a task for IPB or if it should be embedded in the Program Review process. There was discussion about the Program Review process, providing opportunities for all areas to come together and share through their Program Review statistical analyses, accomplishments, needs and anything else about their area, and working toward establishing thresholds and triggers for more in depth reviews. There was additional discussion regarding if Program Review should be public, the unintended consequences of making it public, and that internally all areas should have a strong grasp of what each area is doing to increase efficiency and effectiveness. Also, if IPB were to be the body to look at Program Review, there was discussion of how deep of a dive IPB would need to take, and to what end. It was suggested that through the CQIP open hearing process there could be more context given for each of the area requests if the CQIP requests were included as information. Also, each area could include a synopsis of their ranking justification to provide additional context. This could be done with a standardized template to create a summary Program Review.

Item 9. Report out of College Council - None (Turk)

Item 10. Other - None

Item 11. Adjourned at 3:08 pm

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

August 21, 2019 Joint Meeting w/College Council	November 15, 2019	April 3, 2020 (Open Hearing, 1:30 – 3:30) 2 hrs President (HR, PIO, Research)/Administrative Services
September 6, 2019	December 6, 2019	April 10, 2020 (Open Hearing, 1:30 – 4:30) 3 hrs
September 20, 2019	January 31, 2020	Instruction w/Grants & Categoricals
October 4, 2019 Cancelled	(in lieu of Feb 7 th holiday)	April 17, 2020 (Open Hearing, 1:30 -3:30) 2 hrs
October 18, 2019	February 21, 2020	Student Services w/Grants & Categoricals
November 1, 2019	March 6, 2020	May 1, 2020
	March 20, 2020	May 8, 2020 (Tentative)
		May 13, 2020 (Tentative) Joint Meeting w/College Council

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