



INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

Friday, April 10, 2020
1:30 pm to 4:30 pm
Via Zoom at
Remote Work
Stations

Membership

- | | | |
|----------------------------|-------------------------|--------------------------------------|
| ✓ Darlene Melby (Co-Chair) | ✓ Jayne Turk (Co-Chair) | Dr. Stephen Schoonmaker (Ex officio) |
| ✓ Rhonda Brown | Paloma Herrera-Thomas | ✓ Desiree Kaae (Minutes) |
| ✓ Neil Carpentier-Alting | ✓ Cyndi Leonard | |
| ✓ Crystal Fahey | ✓ Veronica Rivera | <u>Resources</u> |
| ✓ Donna Farris | ✓ Dennis Roberts | ✓ Matt Donaldson |
| ✓ Maria Fernandez | ✓ Dr. Mike Tischler | ✓ Kent Gross |
| ✓ Melissa Green | ✓ Christina Van Alfen | ✓ Dr. Nathan Rexford |
| ✓ Jenny Heath | | |

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

Item 1. Introduction of new member to IPB (Melby)
Darlene Melby introduced Cyndi Leonard as the new member replacing Cheryl Rosen.

Item 2. Approval of Minutes (Melby)

• **Minutes of the March 6, 2020 Meeting**

(tabled at April 3rd meeting)

MSP (Neil Carpentier-Alting/Dennis Roberts)

13 Ayes 0 Noes 1 Abstain 1 Absent

Jayne Turk expressed that even though there has been a tradition of abstaining from voting to approve meeting minutes when members are absent, there is no requirement to do so. She encouraged the committee to vote yes or no unless someone has a specific reason to abstain.

Regarding abstentions, Desiree read from Robert's Rules that "The chair should not call for abstentions in taking a vote, since the number of members who respond to such a call is meaningless. To "abstain" means to not vote at all."

• **Minutes of the April 3, 2020 Meeting**

MSP (Neil Carpentier-Alting /Veronica Rivera)

14 Ayes 0 Noes 0 Abstain 1 Absent

Item 3. Personnel Information (Melby)

• **Update on Recruitment Status**

Darlene Melby gave an update on the status of open position recruitment. She said that in Administrative Services we are holding off hiring because due to the COVID-19 virus there is a risk of not getting a strong pool of applicants

Char Perlas shared that Academic Affairs is recruiting for the Physics/Astronomy position and also will be reposting the EMS Coordinator position. Other positions currently recruiting for are the Director of Nursing position and the Business faculty will be delayed for a spring hire.

Melissa Green shared that there are currently no open positions for Student Services and that Meghan Witherell, in addition to being the Director of Enrollment Services, will also be the interim administrator for Financial Aid.

- Item 4. 2020-21 International Student Fees (Green)**
 MSP (Dennis Roberts/Neil Carpentier-Alting)
 13 Ayes 1 Noes 0 Abstain 1 Absent

Melissa Green reported that Homeland Security will now be charging the college an I-17 recertification fee of \$1250.00 for our International Student Education Program, and to offset this fee she is proposing an incremental fee increase over the next couple of years to \$100.00 per international student. We currently charge \$35 per international student, but other colleges in our area charge \$100.00, which is the maximum that can be charged. Janice Gonzalez stated that the recertification occurs every two years and that this certification is for two-year degree programs that we can offer to international students. There were questions and discussion regarding the recertification process and the fees other colleges charge. There was also discussion regarding the impact of the increased costs to students. Janice went on to say that the incremental approach is the best way to be as reasonable as possible in increasing fees.

- Item 5. Open Hearing Process and Future Plans (Melby)**
 Darlene Melby updated everyone on the Open Hearing process and the goal of creating a template that gives a 10,000' level view of each area's program review. At this point in time it has been determined that everyone is at different point of completion in their program reviews and this makes it difficult this year to complete this goal for IPB. Darlene explained that we don't want to lose sight of this goal, but we also want to recognize that this template may look different for instruction vs. non-instruction. We also want to give time for everyone to complete their program review and bring this back in the fall. Nathan Rexford added that we have received tentative confirmation that we will be getting a PRT visit in the fall.

- Item 6. Open Hearing – CQIPs (Perlas)**
 • **Office of Academic Affairs**
 Char Perlas presented a PowerPoint slideshow explaining the CQIP funding requests from the Office of Academic Affairs for the upcoming 2020-21 fiscal year. Mark Klever discussed the expenditures for CTE. There was also discussion from the various instructional areas as to their respective CQIPS.

- Item 7. Report out - College Council (Turk)**
 College Council went over the Org Charts that IPB saw at the April 3rd meeting. There is a new BP and AP review process for College Council. Also, Char presented a justification for the delay in hiring a permanent part-time video conferencing staff and explained that Anne-Marie Kuhlmann has created a schedule that will allow us to meet instructional needs.

- Item 8. Other**
 Mike Tischler concurred as to abstentions and Robert's Rules, and noted that Robert's Rules, Article III, Vote, offers a vote of "present" in situations where a committee member doesn't want to vote.

- Item 9. Adjourned at 2:59 pm**

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

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| August 21, 2019 | January 31, 2020 (in lieu of Feb 7th holiday) | April 17, 2020 (Open Hearing, 1:30 -3:30) 2 hrs |
| Joint Meeting w/College Council | February 14, 2020 (changed from Feb 20th) | Student Services w/Grants & Categoricals May 1, 2020 |
| September 6, 2019 | March 6, 2020 (no quorum) | May 8, 2020 (Tentative) |
| September 20, 2019 | March 20, 2020 (cancelled) | May 13, 2020 (Tentative) |
| October 4, 2019 Cancelled | April 3, 2020 | Joint Meeting w/College Council |
| October 18, 2019 | April 10, 2020 (Open Hearing, 1:30 – 4:30) 3 hrs | |
| November 1, 2019 | Instruction w/Grants & Categoricals | |
| November 15, 2019 | April 14, 2020 (Open Hearing, 1:30 – 3:30) 2 hrs | |
| December 6, 2019 | President (HR, PIO, IR, Athletics)/Admin Services | |