INTEGRATED PLANNING & BUDGET COMMITTEE MINUTES

Friday, September 4, 2020 9:30 am – 11:00 am Via Zoom https://cccconfer.zoom.us/j/96029894099

Membership

✓ **Darlene Melby (Co-Chair)**	✓ **Dr. Ronald Slabbinck (Co-Chair)**
✓ Rhonda Brown	✓ Dr. Mike Tischler
✓ Crystal Fahey	✓ Christina Van Alfen
✓ Donna Farris *(left 9:37 am)*	
✓ Maria Fernandez	**Dr. Stephen Schoonmaker (Ex officio)**
✓ Melissa Green	✓ Desiree Kaae (Minutes)
✓ Jenny Heath	**Resources**
Cyndi Leonard	✓ Matt Donaldson
✓ Veronica Rivera	✓ Kent Gross
Valerie Roberts	✓ Dr. Nathan Rexford

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 9:32 am

Item 1. **Introductions** *(moved to Item 1 from Item 3)* **Information (Melby)**
Darlene Melby introduced Ron Slabbinck as the new co-chair for IPB. Members and participants each introduced themselves.

Item 2. **Approval of Minutes** **Action (Melby)**
- **Minutes of the May 1, 2020 Meeting**
    MSP (Maria Fernandez/Jenny Heath)
    9 Ayes   0 Noes   1 Abstain   3 Absent

- **Minutes of the May 13, 2020 Joint Meeting w/College Council**
    Email Vote for IPB Committee Annual Report and Evaluation
    MSP (Christina Van Alfen/Veronica Rivera)
    9 Ayes   0 Noes   1 Abstain   3 Absent

Item 3. **Personnel Information**
- **Alternative Media and Learning Disabilities Specialist (DSPS)** **Information (Green)**
Melissa Green gave a brief overview of the Alternative Media and Learning Disabilities Specialist position. This position is critical for disabled students receiving services. This a budgeted position.

Item 4. **Committee Charge** **Information/Action (Melby)**
    MSP (Melissa Green/Maria Fernandez)
    10 Ayes   0 Noes   0 Abstain   3 Absent
No changes to the committee charge.

Item 5. **Evaluation – Committee Goals for 2020 - 2021** **Information/Action (Melby)**
    MSP (Christina Van Alfen/Veronica Rivera)
    10 Ayes   0 Noes   0 Abstain   3 Absent
Minor changes to Committee goals:

Budget – Review and Recommend (Tentative)
- 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~~ Develop, review, and recommend Cost/Revenue Analysis
- Develop, review, and recommend Position Control Mapping
- Support COS Institutional Goals as they are developed

Item 6.   **Meeting Dates and Times**   **Information (Melby)**

Meeting times and dates for 2020-21 were reviewed. There was discussion regarding the 2020-21 Final Budget extended approval timeline from the Chancellor's Office.

Item 7.   **IEPI – PRT Team Visit Update**   **Information (Rexford)**

Nathan Rexford reported that the visiting team is scheduled for October 16, 2020, and will be virtual. The team will be providing input for accreditation including cost/benefit analysis, and non-instructional program review. There was discussion about program review, budget cycle, CQIP process and out of cycle funding requests.

Item 8.   **Enrollment Management Report**   **Information (Green)**

Enrollment Management has not yet met this year. There were questions about FTES year over year comparisons and enrollment, which will be answered at a later date.

Item 9.   **Report out of College Council**   **Information (Melby)**

College Council has not yet met this year.

Item 10. **Other**
There was discussion about whether a majority vote is a majority of the all voting members on the committee or a majority of those present (quorum). Past practice has been a majority of quorum.

Item 11. **Adjourned at 10:40 am**

Future Meeting Times and Dates: 1st and 3rd Friday of the Month, 9:30 am – 11:00 am

September 4, 2020	February 5, 2021	April 16, 2021 **(Open Hearing, 9:30 – 11:30) 2 hrs**
September 18, 2020	February 19, 2021	Student Services w/Grants & Categoricals
October 2, 2020	March 5, 2021	May 7, 2021
October XX, 2020 TBD	March 19, 2021	May 12, 2021 (Wednesday)
Joint Meeting w/College Council	April 2, 2021 **(Open Hearing, 9:00 – 12:00) 3 hrs**	**Joint Meeting w/College Council**
October 16, 2020	Instruction w/Grants & Categoricals	
November 6, 2020	April 9, 2021 **(Open Hearing, 9:30 – 11:30) 2 hrs**	
November 20, 2020	President (HR, PIO, IR, Athletics)/Admin Services	
December 4, 2020		

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