# College of the Siskiyous

## Campus-Wide Standing Committee
## Annual Report

| Committee Name | INTEGRATED PLANNING & BUDGET COMMITTEE |
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| Committee Members | Darlene Melby (Co-Chair), Dr. Michael Tischler (Co-Chair) |
| | Kevin Broussard, Rhonda Brown, Deb Dutcher, Donna Farris, Mike Graves, Melissa Green, Michele Knudsen, Jesse Mullins, Dennis Roberts, Cheryl Rosen, Dr. Stephen Schoonmaker (Ex Officio), Alison Varty, Calvin Wagner, Chris Wehman, Dr. Zachary Zweigle |
| | Kent Gross, Wayne Keller, Bart Scott (Resources) |
| Committee Charge (Summary) | The Integrated Planning & Budget Committee supports learning by ensuring that budgeting at College of the Siskiyous is prioritized in a way that meets the institution's short- and long-term strategic plans.  The committee accomplishes this by serving as the primary body in the creation or recommendation of budget assumptions, budgets, and short-and-long-term plans that further the mission of the College.  The recommendations of the Integrated Planning & Budget Committee will be sent to College Council. |

| For Academic Year: | 2017-18 | Date of Annual Report: | May 11, 2018 |
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| Month | Mtg Date | # Members Present | Date Agenda Sent | Date Minutes Posted | Please list the tasks that the Committee will be working on as a result of the meeting. |
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| Oct. | 6 | 15 | Oct. 4 | Feb | Membership, charge, goals |
| Nov. | 3 | 12 | Nov. 1 | Feb | Gov. flow chart, program review, charge |
| Nov. | 17 | 11 | Nov. 16 | Feb | Charge, goals, budget development, AP BP |
| Dec. | 1 | 13 | Nov. 29 | Feb | Guided Pathways, budget timeline |
| Feb. | 2 | 11 | Feb. 1 | Feb | Goals, timelines, informational items |
| Feb. | 16 | 12 | Feb. 14 | Feb | Budget assumptions, open hearing info, Campus Dining info, Guided Pathways, info on SLO Committee, Program Review update, AP review |
| Mar. | 16 | 13 | Mar. 15 | Apr | Tech Master Plan, Open Hearing Dates, Lodge Rates |
| Mar. | 23 | 14 | Mar. 22 | Apr | Instruction Open Hearing, membership change |
| Apr. | 6 | 13 | Apr. 5 | May 3 | New co-chair, Student Services Open Hearing, updated Instruction CQIP, cost of attendance info |
| Apr. | 20 | 15 | Apr. 19 | May 3 | President's Office Open Hearing, new co-chair, program review draft manual |
| Apr. | 27 | 10 | Apr. 26 | May 7 | Administrative Services Open Hearing |
| May | 4 | 15 | May 3 | | DSPS request, budget request rankings |
| May | 11 | | | | Tentative budget |
| Avg Attendance | 13 | | | | |

| Major Accomplishments or Achievements in Past Year | Integrated previously separated committees (Budget & Planning) and combined into Integrated Planning and Budget. Developed a new charge and established goals for 2017-18. |
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| | Reviewed and approved the Program Plan process for Instruction and Non-Instruction. |
| | Reviewed the "draft revisions" to Technology Master Plan. |
| | Held Open Hearings for resource requests and ranked for 2018-19 budget. |

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| | Shared information regarding College Council agendas and discussions. |
| | Reviewed and approved Lodge Rates, Cost of Attendance, Budget Assumptions, Budget Development Timeline, for 2018-19. |
| | Information only: China Trip, Mexico Trip, TEDx, Governance Model, and Equity Proposal. |
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| **Major Obstacles or Problems with Committee** | Budget developed in May but faculty hiring approvals should occur in fall. |
| | Committee is spending a lot of time on budget and not much time planning. |
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| **Recommendations for Improving Process or Efficiency** | Do program reviews and budget hearings in the fall to allow for timely faculty hiring in early spring for the following fiscal year. |
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| Committee's Goals and Institutional Goals and were expectations met. | • **Review FTES targets - carry over to 2018-19**<br>• **Budget narratives – completed "standing item"**<br>• **Program reviews-carry over to 2018-19**<br>• **Master plans (Tech reviewed, continue institutional and facilities)**<br>• **Enrollment management-carry over to 2018-19**<br>• **Identify common language (develop in fall)**<br>• **Develop budget assumptions (standing goal) completed** |
| | |
| Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal | • **Review FTES targets (continue)**<br>• **Budget narratives (standing)**<br>• **Program reviews (continue)**<br>• **Master plans (Tech reviewed, continue institutional and facilities)**<br>• **Enrollment management (continue)**<br>• **Identify common language (develop in fall)**<br>• **Develop budget assumptions (standing goal)**<br>• **Program review timelines to develop the budget, and update in conjunction with program review timelines for both instructional and non-instructional areas.**<br>• **Review and approve other institutional planning or fiscal documents as necessary.** |
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| **Chair Signature**             X | |
| *Typed or Printed Name Darlene Melby* | |

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| **College of the Siskiyous Institutional Goals** |
| **Goal #1:** Promote and support educational goal completion for all students. |

**Goal #2:**  Sustain institutional health and vitality to meet the needs of the community.

**Goal #3:**  Evaluate institutional effectiveness for continuous improvement.

### College of the Siskiyous Mission

*College of the Siskiyous promotes learning and provides academic excellence for today's global students through accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation.*