

**College of the Siskiyous  
Campus-Wide Standing Committee  
Annual Report and Evaluation**

<b>Committee Name</b>	<b>Integrated Planning and Budget Committee</b>	
<b>Committee Members</b>	Darlene Melby ( <i>Co-Chair</i> ) – Administrative Representative Kevin Broussard – Faculty Representative Rhonda Brown – Faculty Representative Crystal Fahey – Classified Representative Donna Farris – Classified Representative Melissa Green – Administrative Representative Wayne Keller – ASM Representative Michele Knudsen – Faculty Representative Dennis Roberts – Administrative Representative	Jayne Turk ( <i>Co-Chair</i> ) – Faculty Representative Cheryl Rosen – Classified Representative Dr. Michael Tischler – Faculty Representative Alison Varty – Faculty Representative Dr. Zachary Zweigle – Administrative Representative Dr. Stephen Schoonmaker – Ex Officio Kent Gross – Resource Dr. Nathan Rexford – Resource Desiree Kaae – Recording Secretary
<b>Committee Charge (Summary)</b>	The Integrated Planning and Budget Committee supports student learning by guiding the institution's short and long-term strategic plans and developing responsible budgets to support these plans that align resources with institutional needs. The committee accomplishes its goals through the creation, review, and recommendation of strategic plans, program reviews, and budgets. As an important part of the shared governance process, the Integrated Planning and Budget Committee forwards its recommendations to the College Council.	

**For Academic Year: 2018-2019**

**Date of Annual Report: May 10, 2019**

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.
August	29	11	08/28/2018	10/26/2018	<ul style="list-style-type: none"> <li>Continue to monitor the budget</li> <li>Continue to update the committee on the components of the new funding model and its implementation.</li> </ul>
September	7	12	09/06/2018	10/26/2018	<ul style="list-style-type: none"> <li>Review and revise committee's charge.</li> <li>Review the Committee's prior year goals and bring forward ideas for the current year.</li> <li>Allocate Physical Plant and Instructional Support funds.</li> <li>Identify additional meeting dates for Open Hearings in the spring for CQIP submission.</li> <li>Continue hearing reports and information from various committees and areas.</li> </ul>
September	21	11	09/19/2018	10/26/2018	<ul style="list-style-type: none"> <li>Review suggested dates for Open Hearings for approval at the next meeting.</li> <li>Review and recommend the Injury and Illness Prevention Plan (IIPP) to College Council.</li> <li>Review and revise proposed Committee goals for the current year.</li> <li>Continue hearing reports and information from various committees and areas.</li> </ul>
October	5	12	10/03/2018	10/26/2018	<ul style="list-style-type: none"> <li>Begin the development of the Institutional Master Plan (IMP) for the December 14, 2018 Planning Day.</li> <li>Continue hearing reports and information from various committees and areas.</li> </ul>
October	19	9	10/18/2018	11/21/2018	<ul style="list-style-type: none"> <li>Review Institutional Master Plans from other Colleges.</li> <li>Start the process of establishing IMP Subject Areas.</li> <li>Continue hearing reports and information from various committees and areas.</li> </ul>
November	2	12	10/31/2018	11/21/2018	<ul style="list-style-type: none"> <li>Continue Planning Day Agenda for the IMP.</li> <li>Continue hearing reports and information from various committees and areas.</li> </ul>
November	16	11	11/15/2018 Revised agenda sent 11/16/2018	03/18/2019	<ul style="list-style-type: none"> <li>Continue Planning Day Agenda for the IMP.</li> <li>Continue hearing reports and information from various committees and areas.</li> </ul>

December	7	14	12/05/2018	03/18/2019	<ul style="list-style-type: none"> <li>• Final Planning Day preparation for the IMP.</li> <li>• Continue hearing reports and information from various committees and areas.</li> </ul>
February	1				Canceled
February	15	10	02/14/2019	03/18/2019	<ul style="list-style-type: none"> <li>• Continue developing the IMP for approval in spring 2019.</li> <li>• Schedule joint IPB and College Council meeting in May to approve the draft tentative budget.</li> <li>• Continue hearing reports and information from various committees and areas.</li> </ul>
March	1	9	02/27/2019	03/18/2019	<ul style="list-style-type: none"> <li>• Continue hearing reports and information from various committees and areas.</li> </ul>
March	15	13	03/14/2019 Revised agenda sent 03/15/2019	04/09/2019	<ul style="list-style-type: none"> <li>• Approve Travel and Position Appeals in response to travel and hiring freeze.</li> <li>• Continue hearing reports and information from various committees and areas.</li> </ul>
March	21	14	03/21/2019	04/09/2019	Emergency Meeting for Position Appeal
April	5	14	04/04/2019	04/18/2019	<ul style="list-style-type: none"> <li>• Continue to approve Travel and Position Appeals in response to travel and hiring freeze.</li> <li>• Set up database to house feedback for the IMP from all constituents.</li> <li>• Hear CQIP requests for ranking in May.</li> <li>• Continue hearing reports and information from various committees and areas.</li> </ul>
April	12	13	04/11/2019	05/01/2019	<ul style="list-style-type: none"> <li>• Continue to approve Travel and Position Appeals in response to travel and hiring freeze.</li> <li>• Hear CQIP requests for ranking in May.</li> <li>• Continue hearing reports and information from various committees and areas.</li> </ul>
April	19	13	04/18/2019	05/07/2019	<ul style="list-style-type: none"> <li>• Continue to approve Travel and Position Appeals in response to travel and hiring freeze.</li> <li>• Hear CQIP requests for ranking in May.</li> <li>• Establish workgroup to reconcile feedback and standardize the format of the IMP.</li> <li>• Continue hearing reports and information from various committees and areas.</li> </ul>
May	3	13	05/02/2019	5/17/2018	<ul style="list-style-type: none"> <li>• IPB workgroup to continue working on the Institutional Master Plan</li> <li>• Forward 2019-20 CQIP rankings to College Council</li> <li>• Consider accomplishments, obstacles, improvements, and goals for the Standing Committee Annual Report and Evaluation.</li> <li>• Continue to approve Travel and Position Appeals in response to travel and hiring freeze.</li> <li>• Continue hearing reports and information from various committees and areas.</li> </ul>
May	10	11	05/08/2019	Pending approval	<ul style="list-style-type: none"> <li>• IPB workgroup to continue working on the Institutional Master Plan</li> <li>• Continue to approve Travel and Position Appeals in response to travel and hiring freeze.</li> <li>• Recommend accomplishments, obstacles, improvements, and goals for the Standing Committee Annual Report and Evaluation to be forwarded to the Board of Trustees.</li> </ul>
May	15	12	05/14/2019	Pending approval	<ul style="list-style-type: none"> <li>• Forward FY 19-20 draft Tentative Budget to College Council.</li> <li>• Forward Institutional Master Plan to College Council.</li> </ul>
<b>Average Attendance</b>		<b>12</b>			

<p><b>Major Accomplishments or Achievements in Past Year</b></p>	<p><b>Development and Completion of COS Institutional Master Plan.</b>  <b>CQIP Hearings for all areas (President’s Office, Administrative Services, Instruction and Student Services) – hearings were well organized.</b>  <b>Recommendation of Budget Development and Assumptions</b>  <b>Organization of December 14, 2018 Planning Day for the Institutional Master Plan.</b>  <b>Joint meetings with College Council for Final Budget FY 18-19 (Aug 2018) and Tentative Budget FY 19-20 (May 2019).</b></p>
<p><b>Major Obstacles or Problems with Committee</b></p>	<p><b>Other area plans were postponed due to focus on development of the Institutional Master Plan. These area plans (Facilities, Technology, etc.) will be developed to align with the Institutional Master Plan.</b></p>
<p><b>Recommendations for Improving Process or Efficiency</b></p>	<p><b>Vice President of Academic Affairs on IPB as full voting member.</b>  <b>Start Budget Development Timeline sooner including Program Review, CQIPs with CQIPs for hiring happening earlier in the year.</b>  <b>More planning activities with incorporation of Enrollment Management.</b>  <b>Position Control.</b></p>

<p><b>Committee’s Goals</b>  <b>Institutional Goals</b>  <i>Established Goals 10/5/2018</i></p>	<p><b><u>GOALS</u></b>  <b><u>Budget – Review and Recommend</u></b></p> <ul style="list-style-type: none"> <li>• Budget Development Timeline</li> <li>• Budget Assumptions</li> <li>• Open Hearing CQIPS</li> <li>• CQIP Ranking</li> <li>• Budget Narrative</li> <li>• Tentative Budget</li> <li>• Final Budget</li> </ul> <p><b><u>Enrollment Support Management</u></b></p> <ul style="list-style-type: none"> <li>• Review Growth Goals</li> <li>• Review FTES Generation</li> <li>• Receive information from Enrollment Management Task Force</li> </ul> <p><b><u>Master Plans</u></b></p> <ul style="list-style-type: none"> <li>• Develop Institutional Master Plan</li> <li>• Review Facilities Master Plan</li> <li>• Review Technology Master Plan</li> <li>• Review Technology Operational Plan</li> <li>• Review Instructional &amp; Non-Instructional Program Review Manual</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• Develop, Review, and Recommend Position Control Mapping</li> <li>• Review and approve other institutional planning or fiscal documents as necessary</li> </ul>
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<p>Committee Goals (if appropriate) for Coming Year List Related Institutional Goal</p>	<p><b><u>GOALS</u></b>  <b><u>Budget – Review and Recommend</u></b></p> <ul style="list-style-type: none"> <li>• Budget Development Timeline</li> <li>• Budget Assumptions</li> <li>• Open Hearing CQIPS</li> <li>• CQIP Ranking</li> <li>• Budget Narrative</li> <li>• Tentative Budget</li> <li>• Final Budget</li> </ul> <p><b><u>Enrollment Support Management</u></b></p> <ul style="list-style-type: none"> <li>• Review Growth Goals</li> <li>• Review FTES Generation</li> <li>• Receive information from Enrollment Management Task Force</li> </ul> <p><b><u>Master Plans</u></b></p> <ul style="list-style-type: none"> <li>• Develop Institutional Master Plan</li> <li>• Review Facilities Master Plan</li> <li>• Review Technology Master Plan</li> <li>• Review Technology Operational Plan</li> <li>• Review Instructional &amp; Non-Instructional Program Review Manual</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• Develop, Review, and Recommend Position Control Mapping</li> <li>• Review and approve other institutional planning or fiscal documents as necessary</li> </ul> <p><b><u>Support COS Institutional Goals 1, 2 &amp; 3</u></b></p> <ul style="list-style-type: none"> <li>• Promote and support educational goal completion for all students.</li> <li>• Sustain institutional health and vitality to meet the needs of the community.</li> <li>• Evaluate institutional effectiveness for continuous improvement.</li> </ul>
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**Chair Signature:**  
 Darlene Melby \_\_\_\_\_

<b>College of the Siskiyous Institutional Goals</b>
<b>Goal #1:</b> Promote and support educational goal completion for all students.
<b>Goal #2:</b> Sustain institutional health and vitality to meet the needs of the community.
<b>Goal #3:</b> Evaluate institutional effectiveness for continuous improvement.

<b>College of the Siskiyous Mission</b>
<i>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.</i>