

## Campus-Wide Standing Committee Annual Report and Evaluation

<b>Committee Name</b>	<b>Integrated Planning and Budget Committee</b>		
<b>Committee Members</b>	<u>Administrative Representatives:</u> Darlene Melby ( <i>Co-Chair</i> ) Melissa Green Dr. Burton Peretti ( <i>Aug – Mar</i> ) Dennis Roberts Valerie Roberts ( <i>Apr – May</i> )  <u>Administrative Support Management:</u> Veronica Rivera Christina Van Alfen  <u>Student Representative:</u> Paloma Herrera-Thomas	<u>Faculty Representatives:</u> Jayne Turk ( <i>Co-Chair</i> ) Rhonda Brown Neil Carpentier-Alting Maria Fernandez Jenny Heath ( <i>Jan – May</i> ) Michele Knudsen ( <i>Aug – Dec</i> ) Dr. Michael Tischler  <u>Classified Representatives:</u> Crystal Fahey Donna Farris Cheryl Rosen ( <i>Aug – Mar</i> ) Cynthia Leonard ( <i>Apr – May</i> )	<u>Ex Officio:</u> Dr. Stephen Schoonmaker  <u>Resources:</u> Matt Donaldson ( <i>Jan – May</i> ) Wayne Keller ( <i>Aug – Dec</i> ) Kent Gross Dr. Nathan Rexford  <u>Recording Secretary:</u> Desiree Kaae
<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 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.		
<b>For Academic Year: 2019-2020</b>		<b>Date of Annual Report: May 13, 2020</b>	

Month	Mtg Date	Number of 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.
<b>AUG</b>	<b>21</b>	12	08/13/2019	09/10/2019	<ul style="list-style-type: none"> <li>Continue to monitor the budget.</li> <li>Recommendation of the 2019-20 Final Budget to College Council</li> </ul>
<b>SEP</b>	<b>6</b>	12	09/05/2019	10/30/2019	<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>Identify additional meeting dates for Open Hearings in the spring for CQIP submission.</li> <li>Make CQIP request available on IPB website to be updated as needed throughout the year.</li> <li>Continue to hear and review position justifications.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
<b>SEP</b>	<b>20</b>	13	09/19/2019	10/30/2019	<ul style="list-style-type: none"> <li>Review suggested dates for Open Hearings for approval at the next meeting.</li> <li>Continue revision of the Committee's goals</li> <li>Continue to hear and review position justifications.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
<b>OCT</b>	<b>4</b>				Cancelled
<b>OCT</b>	<b>18</b>	10	10/17/2019	11/15/2019	<ul style="list-style-type: none"> <li>Allocate Physical Plant and Instructional Support funds.</li> <li>Review the Budget Development Timeline</li> <li>Discuss program efficiencies and how this fits with Continuous Quality Improvement and Program Review.</li> <li>Continue to hear and review position justifications.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
<b>NOV</b>	<b>1</b>	12	10/31/2019	02/14/2020	<ul style="list-style-type: none"> <li>Hear updates on the development of the Facilities Master Plan.</li> <li>Hear and review faculty prioritization process.</li> <li>Continue to review position justifications.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
<b>NOV</b>	<b>15</b>	10	11/14/2019	02/14/2020	<ul style="list-style-type: none"> <li>Hear and review faculty prioritization process.</li> <li>Continue to hear and review position justifications.</li> </ul>

Month	Mtg Date	Number of 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.
					<ul style="list-style-type: none"> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
DEC	6	13	12/05/2019	02/14/2020	<ul style="list-style-type: none"> <li>Hear and review faculty prioritization process.</li> <li>Review and recommend the Injury and Illness Prevention Plan (IIPP) to College Council.</li> <li>Continue to review position justifications.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
JAN	31	13	01/30/2020	04/16/2020	<ul style="list-style-type: none"> <li>Hear an update on the Governor's 2020-21 proposed budget, and the budget implications for College of the Siskiyous</li> <li>Recommend the revised 2020-21 Budget Development Timeline to College Council.</li> <li>Continue to review position justifications.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
FEB	14	12	02/13/2020	04/16/2020	<ul style="list-style-type: none"> <li>Recommend 2020-21 Budget Assumptions to College Council.</li> <li>Hear updates on the development of the Facilities Master Plan.</li> <li>Continue to hear and review position justifications.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
MAR	6	8 <i>No Quorum</i>	03/05/2020	04/16/2020	<ul style="list-style-type: none"> <li>Hear plans and discuss actions to close the 2020-21 Budget Gap.</li> <li>Continue to hear and review position justifications.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
MAR	20	12 <i>Email vote</i>		04/16/2020	<p>Cancelled</p> <ul style="list-style-type: none"> <li>Email vote for two student services initiatives.</li> </ul>
APR	3	13	04/03/2020	04/16/2020	<ul style="list-style-type: none"> <li>Continue to discuss actions to close the 2020-21 Budget Gap.</li> <li>Plan for upcoming Open Hearing for 2020-21 CQIP Requests.</li> <li>Continue to hear and review position justifications.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
APR	10	14	04/09/2020	04/20/2020	<ul style="list-style-type: none"> <li>Discuss Open Hearing process and how it ties to program review for both instructional and non-instructional areas.</li> <li>Open Hearing for 2020-21 CQIP Requests – Academic Affairs.</li> <li>Continue to hear and review position justifications.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
APR	14	14	04/14/2020	04/20/2020	<ul style="list-style-type: none"> <li>Open Hearing for 2020-21 CQIP Requests – President's Office and Administrative Services.</li> <li>Continue to hear and review position justifications.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
APR	17	14	04/16/2020	05/04/2020	<ul style="list-style-type: none"> <li>Open Hearing for 2020-21 CQIP Requests – Student Services.</li> <li>Continue to hear and review position justifications.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>

Month	Mtg Date	Number of 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.
MAY	1	15	04/30/2020	After Approval Sep 2020	<ul style="list-style-type: none"> <li>• Forward 2020-21 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 hear and review position justifications.</li> <li>• Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements and any associated budget implications in accordance with participatory governance.</li> </ul>
MAY	8				Tentative Meeting - Cancelled
MAY	13	15	05/12/2020	After Approval Sep 2020	<ul style="list-style-type: none"> <li>• Joint Meeting with College Council</li> <li>• Recommendation of the 2020-21 Tentative Budget to College Council</li> </ul>
Average Attendance		13			

<b>Major Accomplishments or Achievements in Past Year</b>	<b>Review of all position requests</b>
	<b>Listened to major initiatives: Facilities Master Plan; 2020 ACCJC Midterm Report; Revised Room &amp; Meal Rates; Servitas Housing Study; International Student Fees; National Student Clearing House Electronic Transcripts</b>
	<b>Started the Faculty Prioritization &amp; Hiring Process to be considered in Fall of 2020</b>
	<b>Implemented new CQIP ranking methodology</b>
	<b>Student Involvement</b>
<b>Major Obstacles or Problems with Committee</b>	<b>Cost/Revenue analysis of programs not implemented</b>
	<b>Position Control not implemented</b>
	<b>Enhance strategic planning</b>
	<b>Deeper discussion on reorganization planning</b>
	<b>Improve interim position hiring process</b>
<b>Recommendations for Improving Process or Efficiency</b>	<b>More time spent on strategic planning</b>
	<b>Implement Cost/Revenue Analysis of programs</b>
	<b>Program Reviews – High level summary</b>
	<b>Shore up non-instructional program review</b>
<b>Committee’s Goals FY20 Institutional Goals</b> <i>Established Goals 09/20/2019</i>	<p><b>GOALS (Tentative)</b></p> <p><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>Support Enrollment 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>Planning</u></b></p> <ul style="list-style-type: none"> <li>• Develop Comprehensive Strategic Plan **</li> <li>• Review and approve other institutional planning or fiscal documents as necessary                             <ul style="list-style-type: none"> <li>▪ Facilities Master Plan</li> <li>▪ Technology Master Plan</li> <li>▪ Technology Operational Plan **</li> <li>▪ Other planning documents</li> </ul> </li> </ul>

<b>Were expectations met?</b>	<ul style="list-style-type: none"> <li>• Summary review of Instructional &amp; Non-Instructional Program Reviews **</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Review Cost/Revenue Analysis **</li> <li>• Develop, Review, and Recommend Position Control Mapping **</li> <li>• Support COS Institutional Goals as they are developed</li> </ul> <p><b>Goals were met with the exception of items noting a **. These will need to be addressed in FY21.</b></p>
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<b>Committee Goals FY21 (if appropriate) for Coming Year List Related Institutional Goal</b>	<p><b><u>Budget – Review and Recommend (Tentative )</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>Support Enrollment 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>Planning</u></b></p> <ul style="list-style-type: none"> <li>• Develop Comprehensive Strategic Plan</li> <li>• Review and approve other institutional planning or fiscal documents as necessary             <ul style="list-style-type: none"> <li>▪ Facilities Master Plan</li> <li>▪ Technology Master Plan</li> <li>▪ Technology Operational Plan</li> <li>▪ Other planning documents</li> </ul> </li> <li>• Summary review of Instructional &amp; Non-Instructional Program Reviews</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• Review Cost/Revenue Analysis</li> <li>• Develop, Review, and Recommend Position Control Mapping</li> <li>• Support COS Institutional Goals as they are developed</li> </ul>
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**Chair Signatures:**

**Darlene Melby** \_\_\_\_\_

**Jayne Turk** \_\_\_\_\_

<b>College of the Siskiyou 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.

**College of the Siskiyou Mission**

*College of the Siskiyou 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.*