

Strategic Planning & Budget Committee Minutes

April 15, 2015 – 3:00pm

Room: 9202

Chair: Guy Hamilton\*

Vice-Chair: Samira Pardanani\*

Note-taker: Julie Bathke\*

**Administrative/Exempt**

Mary Kelemen\*

Chris Melton\*

Samira Pardanani\*

David Pinter\*

Veronica Zura\*

**Faculty**

Shana Calaway\*

Guy Hamilton\*

Ernest Johnson\*

Amy Kinsel

Aura Rios-Erickson\*

**Ex Officio**

Bayta Maring\*

Stuart Trippel\*

**Classified Staff**

Jennifer Carnahan\*

Paul Fernandez

Andrea Kuo\*

Ann Martin-Cummins

Linda Weir\*

**Students**

Justin Collins

Konstantin Grinev

Alicia Lewis\*

Stian Myraas

Michelle Ogle\*

**Guests**

\*indicates attendance

- I. Approve minutes from meeting on April 1, 2015

The committee approved the minutes as presented. MSP Linda/Chris

- II. Review draft of the new SPBC charter

Stuart presented a draft charter for the Strategic Planning & Budget Council as prepared by ELT. Major changes include the name change from “Committee” to “Council,” as well as the addition of a sponsor.

The main focus of the group would be around alignment between the strategic plan and budget, as well as budget transparency. Budget transparency consists of members becoming familiar with the budget process and how decisions are made.

There was a discussion about whether the Innovation Fund process would still go through the group. It was noted that it is closely related to the aSAP process and involves budgetary expenditures; however, funded projects do not have to align with the strategic plan and may consume too much time of the council's work. Stuart will take this topic to ELT for additional feedback.

Stuart asked the group to further consider the draft for discussion at the next meeting.

### III. Update on Innovation grants

The group discussed the current status, process, and timeline for submission of Innovation Grant proposals. It was noted that review during the Summer would not be possible as the committee does not meet.

The group agreed that the next submission deadline will be in Fall quarter, with exceptions for anyone currently finalizing a proposal for Spring quarter submission.

### IV. Update on Strategic Planning Task Force – workgroups

Guy spoke about the upcoming formation of 4 workgroups that will develop strategic goals based on results of the SWOT sessions and internal/external data. These goals will also list a person responsible for overseeing and ensuring the completion of each goal.

The timeline for the workgroup meetings was discussed. Stuart added that the President says that this work is very significant and should drive the work of the college.

### V. Closing the loop for 2014-15 aSAPs

The group discussed the low response rate for SAPs and Progress Reports, which should be submitted by those who are awarded funds through the aSAP process. It was noted that it is important to ensure that progress is being made on the proposals while not being overly burdensome with paperwork.

Points of discussion included potential revision to the reporting process and forms. A suggestion was made to have a meeting with awarded aSAP fund recipients during Opening Week. Guy said that the group will use the existing forms and process for now, and a discussion of next year's process will happen at a later meeting.

## VI. Debriefing the aSAP process

The group discussed the most recent aSAP process. Comments shared include:

- Action Plan section was confusing, particularly regarding who was responsible for the budget
- Include a sample application
- Fix the budget spreadsheet to correctly calculate part-time or hourly wages/benefits
- Clear up language about supervisor/dean
- Possibly automatically email submissions to supervisor or person responsible for action steps
- Add narrative feature to budget piece
- Confusion about one-time purchases and ongoing costs
- Perhaps separate personnel from non-personnel requests?
- Word limit in applications was a great idea (though discrepancy in word count as compared to Microsoft Word)
- Time crunch for second review – first review went much quicker
- May not need ratings by start of Spring quarter – difficulty in having review during finals week
- Balancing enough time to complete the second review with the benefit of having the first review in recent memory
- May be changes to the process due to new Strategic Plan

## VII. Open Comments

No additional comments were shared.

Submitted by Julie Bathke