

Strategic Planning & Budget Committee Minutes
April 20, 2016 – 3:00pm
Room: 1402

Chair: Guy Hamilton*

Vice-Chair: Vacant

Note-taker: Julie Bathke*

Administrative/Exempt

Jennifer Coogan

Guy Hamilton*

Cathy Otto*

Veronica Zura*

TBD

Classified Staff

Jenifer Aydelotte

Ruslana Chernetska

Paul Fernandez

Donna Langley*

TBD

Faculty

Shana Calaway*

Jim Elenteny

Ginger Villanueva

Tim Wright*

TBD

Students

Chronos Chow

Laura Humiston*

TBD

TBD

TBD

Ex Officio

Bayta Maring*

Stuart Trippel*

Guests

*indicates attendance

- I. Approval of minutes from meeting on April 6, 2016

The minutes were approved as presented. MSP Cathy/Laura

- II. Information Item – aSAP award “letter”

The group reviewed draft letters for approved and not-approved aSAP proposals. Stuart will ask the Executive Team if they would prefer the letters to be sent from them, the President, or the SPBC.

Suggestions for edits to the letters include:

- On the not-approved letters, change “Approval Amount” to “Requested Amount”

- Re-word the completion questions to align with the Close-the-Loop reports and to generate more than Yes/No answers
- Briefly explain why the reporting-back steps are important
- Offer three points of contact for questions (Budget office, HR, and SPBC chair)
- Soften language in the not-approved letters

The group discussed ways to acknowledge the effort of those who submitted aSAPs that were not approved and encourage them to submit in future cycles. The idea of a debriefing event was suggested. Stuart will further discuss this idea with the Executive Team.

III. Information Item – aSAP Closing the Loop for next year

The group discussed using the online aSAP system for Closing the Loop reporting. Guy has been working with Gavin Smith to discuss what is feasible, including multiple tabs or editable text boxes. There was also a discussion about tracking and reporting back on multi-year projects.

IV. Discussion – aSAPs and the new Strategic Plan

Stuart shared that ET has been discussing the implementation of the new Strategic Plan; with this, each strategy listed in the plan will have a “responsible group.” In some cases, this group might be an existing committee/council within the college’s governance structure. He distributed a copy of the plan that highlighted two potential strategies that may be assigned to the SPBC and requested feedback from the group.

2F – Develop and support innovation that serves our students and communities

The group discussed how this strategy might align with the current Innovation Fund process, as well as ways to be proactive in nurturing innovation and creativity.

Ideas included:

- Host an “Innovation Series” with speakers, panels, discussions, etc
- Provide tools to be innovative and connect people on campus with similar or contributing interests
- Have a role in identifying issues and challenges for those with innovative ideas
- Set up a task force to focus on innovative ideas in certain fields, such as technology

3D – Pursue and obtain sufficient resources to fulfill the College’s mission....(etc)

There was a discussion about how the strategy aligns with SPBC’s charter; it was noted that the charter designates a role in accountability and transparency. This works well in the aSAP

process and could be expanded to other areas. Overall, the group did not immediately see a clear connection between this strategy and the committee's current work.

There was a discussion about how the aSAP process might be incorporated into the mechanism of responsible groups, such as if the responsible group would submit aSAPs. Initial response from the group did not anticipate that happening, but the committee might be instrumental in guiding and connecting people across campus, or even request that someone submit an aSAP.

V. Discussion – proposed timeline for aSAP process in Fall 2016

This discussion was postponed to a future meeting.

VI. Open Comments

No additional comments were shared.

Submitted by Julie Bathke