

Strategic Planning & Budget Committee Minutes

October 7, 2015 – 3:00pm

Room: 9202

Chair: Guy Hamilton\*

Vice-Chair: Andrea Kuo\*

Note-taker: Julie Bathke\*

**Administrative/Exempt**

Jennifer Coogan

Guy Hamilton\*

Cathy Otto\*

David Pinter\*

Veronica Zura\*

**Faculty**

Shana Calaway\*

TBD

TBD

TBD

TBD

**Ex Officio**

Bayta Maring\*

Stuart Trippel\*

**Classified Staff**

Jenifer Aydelotte

Ruslana Chernetzka\*

Paul Fernandez\*

Andrea Kuo\*

Donna Langley

**Students**

Chronos Chow\*

Richard Dait\*

Laura Humiston\*

TBD

TBD

**Guests**

\*indicates attendance

- I. Approve minutes from meeting on June 3, 2015

The committee approved the minutes as presented. MSP David/Veronica

- II. Welcome/Introductions

Guy Hamilton welcomed the group. He noted that a Vice Chair would need to be elected. Veronica nominated Andrea for the position and she accepted the nomination. No additional nominations were put forward.

The group unanimously approved Andrea for the position of Vice Chair.

The committee members introduced themselves. It was noted that four additional faculty members and two additional students would be joining the committee.

Guy shared an overview of the committee's work for the upcoming year. The major functions of the committee are to:

- ensure alignment of the college's budget with the Mission, Vision, Core Themes, and Strategic Plan
- promote transparency in the budget process
- advise the Executive Team on budget and strategic planning matters

Within those functions, the major tasks of the committee include:

- developing the Strategic Plan
- developing criteria to assess allocation of funds and how they relate to the Strategic Plan (through the aSAP process)
- providing feedback to the college in respect to funded aSAP proposals ("closing the loop")
- reviewing and providing recommendations for Innovation & Opportunity Fund proposals (and then "closing the loop" on funded proposals)

### III. Strategic Planning Task Force Update

Stuart provided an overview of the strategic planning efforts that have taken place this year in anticipation of presenting a 5-Year Strategic Plan to the Board of Trustees in Winter Quarter 2016. Led by consultant Tom Mesaros of The Alford Group, the college has conducted numerous feedback sessions and meetings throughout the year. There will be additional opportunities for campus input before the plan is finalized.

There was a brief discussion about how the Strategic Plan will relate to the work of Clarus Corporation, which is examining the experience of students from expression of interest to application to enrollment. Bayta noted that the work of Clarus will have implications for the Strategic Plan and in funding decisions.

### IV. Overview of SPBC Fall Tasks

Guy shared an overview of the tasks to be completed by the committee this quarter. Several tasks will be divided up by subcommittee, though all committee members will be reviewing aSAP applications between February 2<sup>nd</sup> and March 8<sup>th</sup>. In the Spring, the group will look at the new Strategic Plan and how it relates to the budgeting and application process.

Fall Quarter tasks include:

- Communicating to the campus about the evaluation process for upcoming aSAP applications
- Revising the aSAP application form (preferably by Thanksgiving)
- Finishing “closing the loop” with the 2014-15 aSAP awardees
- Checking in with 2015-16 aSAP awardees by October 15<sup>th</sup>
- Working on “closing the loop” for previous recipients of Innovation & Opportunity Funds.

V. Create Work Groups

The committee discussed the roles for each of the work groups for the year. It was agreed that each work group would have at least one representative from every constituency.

The work groups, so far, were decided as follows:

Strategic Plan: Laura Humiston, Guy Hamilton, Jennifer Coogan, Donna Langley, Faculty TBD, Bayta Maring (advisory)

Revise aSAP application: Veronica Zura, Richard Dait, Ruslana Chernestska, Faculty TBD

Innovation & Opportunity Fund: David Pinter, Shana Calaway, Andrea Kuo, Chronos Chow

Closing the Loop: Cathy Otto, Paul Fernandez, Jenifer Aydelotte, Faculty TBD, Student TBD

An additional Faculty TBD and Student TBD will be added to the work groups as well.

VI. Break Into Work Groups – Create Work Plans

The work groups met for the remainder of the meeting.

VII. Open Comment

No additional comments were shared.

Submitted by Julie Bathke