

Strategic Planning & Budget Committee Minutes

March 5, 2014 – 3:00pm

Room 9201

Chair: Bob Francis*

Vice-Chair: Lynette Peters*

Note-taker: Julie Bathke*

Administrative/Exempt

Bob Francis*

Gary Kalbfleisch*

Chris Melton*

Samira Pardanani*

Veronica Zura

Classified Staff

Jennifer Carnahan*

Ann Martin-Cummins*

Lynette Peters*

Linda Weir*

Sharon Wines*

Faculty

Shana Calaway

Guy Hamilton*

Ernest Johnson*

Amy Kinsel*

Aura Rios-Erickson*

Students

Dillinger James*

Vimol Mok*

Stephanie Olsen*

Ian Waller*

Michelle Wu

Ex Officio

Bayta Maring*

Stuart Trippel

*indicates attendance

- I. Approval of minutes from meeting on February 5, 2014

Minutes from the February 5, 2014 meeting were approved with noted corrections.
MSP Sharon/Amy

- II. Review 2014-15 Budget Processes and Materials

There was a discussion about the upcoming aSAP hearing dates. It was confirmed that the updated documents are currently online.

ACTION ITEM: Julie will request to reschedule the aSAP hearings on April 9th and 16th from Room 9202 to the Boardroom.

A. aSAP Road Map

Bayta Maring presented the aSAP Road Map that she had prepared. Part 1 is an overview of the steps; Part 2 is a guide for filling out the forms. A key component of this is the Budget Worksheet, which tells the Budget office where money should be allocated and allows the requestor to think about all potential costs (such as office supplies, etc).

ACTION ITEM: Bob will check with Holly Woodmansee as to where Budget forms should be turned in.

ACTION ITEM: Feedback on the Road Map should be sent to Bayta by March 7th.

B. aSAP Application

The group decided that the aSAP Application should only reference Core Themes, as opposed to specific Core Theme Objectives.

There was a discussion about accessibility of the process timeline.

ACTION ITEM: Linda will ensure that the April 16th hearing date is posted online.

ACTION ITEM: Bob will work with TSS to set up a SPBC Chair email address.

C. aSAP Feedback Form

Bob explained the form and the process for reviewing the aSAPs.

ACTION ITEM: Bob will confer with Stephen Smith about compensation for classified staff that work overtime while reviewing the aSAPs.

D. aSAP Training

There will be two additional training dates prior to the submission deadline. One will be March 31st; the other will be before then and the details are TBD.

ACTION ITEM: Bob will look into the possibility of recording the training.

III. Subcommittee Updates

Strategic Planning: Ernest Johnson presented an analysis of which goals were funded during the previous SAP process.

Web Page: Linda Weir is working to keep this updated.

Budget: Nothing to report at this time.

Enrollment Management/Tentatively Innovation Review: There was a discussion about the current review process for Innovation Funds.

ACTION ITEM: Bob, Lynette, Stuart, and Bayta will meet with Daryl Campbell to further discuss.

IV. Next Meeting: aSAP Hearings on Wednesday, April 9th, 2:30-5:00pm

After the April 2nd submission deadline, Bob will try to form the committee into hearing subcommittees by April 5th.

Submitted by Julie Bathke

Strategic Goals	Strategic Area	Budget
1.3	Student Services	19.9-27.5K
1.3 c	Veterans	17.4K
1.3 a,b,c	HR/Facilities	7.9K
3.1	HR/Facilities	9K
3.1	HR/Facilities	15K
1.1	Financial Aid	65.9K
1.3 b,c		
1.4		
2.2		
1.6	Americorps	7K
1.6	GED/HS	61K
1.3 a,c	Writing Studio	15K
3.1		
1.3 a	IE	58K
1.1	Advising	40-49.5K
1.3 a		
1.5		
1.6		
1.3 a,b,c	Library	36.5K +
1.3 a,b,c	Library	28.4-35.6K
1.4		
2.2		
3.1		
3.2 a		
3.2 b		
3.3		
2.2	Administration	5K
2.3		

Funding Instances

1.1	2
1.2	
1.3	
1.3 a	7
1.3 b	4
1.3 c	6
1.4	2
1.5	1
1.6	3
2.1	
2.2	3
2.3	1
3.1	4
3.2 a	1
3.2 b	1
3.3	1