

STRATEGIC PLANNING BUDGET COMMITTEE MEETING MINUTES - DRAFT

**October 5, 2011
3:00 – 4:30 pm
Room 9202**

Meeting Attendees:

<i>Members</i>	<i>Present?</i>
Camila Anzi	Yes
Bob Francis	Yes
Ann Garnsey-Harter	No
Elizabeth Hanson	Yes
Ernest Johnson	Yes
Gary Kalbfleisch	Yes
Amy Kinsel, Chair	Yes
Ann Martin-Cummins	Yes
Claire Murata	Yes
Doug Palmer	Yes
Arlene Strong	Yes
Linda Weir, note taker	Yes
Kira Wennstrom	Yes
Holly Woodmansee	Yes

<i>Others</i>
Joe Duggan, ex officio Daryl Campbell Norma Goldstein

Agenda item #1:

- I. Note taker for meeting – Linda volunteered

Discussion: None

Action items: None

Agenda item #2:

- II. Introduction of members and welcome new members - Amy

Discussion: Still need one more Classified Staff member

Action items: None

Agenda item #3:

- III. Approve minutes from previous meeting

Discussion: None

Action items: None

Agenda item #4:

- IV. Selection of SPBC Chair and Vice Chair for 2011 – 2012 - Amy
 - a. Amy solicited volunteers and nominations for Chair and Vice Chair

Discussion: Kira nominated Bob Francis for Chair citing his previous involvement as Chair of the Budget Committee and the value his knowledge and experience will add to the Committee. Arlene nominated Linda Weir to serve as Vice Chair citing her prior experience serving on the SPBC Committee. Bob and Linda both agreed to serve and a vote was taken. Confirmation was unanimous. Bob and Linda will assume the Chair and Vice Chair roles beginning with the next meeting.

Action items: None

Agenda item # 5:

- V. Review of Strategic Planning work in three areas from Spring 2011 - Kira (eLearning, International Programs, Veterans Programs)
 - a. Kira reviewed the presentation used for the SPBC brown bag lunches in the spring and explained the tie in between the work the SPBC has done and accreditation. The eLearning Action Plan was reviewed and the format and structure were explained.

Discussion: Committee members discussed refining the labels used for the sections of the strategic and action plans. Kira pointed out that the information she presented is in draft form only provided to help bring new members of the committee up to date.

Questions were raised about the budget section of the action plans. Kira indicated that some budget information has been provided in the three plans currently being worked on but more is needed. Ultimately, the information on the plan should help drive the budget process and decisions.

It was suggested that it is important to have a feedback loop built in to the process to track activity and timing. Kira responded that the feedback loop is still under development and is something the Committee should address this year. The possibility of using SPOL (Strategic Planning On-Line) or another tool to track and help maintain the plan was discussed.

Action items:

- Clean up the existing action plans and move forward with additional action plans.
- Standardize language used in the documents before it is released in any form to the campus.
- Review and come to agreement on glossary terms.

Agenda Item #6:

- VI.** Discussion of direction for SPBC for 2011 – 2012 - Daryl
- a. Daryl recognized and thanked Amy and Kira for their stellar work and leadership of the Committee. He also thanked the returning members for their work and welcomed the new members. Bob and Linda were acknowledged and thanked for agreeing to assume the leadership of the Committee.
 - b. Pending budget reduction for the biennium is now estimated to be in the range of 25% – 30% of Shoreline’s current state budget. The impact to the institution will be substantial and there is no end in sight.
 - c. The College will be driven by strategic initiatives and core education programs. Change will happen quickly and the SPBC will help synthesize the core initiatives.
 - d. The Work Group model will be used to help create the bridge between the budget environment we must respond to and how we get to the reduced budget level.
 - e. Daryl encouraged SPBC to be inclusive and widespread in seeking input and feedback to the Strategic Plan.
 - f. The Governor will release her budget reductions on October 24th. The Board will meet on the 26th to discuss how to implement expected cuts at Shoreline. The next revenue projections will be out on November 15th and a special session of the legislature will convene on November 28th.

Discussion: In response to questions, Daryl explained that the exact nature of how the cuts will apply to the community colleges will be defined by the State Board. The College plans to use College and Board reserves to help bridge the gap until the actions outlined by the Strategic Plan can start generating revenue providing us with a way to replace lost State dollars with locally generated dollars. Although State revenue is only a portion of the College’s overall budget, there will be an impact to the non-State portion as the cuts are absorbed. There has been no change to the required FTE of the College even with the additional budget cuts.

Action items: None

Agenda item #7:

- VII.** Review of CCSSEE (Community College Survey on Student Engagement) – Joe
Agenda item was tabled until the next meeting.

Discussion: None

Action items: None

Agenda item #8:

- VIII.** Other - Amy
- a. Amy reminded the group that she has scheduled the meetings for the year. There will be three meetings in November and none in December.
 - b. Work groups were developed to follow-up on the Strategic and Action Plans
 - i. Language used in plan: Kira, Norma, Bob, Joe
 - ii. VCIT Action Plan: Amy, Ann, Gary, Linda
 - iii. Veterans Action Plan: Elizabeth, Ernest, Ann, Joe
 - iv. International Education: Doug, Claire, Arlene, Camila, Holly, Bob

Discussion: Camila asked others on the Committee to help bring her up to date on the work the Committee is charged with doing. Several members agreed to do so.

Action items: Next meeting is scheduled for October 19, 2011, 3:30 – 4:30, Room 9202

Meeting adjourned at 4:20 pm