

STRATEGIC PLANNING BUDGET COMMITTEE MEETING MINUTES

October 19, 2011

3:00 – 4:30 pm

Room 9202

Members	Present?
Camila Anzi	Yes
Bob Francis, Chair	Yes
Ann Garnsey-Harter	Yes
Elizabeth Hanson	Yes
David Holmes	Yes
Ernest Johnson	Yes
Gary Kalbfleisch	Yes
Amy Kinsel	Yes
Ann Martin-Cummins	Yes
Claire Murata	Yes
Doug Palmer	Yes
Lynette Peters	Yes
Arlene Strong, note taker	Yes
Linda Weir, Vice Chair	Yes
Kira Wennstrom	Yes
Holly Woodmansee	Yes

Others
Joe Duggan, ex officio

Agenda item #1: Note taker for the meeting – Arlene volunteered

Discussion: None

Action items: None

Agenda item #2: Review and adjust agenda

Discussion: It was decided to move Joe’s CCSSE report to # VI on the agenda.

Action items: None

Agenda item #3: Review and approve minutes from previous meeting

Discussion: Correct spelling of Joe’s last name. List Norma as a guest. In Item VI d reword it to read: 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. It was moved to accept the minutes as edited. MSP Kira/Amy

Action items: Corrections will be made to the 10/5/11 minutes before they are posted to the website.

Agenda item #4: Clarification of committee members

Discussion: Bob indicated that he had asked Linda to chair the meetings so he could pay attention to what is said instead of running the meetings. He also acknowledged the two new members at this meeting, David Holmes and Lynette Peters from Classified Staff. He stated that John had asked Norma to sit on the committee because of her role with accreditation. This committee is not John's committee and after looking at the makeup of the committee, it was decided that Bob's background from the previous budget committee and leadership was what was needed by this committee. Norma will stay involved where this committee overlaps with the accreditation report. She is on our listserv and has access to our dropbox, but she is not a member of the committee. The people who are on our listserv include Lee, Darryl, Student Government President and Norma plus committee members. Bob asked Norma not to post to the listserv directly but to work through him.

Action items: None

Agenda item #5: Revisions to the Action Plan Form - Kira, Joe and Bob

Discussion: They met to look at the forms and glossary and removed the terms indicators and benchmarks because these terms are used in the accreditation report and could be confusing. They changed Benchmark to Current Status and they totally got rid of the indicator column as they felt that we didn't need a milepost. The title Timeline was changed to target date as they felt that was clearer.

There was a lot of discussion about the form and how it would be used to determine strategic initiatives and to track their progress. There were three issues that evolved from the discussion: what software program to use for the form, whether there should be an initial form and a follow-up progress form or one combined form, and the terminology changes.

Through consensus, it was decided the form should be in Excel and that there should be a single electronic form and the terminology for the starting point will be initial status

Action items: Kira will create the form in Excel and use the new heading.

Agenda item #6: Review of CCSSE (Community College Survey on Student Engagement)

Discussion: Joe explained that the CCSSE survey was administered on campus last Spring Quarter. The classes that were surveyed were chosen by CCSSE. The data does include some national college data but the detailed data is from Shoreline. The only classes surveyed were face to face classes

There didn't seem to be any information that was really surprising. Some of the classes chosen were not typical classes and many have asked why certain classes were chosen. Shoreline provided a list of classes that were being offered Spring Quarter and they told us which ones to survey.

Joe showed people how to access the data and what he has developed for three particular questions.

Action items: The committee was asked to explore the data and to take particular note of the survey questions and send Joe their top three questions they would like to have the detail data compiled for as

he has done with questions 4, 5 and 9. Each task force might pay particular attention to questions that would be useful for their initiatives. Send feedback to Joe within the next two weeks.

The executive summary will be posted to this site by Joe. So far this summary has been shared with PSET and deans.

This will be on the agenda at a future meeting.

Agenda item #7: Planning Process for year

Discussion: Due to the time limitation, Bob indicated that he would be refining the work groups.

Action items: None

Agenda item #8: Other

Bob asked if the hiring form that was developed by the budget committee before that committee was combined with Strategic Planning was still being used. Holly indicated that it was not. Bob will talk to Daryl about this.

Meeting adjourned at 4:45p.