

**STRATEGIC PLANNING BUDGET COMMITTEE  
MEETING  
November 16, 2011  
3:00p – 4:00p  
Room 9202**

<b>Members</b>	<b>Present?</b>
Camila Anzi	No
Bob Francis, Chair	Yes
Ann Garnsey-Harter	Yes
Elizabeth Hanson	Yes
David Holmes	No
Ernest Johnson	Yes
Gary Kalbfleisch	Yes
Amy Kinsel, note taker	Yes
Linda Lui	Yes
Ann Martin-Cummins	Yes
Claire Murata	Yes
Doug Palmer	Yes
Lynette Peters	Yes
Arlene Strong	No
Kanpong Thaweasuk	Yes
Bern Wegeleben	Yes
Linda Weir, Vice Chair	Yes
Kira Wennstrom	Yes
Holly Woodmansee	No

<b>Others</b>
Joe Duggan, <i>ex officio</i>

**Agenda:**

- I. Call for volunteer note taker - Linda – Amy
  - a. Three new student members have joined SPBC
  - b. **To Do: Amy will invite new student members to Drop Box**
- II. Review and adjust agenda – Linda – Done
- III. Review and approve minutes from previous meeting - Linda – Done

#### IV. Action Plan Status

- a. Updates to Glossary and Instructions – Kira
  - A. Kira reviewed glossary revisions, including budget description
  - B. Revised Action Plan table as per previous meeting
  - C. Suggestion from Ann to insert glossary items as comments in appropriate cells in Action Plan
  - D. **To Do: Kira will insert glossary items as comments in Action Plan**
  - E. Created action plan instructions—Kira asks committee members to provide feedback on Action Plan Instruction.doc
  - F. **To Do: Kira will send out email to committee with URL for Action Plan instructions for committee feedback**
  - G. **To Do: Kira will notify the committee when revised form is ready**
  - H. **To Do: Amy will update E-Learning to new form**
  - I. **To Do: International Education—Doug, Ernest, Arlene, Camila**
  - J. **To Do: Veterans—Elizabeth, Ann M-C, and Joe**
  - K. **Reports back by first meeting in Winter Quarter, January 18**
- b. Communicating with campus groups regarding Action Plans – Bob
  - A. Hope to take plans out to campus constituencies, e.g. with faculty in divisions; staff in work groups; students with SBA leadership
  - B. Faculty can explain at division meetings, department meetings, division planning councils
  - C. Brown Bags were used last year—could be done again
  - D. Ann G-H suggests tying roll out of Action Plan to budget process as a planning rather than a reactive activity
  - E. Joe suggests working through VPs prior to beginning of Winter quarter
  - F. Initially still looking at International Education, Veterans Programs, Virtual College—can send out Action Plans to these three groups NOW
  - G. Question about whether to re-pilot the Action Plans or do a bigger pilot
  - H. Which new areas do we wish to include?
  - I. Ask PSET which areas of the college they might find the information useful for?
  - J. We need contact persons from the committee as resources to ask questions about filling out the forms
  - K. Ernest asks how the committee is involved in the current budget process—Are we in a parallel universe?—e.g. There is now a separate committee called CILT—Campus Internationalization Leadership Team

- L. Bob reports that internationalization is a Presidential initiative to support the International Program expansion, which is already a strategic initiative
  - M. Ernest says that there is a slight of hand involved in establishing leadership teams and calling them strategic planning
  - N. Amy says that there is an existing governance structure that is not being utilized effectively (e.g. Strategic Planning Budget Committee, College Council)
  - O. Joe says we need to tie the processes together
  - P. Ernest says that the budget is not being driven by the strategic plan
  - Q. Gary asks what it is that we are communicating—what does sending out a form to the campus mean
  - R. Elizabeth—what’s the difference between dashboard and action plans; what is Lee’s vision of workflow; are action plans documents of transparency
  - S. Ann—previously administration has decided the direction of the planning process—after that, what is the form for?—does the administration decide who to send it to; does SPBC decide who to send it to; does it go out to the entire campus to generate ideas from the campus
  - T. Doug—OPCOM has a results-oriented rather than process-oriented agenda
  - U. Bob says we shouldn’t mix up governance processes with operational processes
  - V. Ernest asks what the mission is of Strategic Planning Budget Committee—related matters should be communicated to us
  - W. Lynette says maybe everyone at the College should evaluate their work based on how it connects to the Strategic Plan—does every employee need to reexamine work to prioritize it in relation to the Strategic Plan
  - X. Linda says the new plans for revenue generation should also be run through the Action Plan process
  - Y. Ann reviews the charge of the committee
  - Z. Joe—use Action Plans as way to find out what people are doing now
- c. Additional initiative(s) for Action Plans – Bob
    - A. CILT
    - B. Technology Plan (Technology Committee)
    - C. Revenue generating projects through VPAS
- V. Accreditation – Bob
    - a. Website update
      - A. **Kira can add any item from the DropBox to the Intranet site**
    - b. Standard #3

- A. **Review Report on Standard 3 for next Accreditation Report**
- VI. Preparing for Budget Process – Bob
  - a. SPBC's role
    - A. Daryl would like to come to a future meeting
    - B. Review SPBC Budget-Cutting Process Recommendations, 1-26-2011—We need to put forms like this on the intranet site
  - b. Next meeting date
    - A. **Next meeting moved to December 2, 3:00-4:30 pm**
- VII. Other

**Fall 2011 upcoming meeting dates 3:00-4:30p:**  
November 30 (Dec. 2 or Dec. 5) – to be discussed