

**STRATEGIC PLANNING BUDGET COMMITTEE  
MEETING MINUTES  
February 1, 2012  
3:00 – 4:30 pm  
Room 9202**

<b>Members</b>	<b>Present?</b>
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, note taker	Yes
Linda Lui	No
Ann Martin-Cummins	Yes
Claire Murata	Yes
Doug Palmer	Yes
Lynette Peters	Yes
Kye Stephens-Terry	No
Arlene Strong	No
Kanpong Thaweasuk	Yes
Bern Wegeleben	Yes
Linda Weir, Vice Chair	Yes
Kira Wennstrom	Yes
Holly Woodmansee	Yes

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

**Agenda:**

Agenda item #1: Call for volunteer note taker - Linda – Amy volunteered

Agenda item #2: Review and adjust agenda – Linda – approved without amendment

Agenda item #3: Review and approve minutes from previous meeting - Linda – approved as amended

Agenda item #4: Taskforces and SPBC – Bob

Bob reviewed the existing taskforce charging documents and the current implementation teams including:

- Virtual College Implementation Team
- International Education
- Veterans Programs
- CILT (internationalization of campus) Taskforce
- Accreditation Coordinating Taskforce
- Articulation and Transfer Taskforce
- Advising Taskforce
- Institutional and Instructional (IA) Assessment Taskforce

The charging documents for most of the taskforces refer to the Strategic Planning and Budget Committee as a group that will receive reports from each taskforce for review and approval. In addition, SPBC is to monitor the group's activity as it relates to the College's Strategic Plan. Taskforces are for a limited time and are designed to produce a blue print for future action.

Discussion: An issue rose about the lack of membership from each constituency on the taskforces; especially notable is the lack of classified staff on the Advising Taskforce. It was pointed out that the taskforces are not governance committees and do not require membership from each constituency.

It was suggested that we should be careful to find a way to balance the instructions the taskforces have to "get-it-done" with SPBC's need for "gathering information".

Concern was also raised about the timing specified in the taskforce charging documents and the demands on certain members of the College community who might be involved in the search for the VP, Academic and Student Affairs. These competing demands on faculty and staff time may impact the ability for the taskforces to meet their timelines.

Action items: Bob will provide membership lists for the taskforces. He will also speak with John Backes about the concern raised by the Committee with regards to the absence of classified staff representation on some of the taskforces, especially the Advising Taskforce.

Amy will speak to College Council and Bob will speak to John Backes seeking to clarify SBPC's role as it relates to the current and future taskforces or other groups working on College initiatives. SPBC is seeking a clear understanding of our role and confirmation that the taskforces and implementation teams have been given the same information.

Agenda item #5: Sub-committees and assignments – Bob

Bob began the discussion with the recommendation that sub-committees be formed to work on the specific tasks of the Committee to facilitate progress on each task.

The three suggested include:

- Sub-committee to review and edit the existing Budget Cutting Communications document that will be submitted to PSET. In addition, this group will develop recommendations concerning the actual budget cuts.
- Sub-committee to coordinate SPBC's work with the taskforces
- Sub-committee to further develop the College's Strategic Plan

It was noted that the Strategic plan is currently being defined through strategic initiatives put forth or approved by PSET and the President. To fulfill SBPC's role, each one of the initiative teams should complete a SPBC action plan against which the SBPC Committee can measure the initiative's match with the Strategic Plan.

Discussion: General discussion of how sub-committees would work and how the information gathered would be shared with administration. Members of the Committee also shared their understanding of the role of SPBC in relation to all taskforces.

Action item: The Committee members supported that the sub-committee approach volunteered to serve on the sub-committees as follows:

- Budget—BRG (Budget Response Group)— Bob (coordinator), Amy, Gary, Bern, Camila, Holly
- Taskforce Coordination Teams—Lynette (coordinator), Dave, Claire, Elizabeth, Doug, Arlene, Linda
- Strategic Plan Group—SPG: Kira (coordinator), Joe, Ernest, Ann G-H, Ann M-C, Gun

It was agreed that the sub-committees will meet the opposite weeks of SPBC and will report back to the full SPBC group at the regularly scheduled Committee meetings. The coordinator for each sub-committee is responsible for setting the meeting date.

Agenda item # 6: Other - none

Meeting adjourned at 4:40 pm

**Winter quarter upcoming meeting dates:**

February 15  
February 29  
March 7