

**STRATEGIC PLANNING BUDGET COMMITTEE  
MEETING MINUTES  
February 29, 2012  
3:00 – 4:30 pm  
Room 9202**

<b><i>Members</i></b>	<b><i>Present?</i></b>
Camila Anzi	No
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	No
Doug Palmer	Yes
Lynette Peters	Yes
Kye Stephens-Terry	No
Arlene Strong	Yes
Kanpong Thaweasuk	No
Bern Wegeleben	No
Linda Weir, Vice Chair	Yes
Kira Wennstrom	Yes
Holly Woodmansee	No

<b><i>Others</i></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 with adjustments to order of agenda items.

Agenda item #3: Review and approve minutes from previous meeting - Linda – Approved as written. Reviewed action items from previous meeting – all have been completed and will be reported on during the meeting.

Agenda item #4: Budget Update - Bob

Bob updated the Committee on the current situation in the State Legislature for supplemental budget. House and Senate proposals cut higher education either 3 percent or 0 percent.

It's possible that there could be no cuts this year out of Olympia, or possibly only up to 3 percent. At Shoreline that impact would be \$0 to \$600,000. It was pointed out that there is a message on today's Day at a Glance from PIO regarding the positive budget news.

It is anticipated that, should the cuts be small, SCC could cover budget shortfall with tuition, fees, or layoffs and/or reserves. However, at this time in the year, it is hard to make up much through layoffs.

Action item: Ann M-C will ask Holly for a budget update for next meeting, including tuition revenues for the first three quarters of this fiscal year.

Agenda item #5: Action Plan Presentations – Amy and Bob

Amy: College Council liked the Action Plan and the members were enthusiastic about the plan to have the Task Forces complete Action Plans. College Council also is potentially interested in using Action Plans for standing committee reports and even for BOT reports.

Bob: The Deans liked the Action Plan but had concerns about the glossary (wording) and timing. Also they expressed concern about the extra work of filling out the form. There was discussion about which group sets priorities, strategic objectives, core themes, initiatives.

Bob and Kira will present the Action Plan to SET on March 7. Goals for that meeting are to gain acceptance of the Action Plan and to obtain agreement that the Task Forces charged with reporting SPBC use the Action Plan.

Discussion: Member of the Committee pointed out that the definitions are more important than the terms and this Action Plan is a tool rather than an obstacle. Various members expressed the need to clarify the verbiage before asking the Task Forces to complete the Plan.

Action items: None

Agenda item #6 Sub-committee Reports

Budget Cutting Recommendations - Bob
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No further report from the Budget Cutting Recommendations sub-committee.

#### Taskforce Coordination - Lynette

Lynette reported on the sub-committee's discussion at their last meeting. The mission identified by the sub-committee is to guide the groups who are filling out the Action Plans and then to monitor the plans. The focus initially will be on the identified Task Forces and current initiatives.

One of the first steps for the sub-committee will be to find out what the status is of the four new Task Forces, their revised report due dates, and to confirm the leadership of each group. Representatives from the sub-committee will then go out to the Task Forces to explain the Action Plans.

The sub-committee asked Bob to carry the message to SET they require the existing Task Forces to fill out Action Plans and to make the Action Plan a requirement in the charging documents for future initiative Task Forces.

Doug reported that International Education is ready to present their Action Plan to the Committee.

#### Strategic Plan - Kira

Kira distributed a draft time line for Strategic Plan sub-committee with a goal of having a Strategic Plan by the end of spring quarter. This timing supports the accreditation process.

Focus Groups have been identified to participate in an information gathering exercise.

Discussion: The question about when an Action Plan is needed was discussed. It was suggested that Developmental Education as a focus (ABE/ESL, English, Math), might be ripe for identification as a strategic focus, partly because SPBC already identified Dev. Ed. as a possible focus during its Summer 2010 work. It was also acknowledged that this approach creates a backward-looking Action Plan report, that would be reactive rather than proactive. Perhaps it is not appropriate if we are looking to being pro-active rather than reactive with the initiatives on campus.

Action Item: Doug will invite International Education to the March 7 SPBC meeting to present their Action Plan.

Meeting adjourned 4:35 pm

#### **Winter quarter upcoming meeting dates:**

March 7

#### **Spring quarter upcoming meeting dates:**

April 4

April 18

May 2

May 16

May 30

June 6