

**STRATEGIC PLANNING BUDGET COMMITTEE
MEETING MINUTES
April 4, 2012
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	No
Ernest Johnson	No
Gary Kalbfleisch	No
Amy Kinsel, notetaker	Yes
Linda Lui	Yes
Ann Martin-Cummins	Yes
Claire Murata	No
Doug Palmer	No
Lynette Peters	Yes
Kye Stephens-Terry	No
Arlene Strong	Yes
Kanpong Thaweasuk	No
Bern Wegeleben	Yes
Linda Weir, Vice Chair	Yes
Kira Wennstrom	Yes
Holly Woodmansee	Yes

Others
Joe Duggan, <i>ex officio</i> Samira Pardanani, International Education Daryl Campbell

- Agenda item #1: Call for volunteer note taker - Linda -Amy volunteered
- Agenda item #2: Review and adjust agenda – Linda - Approved as proposed
- Agenda item #3: Review and approve minutes from previous meeting – Linda - Approved
- **Action Items** Report back – Bob will talk to Daryl and Deans to try and confirm whether change to the Action Plan glossary/language should be altered. – Bob—Still pending

Agenda item #4: International Education Action Plan follow-up discussion— All

Samira Pardanani, International Education, joined the group again to discuss concerns about the proprietary nature of IE Action Plan and the competitive environment of IE recruitment. This creates a need for some information be kept from public view.

During the discussion, members pointed out that the purpose of action plan is transparency within the institution and that the strategic objective level of the plan is not as sensitive as the actions. The group was also remarked that an action plan is a tool and it was suggested that, although the strategic objectives might be public, the rest of the information might be more hidden so that the action plan remains a useful tool for everyone on campus who might need to work with it.

The option of password-protected page for action plan information was discussed. The technology exists should we move forward with this option.

Action Item: Daryl will gather information from Diana Sampson and SET regarding transparency of action plans and report back to SPBC

Agenda item # 5: Report back from sub-committees

Taskforce Coordination – Lynette

Lynette sent emails to the chairs asking for updates from each task force. The following task force's responded:

- Larry Fuell - CILT has submitted report to SET
- Gillian Lewis—Advising Task Force deadline not until end of Spring quarter
- Susan Hoyne and Tonya Drake—Assessment Task Force deadline not until end of Spring quarter

Lynette asked for clarification of when a task force should be asked to submit an action plan. Bob, Linda and Daryl had discussed this in the SPBC Leadership meeting and proposed the following process:

- When a Task Force is established, the charging documents will be sent to SPBC to check whether the direction meshes with the Strategic Plan. Feedback may be given to SET. The charging documents will clearly spell out the role of SPBC and others groups on campus.
- Upon receipt of the task force report, SET will determine which parts of the report will go forward and assign it to an operational group or committee. SPBC will be notified of the decisions SET has made relative to the report.
- If action is to be taken as a result of the report, SET will establish an operational group or committee, that group will be contacted by SPBC concerning completion of an Action Plan.

Action item: Linda, Bob, and Daryl will continue to discuss how SPBC will be communicated with around Task Forces

Strategic Plan – Kira

Kira reported that the sub-committee activity. They have been going out broadly across campus to talk to groups and ask key questions about what is currently going on in their areas around the college mission. Three academic divisions have been consulted thus far; and the members have gathered some written and verbal feedback. The next step will be to look at this feedback from the divisions. Consideration is being given to how best to gather information from directors.

The next question is what to do with the information that has been gathered. The plan is to look for commonalities and clusters of information as these may lead to new strategic goals. Groups working with these commonalities and clusters will be asked to complete action plans.

The sub-committee's timeline is to have a draft strategic plan available by the end of spring quarter.

Kira asked for clear process around establishment of task forces. One committee member suggested that there may be limits to the use of task forces and that perhaps in some cases the need is for more transparency and intentional communication about the "ordinary" work of faculty, staff, and administrators

Meeting adjourned 4:35 pm.

Upcoming meeting dates:

April 18

May 2

May 16

May 30

June 6