

Strategic Planning & Budget Committee Minutes

April 6, 2016 – 3:00pm

Room: 9202

Chair: Guy Hamilton\*

Vice-Chair: Vacant

Note-taker: Julie Bathke\*

**Administrative/Exempt**

Jennifer Coogan\*

Guy Hamilton\*

Cathy Otto\*

Veronica Zura

TBD

**Classified Staff**

Jenifer Aydelotte\*

Ruslana Chernetska\*

Paul Fernandez\*

Donna Langley

TBD

**Faculty**

Shana Calaway\*

Jim Elenteny

Ginger Villanueva\*

Tim Wright\*

TBD

**Students**

Chronos Chow

Laura Humiston\*

TBD

TBD

TBD

**Ex Officio**

Bayta Maring\*

Stuart Trippel\*

**Guests**

\*indicates attendance

- I. Approval of minutes from meeting on March 9, 2016

The minutes were approved as presented. MSP Paul/Jennifer

- II. Final Strategic Plan Update

Stuart shared that the Board received the Strategic Plan at their March meeting. Currently, the Executive Team is forming groups to be responsible for operationalizing the strategies. Some groups will be new, and some existing groups, such as SPBC, will be utilized as well.

- III. Closing the Loop and Planning for Next Year

Cathy shared that she expects to receive about 25 close-the-loop responses for 2015-16 aSAP awardees, and she is still needing 4 from 2014-15. She requested that the aSAP

system incorporate the close-the-loop responses for future years to help streamline reporting. Guy will check with Gavin Smith as to what is possible for future reporting.

Guy noted that the main question for Spring in closing the loop is to identify outcomes, actions, and measures of success. The deadline for the responses will be May 11<sup>th</sup>.

In addition, the deadline for Innovation Fund applications in Spring is April 22<sup>nd</sup>; an additional member will be needed to serve on that subcommittee.

#### IV. Operationalizing the Strategic Plan and the aSAP Process – Brainstorming in Work Groups

Guy asked the group to think about how the aSAP process might potentially be changed to fit with the new Strategic Plan. It still needs to be a transparent process and demonstrate alignment but possibly be more nimble and promote coordination among multiple groups on campus.

The committee broke into work groups to brainstorm ideas, which are summarized below:

##### Group 1 – Shana, Paul, and Ginger

- Clear way for an individual to suggest ideas to the appropriate group, including contact list and “traffic director” for questions
- Portion of application filled out (or statement of support) by person in the responsible group for that strategy
- Twice-yearly applications, potentially with half of committee on each cycle

##### Group 2 – Cathy, Tim, and Ruslana

- Clear path for budget requests that do not necessarily align with one of the strategies in the Strategic Plan
- Important to focus not only on urgent requests, but also other needs

##### Group 3 – Laura, Jennifer, Jenifer, and Bayta

- Twice-yearly applications, potentially Fall and Spring
- Individual requests “pass through” the responsible group to get a recommendation
- Ability to have multi-year proposals with annual evaluations
- Process to decide what projects the College stops doing
- Mechanism to revisit ideas in future years

Guy shared that Dawn Vinberg has requested a proposed timeline for Fall aSAP submissions; this would be most beneficial to those looking to hire on the typical hiring cycle.

Submitted by Julie Bathke