

Strategic Planning & Budget Committee Minutes

February 18, 2015 – 3:00pm

Room: 4214

Chair: Guy Hamilton\*

Vice-Chair: Samira Pardanani

Note-taker: Julie Bathke\*

**Administrative/Exempt**

Mary Kelemen\*

Chris Melton\*

Samira Pardanani

David Pinter\*

Veronica Zura\*

**Faculty**

Shana Calaway\*

Guy Hamilton\*

Ernest Johnson\*

Amy Kinsel\*

Aura Rios-Erickson\*

**Ex Officio**

Bayta Maring\*

Stuart Trippel\*

**Classified Staff**

Jennifer Carnahan\*

Paul Fernandez

Andrea Kuo\*

Ann Martin-Cummins\*

Linda Weir\*

**Students**

Justin Collins\*

Konstantin Grinev\*

Alicia Lewis\*

Michelle Ogle\*

TBD – SBA Minister of Finance

**Guests**

Gavin Smith\*

\*indicates attendance

- I. Approve minutes from meeting on February 4, 2015

The committee approved the minutes as presented. MSP Linda/Chris

- II. aSAP Review Process Orientation – Gavin Smith

Gavin Smith led the group in an orientation of the online aSAP review process. Each committee member has access to the proposals to be reviewed by their sub-group.

The question box is a “working document” that will be available until March 3rd. On that date, whatever is written in the box will be locked and open for the submitter to review and respond.

It was noted that there is not currently an option for the budget worksheet to be re-submitted; clarification will need to come within the response box. Stuart asked that the group pay extra attention to whether the budget requests are temporary or permanent; Ann requested that groups verify whether a budget number was noted (or if a new budget number is needed).

III. Being a Responsible Reviewer – David Pinter

David shared a brief presentation on providing respectful, professional, and objective evaluations.

IV. Work on aSAPS in sub-groups

Guy reminded the group that ultimately two sub-groups will review each proposal, and the questions posed to the submitters should aim to get as much information as possible. It was noted that the sub-groups will not submit evaluation scores until the responses have been received.

The committee met in sub-groups for the remainder of the meeting.

Submitted by Julie Bathke