

Strategic Planning & Budget Committee Minutes

February 4, 2015 – 3:00pm

Room: 9201

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

Ann Martin-Cummins*

Linda Weir*

TBD

Students

Justin Collins

Konstantin Grinev*

Alicia Lewis*

Michelle Ogle*

TBD – SBA Minister of Finance

Guests

Dawn Vinberg*

*indicates attendance

- I. Approve minutes from meeting on January 21, 2015

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

- II. Close the loop update – submitted SAPs by 2014-2015 approved aSAPs

The subcommittee has not had a chance to meet. They will report back at a future meeting.

- III. Finalize and approve aSAP review process

- a. Review proposed aSAP timeline

The group reviewed the timeline for the aSAP review process. Guy reported that, in the initial review, incomplete aSAPs and requests that should go through the budget management system will not be assigned to a subcommittee. In addition, Veronica will complete a brief pre-screening for all personnel requests.

Following a group discussion, there was a consensus that aSAPs will be assigned randomly to subcommittees. It was also decided that the built-in mechanism for questions will be the only method for getting additional information.

Gavin Smith will be attending the next SPBC meeting to give a brief tutorial on the how to use the aSAP system for review.

It was decided that the previously-created subcommittees will be used for the aSAP review process. These committees are:

Group #1: Jen Carnahan, Ernest Johnson, Mary Kelemen, Samira Pardanani, Michelle Ogle (replacing Ashley Cowan)

Group #2: Konstantin Grinev, Linda Weir, Guy Hamilton, Veronica Zura, SBA Minister of Finance (replacing Heather Ellis)

Group #3: Aura Rios-Erickson, David Pinter, Shana Calaway, Alicia Lewis, Andrea Kuo (pending)

Group #4: Ann Martin-Cummins, Amy Kinsel, Chris Melton, Justin Collins, Paul Fernandez

b. Review proposed evaluation forms

The group decided that individuals will initially review the proposals, and the subcommittee will submit one summary evaluation form. It was noted that scores on the group evaluation form will not be an average of the individual scores; rather, it will be a mutually-decided-upon score based on the group discussion. This score will be supported by strengths and weaknesses.

There was further discussion about the phrasing of “Minority Opinion” as opposed to “Dissenting” or “Opposing Opinion.”

c. Review proposed ranking system

The group decided to use a 3-point scale when determining numerical scores. Each group will assign a number for whether the proposal is strategic and whether it is realistic. These numerical rankings will correspond with a rating of Support (2.5 and above), Support with Concerns (1.5-2.49), or Concerns (below 1.5).

IV. Open comments

No additional comments were shared.

Submitted by Julie Bathke