

Strategic Planning & Budget Council Minutes  
January 18, 2017 – 3:00pm  
Room: 1402

Chair: Guy Hamilton\*

Vice-Chair: Vacant

Note-taker: Julie Bathke\*

**Administrative/Exempt**

Guy Hamilton\*

Cathy Otto\*

Louise Petruzzella\*

TBD

TBD

**Classified Staff**

Jenifer Aydelotte

Paul Fernandez\*

Donna Langley\*

TBD

TBD

**Faculty**

Jordan Lee

Katie Johansen\*

Matthew Versdahl

Ginger Villanueva\*

Tim Wright\*

**Students**

TBD

TBD

TBD

TBD

TBD

**Ex Officio**

Bayta Maring\*

Stuart Trippel\*

**Guests**

Dawn Vinberg\*

\*indicates attendance

I. Approval of minutes from meeting on November 30, 2016

The minutes were approved with two revisions. MSP Cathy/Ginger

II. Discussion of process of 2016-17 temporarily funded aSAPs in current year process

The group discussed how to address aSAPs that requested permanent funding for 2016-17 but were only granted temporary funding. It was noted that, in some cases, the scope of what was funded was changed significantly from what was requested; one example cited was a request for a permanent faculty position that was approved but only with temporary funding for an hourly position.

It was noted that, while the quantity of requests that fall into this category is not high, each appears to be slightly different. There was a suggestion to send individual emails to requestors whose aSAPs fall into this category to allow for clear communication.

There was a discussion about setting a limit to how many consecutive years a request could be granted temporary funding.

III. Revision of the Progress tab in the aSAP application for Temporarily Funded aSAPs

The group decided that those who had submitted an aSAP and received temporary funding would have the option to reapply through their original request in the aSAP system. This would include those who had initially applied for temporary funding, as well as those whose scope and/or funding was altered.

Within the aSAP system, the following checkboxes could be added:

- Check to reapply
- Check to reevaluate the funding decision (if ET changed the scope of the request)
- Check to indicate that the supervisor supports this request

There would be an additional text box for further explanation of the alignment with the strategic plan, data measurements, and amount requested with justification. A due date of February 23<sup>rd</sup> was suggested, as these requests have already gone through initial evaluation by SPBC and would join the new aSAPs in the Dean Team and Executive Team reviews.

Guy will share these ideas with Stuart for further discussion with the Executive Team.

Dawn also noted that any permanent requests that were granted are now part of the permanent budget and do not need an additional funding application.

IV. Arrangement of subgroup meeting times for 2017-18 aSAP review process

Guy recommended that each subgroup schedule some meeting times to review the upcoming aSAP requests.

V. Open comment

No additional comments were shared.

Submitted by Julie Bathke