

Strategic Planning & Budget Committee Minutes

January 7, 2015 – 3:00pm

Room: 9202

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

Ashley Cowan*

Heather Ellis*

Konstantin Grinev

TBD

Guests

Dawn Vinberg*

*indicates attendance

- I. Approve minutes from meeting on December 3, 2014

The committee approved the minutes with a clarification on guest attendance. MSP
Linda/David

- II. Review/input on aSAP online form

The group reviewed the new online aSAP request form, which will be available to all employees. There was discussion about some potential revisions, such as removing the “drop-down” list of requestors and having a “Save & Submit” function.

Guy requested that any additional feedback be provided to him by noon on Friday.

It was clarified that submissions will be available for review by the committee in both electronic and print formats.

III. Define objectives of aSAP training sessions scheduled for January 20th-23rd

The group discussed potential dates/times for training sessions regarding this year's aSAP process. There was agreement about making a presentation to the Dean Team, as well as having one following the All-Campus meeting on January 23rd. Guy will send additional dates/times to the group for feedback and then finalize the schedule.

The group discussed what should be included in the trainings based on some weaknesses and deficiencies seen in last year's requests. Topics mentioned include: Providing measurables and a way of collecting data; clearly-articulated expectations; and a clear connection between Action(s) and Goals/Initiatives.

An example of a well-written request will be posted online for reference.

It was also noted that there should be clarification regarding what may be more appropriate for the Innovation Fund, as well as requests that should be discussed with the appropriate administrator and the budget office as opposed to going through the SPBC.

IV. Discuss difference between "operational" and "strategic" funding requests

Stuart reported that ELT will be creating a process for requesting funds that does not fall within the scope of the Innovation Fund or aSAP process. There was a discussion about the term "operational;" Dawn introduced the acronym LODO (Lights On, Doors Open) to refer to basic necessary costs of doing business.

V. Define limitations for funding requests: is there a lower limit to the amount of the request?

There was a discussion as to whether a minimum dollar amount should be set for requests. The group decided that if the messaging was clear regarding what should be submitted then a minimum should not be needed.

VI. Innovation fund application process update (time permitting)

Stuart reported that ELT will be discussing this at their upcoming meeting. The discussion was postponed while the President was out of the country.

VII. Open comments

Stuart shared that the Innovation Fund proposal submitted by Guy Hamilton for additional summer camps was approved.

Amy reported that her subcommittee has received and will be reviewing reports from those awarded aSAP funds for 2013-14.

Guy encouraged the group to mention the upcoming aSAP process to colleagues and at division meetings.

Submitted by Julie Bathke