

Strategic Planning & Budget Council Minutes
May 3, 2017 – 3:00pm
Room: 9202

Chair: Guy Hamilton*

Vice-Chair: Vacant

Note-taker: Julie Bathke*

Administrative/Exempt

Guy Hamilton*

Gary Kalbfleisch*

Louise Petruzzella*

TBD

TBD

Classified Staff

Jenifer Aydelotte

Paul Fernandez*

Donna Langley

Melissa Sanders

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

*indicates attendance

I. Approval of minutes from April 5, 2017

The minutes were approved as presented. MSP Tim/Paul

II. ET updates

Stuart provided a brief update on ET's budget process. He anticipates a decision on aSAP requests by mid-June.

III. Discussion – Policy Review

The council was tasked with reviewing five existing college policies and providing recommendations for updates. This could include recommending elimination of a policy that is no longer needed. Stuart clarified that the council only needs to look at the policy; individual departments will look at the procedures.

The policies under review include:

#3500 – Investment of Funds

#3601 – College Fees

#3620 – Refund of Tuition and Fees

#5353 – General Tuition and Fee Waivers

#3804 – Meals and/or Light Refreshments

The group provided the following feedback:

Policy #3500 – Investment of Funds

- Add in language regarding RCW referred to below, also possible other RCW's.
- Is there overlap with the Board policy manual?
- We definitely need this: See Standard 2.A.30
- Do we need the last clause or is it referred to in the RCW?
- Can we just restate this as “we adhere to law,” or is there something more that needs to be stated about how we invest funds.
- #5 in the procedures is noteworthy – this might be an example of something outside of an RCW that could be included in our policy ...
- General comment, but noteworthy here for the first line in the procedures, gender neutral
- Cite positions generically

Policy #3601 – College Fees

- To what extent is this covered in the Board policy manual?
- How does this policy harmonize with current law? What are the relevant laws and do we need to clarify anything in this policy?
- Definitely needs substantial revision, particularly with regards to procedures
- Note regarding student-imposed fees (RCW 28B.15)

Policy #3620 – Refund of Tuition and Fees

- Needs specific laws referenced: RCW: 28B.15.605
- Does need review of procedures; is there anything in our procedures that are not covered by the law that we would need to address?
- In the procedure – 1.C. should refer specifically to Course Fees as opposed to general fees to which the remaining procedures would be applied.
- III.B need to look at “and so forth” again – [which covers potential errors]

Policy #5353 – General Tuition and Fee Waivers

- If it's mandatory, we don't need to repeat it. If it's permissive, we must reference what our policy is.
- Should probably note those that are permissive; the procedures associated with those are particularly unclear

Policy #3804 – Meals and/or Light Refreshments

- Why calling out this particular part of SAAM for policy & procedures? Within SAAM, there are sections called out that must be defined and adopted locally. However, SAAM is another thing we need to review to ensure we have the policies and procedures.
- Unclear about 1b, seems to be recursive
- Recommend striking #2
- Add a guideline about providing non-state employees dinner in exchange for participation or other contributions of services.
- Defining what hosting means (bringing in non-college employees)
- Also defining what “an integral part of the day” means (time minimums?)
- Make the exception for the Board explicit
- Update title – Coffee and Light Refreshments and Meals with Meetings

IV. Open comments

There was a brief discussion about internal employee communication regarding these changes, including the role of the Communications & Marketing Steering Committee.

Submitted by Julie Bathke