

Strategic Planning & Budget Committee Minutes

November 18, 2015 – 3:00pm

Room: 9202

Chair: Guy Hamilton\*

Vice-Chair: Andrea Kuo\*

Note-taker: Lisa Layne\*

**Administrative/Exempt**

Jennifer Coogan\*

Guy Hamilton\*

Cathy Otto\*

David Pinter

Veronica Zura\*

**Faculty**

Shana Calaway\*

Jim Elenteny

Ginger Villanueva\*

Tim Wright\*

TBD

**Ex Officio**

Bayta Maring\*

Stuart Trippel\*

**Classified Staff**

Jenifer Aydelotte\*

Ruslana Chernetzka\*

Paul Fernandez\*

Andrea Kuo

Donna Langley\*

**Students**

Chronos Chow

Richard Dait\*

Laura Humiston\*

TBD

TBD

**Guests**

Lisa Layne\*

\*indicates attendance

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

The committee moved to approve minutes at the next meeting on December 2, 2015

- II. Strategic Planning Task Force Update

Stuart shared that he met with President Roberts and gave her a preview of the possible suggestions to the Vision and Mission. She apprecitates the work that has been done.

- III. Discussion Mission and Vision “refresh”

Stuart started the discussion by asking about the white paper review of the Vision and Mission statement and asked the question “is there anything that should be in the Vision and Mission that isn’t or should be”?

- Review of Vision and Mission

The main discussion was focused on making sure the Vision and Mission are alligned with what is being promised to our students and the community. Which will involve internal and external ommunites to be involved. President Roberts has talked to the Baord about this and they are open to hearing about what people are saying.

The word cultural was brought up and what it means for the college – plays and films, or other cultures, is the answer both? The group also discussed the phrase World Class and the implications of using or not using it in the Vision and Misison.

#### IV. Update on Work Groups

- The Executive Leadership Team has previewed the idea of the changes to the stie and was not formally approved since the president was away.

Veronica highlighted the suggestions for the aSAP application and said the changes will be done in IT by December 15 for a final review. Closing the loop is in process and the update will be completed by No vember 23 with final changes by the end of the quarter.

The Innovation Grant s process will be put on the ELT agenda for the week of November 23.

#### V. Discuss intructions/traininigs for the 2016-17 aSAP process

- The intranet was brought up to review the comprehensive instructions and heavy text. Is the current process useful? The current flow of the process was reviewed section by section and potential suggestions of using links, hover boxes or low tech solutins such as seen shots were also discussed.

The process was broken down into seven categories and assigned to work groups to have updates completed in the next two weeks.

1 – Should I apply? Dawn and Innovation group

2 – What are my deadlines? (Timeline examples of strategic vs. operational) Done – needs to go up on the intranet

3 – What do I need?

4 - How do I apply?

5 – Who decides?

6– When will I know I was funded?

7 – What do I report and when?