

Strategic Planning & Budget Council Minutes
November 30, 2016 – 3:00pm
Room: 9202

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

*indicates attendance

I. Approval of minutes from meeting on November 16, 2016

The approval of the November 16, 2016 minutes was postponed to a future meeting.

II. Updates from ET – Innovation proposal

Guy provided an overview of the innovation fund proposal reviewed in Fall quarter. The proposal was to create a more formal biology research opportunity for students using connections to biotechnology programs in high schools.

Stuart shared that ET approved the concept of the proposal but recommended it be developed into a credit course. Innovation fund money will be used for curriculum development; after that, it will be run as a course and will appear on a student's transcript.

III. Sub-committee work

The group discussed the value in mapping out the council's work for each quarter, including deadlines and major topics to be addressed. A draft calendar was created to outline the

work of the council, then each sub-committee met to discuss and list their yearly goals and actions.

IV. Sub-committee reports to full group

Each sub-committee reported out to the full group:

a. aSAP Process

- Objective: Ensure the aSAP application is available and understood and that applications are reviewed using a timely and fair process.
- Actions: Refine and revise the online aSAP application, conduct training for potential applicants, provide oversight of the aSAP process, and complete a summary report for ET in Spring quarter.

b. Closing the Loop

- Objective: Communicate with those whose applications were approved and ensure they are following their plan.
- Actions: Follow up with this year's aSAP recipients to check-in and ensure they are inputting progress in the aSAP system, get an annual update on projects from current year and potentially year/s prior (to be reviewed as a council), and develop a process to close the loop on innovation proposals (in collaboration with that sub-committee).
- **NOTE:** This sub-committee will refer to (and update) lists of the yearly recipients that include the status of follow-up reporting needed.

c. Innovation Fund

- Objective: Oversee 3 application cycles per year, improve promotion of Innovation Fund.
- Actions: Review applications, submit questions to the authors, and make recommendations to the Executive Team. Review timeline and rubric. Promote awareness and understanding of the Innovation Fund. Create chart for aSAP site of what has been approved and what is in progress.

The group briefly discussed the potential role of the council in the operational budget request process, including whether approved aSAPs would convert to operational funding at some point. It was noted that aSAP applications that were written seeking permanent funding but were only funded temporarily need steps to further request permanent funding. The group agreed to invite Dawn Vinberg, Executive Director of Budget and Capital, to a future meeting to discuss the operational request process as well as the new allocation model.

There was a suggestion to invite the steering committee leads to meetings in Spring quarter to receive an update on their work. This will be further discussed at a future meeting.

It was also noted that there should be communication to the campus community about aSAP process and dates before the end of Fall quarter and again in January.

V. Open comments

No additional comments were shared.

Submitted by Julie Bathke