

## Strategic Planning & Budget Committee Minutes

November 5, 2014 – 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**

Ashley Cowan\*

Heather Ellis\*

Konstantin Grinev\*

TBD

TBD

\*indicates attendance

- I. Approve minutes from meeting on October 15, 2014

By consensus, the committee approved the minutes from the October 15, 2014 meeting.

- II. Sub-committee reports

- a. aSAP revision

This sub-committee gathered feedback from 15 people who submitted aSAP requests last year. There was a wide range of feedback, but frequent comments included

wanting more time to submit, less time to hear back on a final decision, and the chance to answer questions from the committee.

Guy reported that the sub-committee is working toward putting the submission form online, and they hope to have this ready by the first week of January. Linda reviewed a potential timeline for the submission, review, and decision process. There was a discussion about potential models for the review process. It was noted that once the timeline is set for the committee process, they can request clarification on the administration's process for review.

There was a discussion about potential formats for obtaining additional information from the submitters. This format could be sending a list of questions from the committee to the submitter and allowing time for response. Or, there could be hearings; there was a discussion about making hearings the most effective, such as by having a note-taker or allowing ELT to attend.

Stuart will take the proposed timeline, review models, and discussion points to ELT for feedback and recommendations.

b. Review funded aSAPs

Amy reported on the timelines for submitting full SAPs and follow-up reports for those who were awarded funds. For those who were awarded funds through the aSAP process, a full SAP is required by the end of Fall Quarter. For those who were awarded funds in FY 14, a SAP report form must be submitted.

This sub-committee is looking at the forms to see if they accurately reflect the information needed for the committee review process.

With the varied deadlines throughout the year, there was a discussion about creating a master calendar to inform the committee's work throughout the year. Amy will develop a chart for review at the next meeting.

New committee member Paul Fernandez was added to this sub-committee.

c. Innovation and Opportunity Grant revision

Aura reported that currently there are many questions about the Innovation & Opportunity Grant process, and there is not a clear purpose or timeline stated.

This sub-committee proposed the creation of a separate review committee, webpage, set of application and review forms, and timeline. A proposed timeline has applications

due during the 4<sup>th</sup> week of each quarter. This would leave 6-8 weeks for review, and decisions would be made by the end of the quarter.

There was a discussion about what should be listed on the website. Guy clarified that tie-in to the Strategic Plan should not be a requirement because something innovative may not have been thought of yet.

There was also a discussion as to how a new committee would fit into the college governance structure.

The proposals and documents presented by the sub-committee will be sent to the entire committee for review and feedback.

d. Strategic Plan

Bayta reported that the sub-committee reviewed the current Strategic Plan and the Board's areas of focus for 2014-15; based on these, a proposed revision to the Strategic Plan was drafted.

The group reviewed the proposed draft and discussed how it differs from the current plan. It was pointed out that there is now a distinction between international and multicultural curricular and co-curricular knowledge, skills, and engagement.

There was a discussion about whether some of the new language was too limiting. The sub-committee felt this was addressed with the stated and implied modifier "including, but not limited to."

Mary reported that one of the President's goals is to increase fundraising and address the accompanying logistical needs.

Bayta shared that the Strategic Plan revision is high priority and requested feedback from the rest of the committee by November 12<sup>th</sup>. The goal is to finalize the new plan by the next SPBC meeting and then roll it out to the rest of the campus. Guy will follow up with Stuart to pass this information along to ELT.

III. Open Comments

No additional comments were shared.

Submitted by Julie Bathke