

Strategic Planning & Budget Committee Minutes

October 1, 2014 – 3:00pm

Room: 9202

Chair: Guy Hamilton\*

Vice-Chair: Samira Pardanani\*

Note-taker: Julie Bathke (notes taken by Amy Kinsel due to Julie's absence)

**Administrative/Exempt**

Chris Melton\*

Samira Pardanani\*

Veronica Zura

TBD

TBD

**Classified Staff**

Jennifer Carnahan

Ann Martin-Cummins

Linda Weir\*

TBD

TBD

**Faculty**

Shana Calaway\*

Guy Hamilton\*

Ernest Johnson\*

Amy Kinsel\*

Aura Rios-Erickson\*

**Students**

Ashley Cowan\*

Heather Ellis\*

Konstantin Grinev\*

Stian Myrass\*

**Ex Officio**

Bayta Maring\*

Stuart Trippel

**Guests**

Bob Francis\*, 2013-14 SPBC chair, acting for Stuart Trippel as administrative liaison

\*indicates attendance

I. Welcome

Bob Francis opened the meeting. He was last year's committee chair and is no longer on the committee. However, he will be facilitating the first meeting.

Members of the committee introduced themselves.

II. Election of Leadership

Guy Hamilton was nominated for committee Chair. He spoke about his motivation for wanting to serve in the role and relayed some of his previous committee experience. The group unanimously approved him as Chair. (MSP Amy/Linda)

Samira Pardanani was nominated for Vice Chair. She spoke about her passion for strategy and her history with SPBC and the Enrollment Management committee. The group unanimously approved her as Vice Chair. (MSP Linda/Ernest)

### III. Update on last year's budget process

It was reported that requests totalling \$1.5 million were funded through the SAP process, which included review by the committee and President's Cabinet. It was mentioned that the timing did not allow for due diligence in the review process. Bob recommended that the process begin earlier for the upcoming year. The group agreed that the review process can begin without knowing what the budget allocation will be. Guy suggested that the process begin in January.

Samira spoke about the benefit of hearing from the applicants. It was suggested that the committee review applications and then schedule meetings with applicants with more specific questions.

There was a discussion about separating strategic requests from basic operations. It was mentioned that there needs to be clarification between the two, and a process or funding source for operational requests needs to be identified.

The group also discussed the website; it was agreed that some improvements need to be made so applicants do not get overwhelmed.

### IV. Update on Innovation & Opportunity grants

Bob reported that Daryl delegated the decision about the Innovation and Opportunity grants to him before leaving the college, and a subcommittee reviewed the applications over the summer. The Math Bucket course, Math textbook, Biotech Summer Camp, and ESL lab (partial) were funded. The advising application, though well-written, became less relevant. The summer drama camp was not funded due to lack of innovation.

The Board of Trustees allocated funds from excess tuition to refresh the Innovation Reserve fund.

It was mentioned that applicants were frustrated with the delay of a decision.

Guy asked whether the Innovation grant requests should go through SPBC. Bob suggested that the committee revisit the process to refine and distinguish it from the SAP process. He added that Dr. Roberts does not like the idea of the process ending up on her desk because it is not efficient; he will also confirm whether the process will remain with SPBC.

V. Update on college's plan for strategic planning in 2014-15

Bob shared that the President is committed to a sophisticated strategic planning process; this would be a 3-5 year plan with shorter visions of ways to get there. Outside help will be solicited for the long-range planning; SPBC will be a part of the process but will not be leading it. There will also be a lot of scans that are large and inclusive so there is agreement on the long-term plan.

It was mentioned that retirements, funding, and replacement hires should be known in advance.

Bayta suggested comparing the 2013-14 Strategic Plan to the goals identified by the Board of Trustees for 2014-15.

It was also suggested that Dr. Roberts meet with SPBC to explain how the work of the committee connects to the long-term planning process.

Submitted by Julie Bathke