

Strategic Planning & Budget Council Minutes
October 19, 2016 – 3:00pm
Room: 9202

Chair: Guy Hamilton*

Vice-Chair: Vacant

Note-taker: Julie Bathke*

Administrative/Exempt

Guy Hamilton*

Cathy Otto*

TBD

TBD

TBD

Classified Staff

Paul Fernandez*

Donna Langley*

TBD

TBD

TBD

Faculty

Jim Elenteny

Ginger Villanueva*

Tim Wright*

TBD

TBD

Students

TBD

TBD

TBD

TBD

TBD

Ex Officio

Bayta Maring*

Stuart Trippel*

Guests

*indicates attendance

I. Approval of minutes from meeting on June 1, 2016

The minutes from the June 1, 2016 meeting were approved as presented. MSP Cathy/Paul

II. Innovation proposal review committee

Guy shared that the next deadline for innovation fund proposals is Friday, October 21. After that, the review subcommittee has one week to send any questions to the submitter.

Donna, Ginger, Tim, and Bayta agreed to serve on the innovation proposal review subcommittee for this quarter. Guy will put submissions on the SPBC Canvas page and then inform the subcommittee members.

III. Closing the Loop review committee

Cathy, Paul, and Ginger agreed to be on the Closing the Loop subcommittee. They will touch base with the people whose aSAPs were approved for this year and remind them to provide a quick status update within the original submission page.

Guy will post a copy of the original award letter on the Canvas site so it can be referenced when contacting the submitters.

IV. 2016-17 aSAP process recommendations and updates

The group discussed updating the aSAP submission site to reflect the goals and strategies of the new Strategic Plan. It was suggested that submitters could indicate a primary and secondary goal/strategy that their submission hopes to address. Guy will meet with Gavin Smith (TSS) to discuss what is feasible.

There was discussion about whether certain strategies might be prioritized; Stuart said that this will happen but the process may not be fully developed by the time aSAPs are due.

Guy and Cathy will look at the potential aSAP process timeline and bring those dates to the next meeting.

V. SPBC discussion topics

a. How does SPBC interact with steering committee

The group discussed how the council's role regarding the Strategic Plan will change with the formation of steering committees and their reporting structure. Points of discussion included adding value to the implementation process and being consultive without adding unnecessary layers of reporting.

b. How does SPBC develop and support innovation

There was a discussion about promoting a culture of innovation on campus, and it was noted that the innovation fund is just one part of that. There was a suggestion to increase awareness and communication around the innovation fund, including potentially creating a video that features people who have been awarded the funds.

c. Develop an onboarding process for new members

The group brainstormed some ideas for getting new members of the SPBC acquainted with the council's functions and processes.

Things a new member should know/learn:

- Makeup of the council, including names and departments of current members
- Existence of the strategic plan and its contents

- How council fits into governance structure
- How council relates to steering committees
- How aSAP application and review process works
- Timeline of council's annual activities
- Past work of the council
- Work of subgroups
- Information on council intranet webpage
- Be organized and use Outlook calendar
- Think globally and out of "silos"

Mechanism/process to convey this information

- Training video
- PowerPoint
- List on Canvas
- Training similar to new faculty orientation
- Panopto lecture
- Scavenger hunt on intranet webpage
- In-person Q&A or orientation, possibly with food
- Mention the SPBC in other orientations

VI. Open Comments

No additional comments were shared.

Submitted by Julie Bathke