

Strategic Planning & Budget Committee Minutes

October 21, 2015 – 3:00pm

Room: 9202

Chair: Guy Hamilton*

Vice-Chair: Andrea Kuo*

Note-taker: Julie Bathke*

Administrative/Exempt

Jennifer Coogan

Guy Hamilton*

Cathy Otto*

David Pinter*

Veronica Zura

Classified Staff

Jenifer Aydelotte*

Ruslana Chernetzka*

Paul Fernandez*

Andrea Kuo*

Donna Langley

Faculty

Shana Calaway*

Jim Elenteny

Ginger Villanueva

Tim Wright*

TBD

Students

Chronos Chow*

Richard Dait*

Laura Humiston*

TBD

TBD

Ex Officio

Bayta Maring*

Stuart Trippel*

Guests

DuValle Daniel*

*indicates attendance

- I. Approve minutes from meeting on October 7, 2015

The committee approved the minutes as presented. MSP David/Paul

- II. Strategic Planning Task Force Update

Stuart provided a brief update regarding the strategic planning process. Currently, comments from the event on Opening Day are being incorporated into the draft. There will be further reviews by the Task Force, Executive Team, and College Council before

another review by the campus community. The goal is to present the plan to the Board of Trustees in Winter Quarter.

Stuart also noted that there will be two upcoming sessions to discuss alignment with the college's Mission and Vision; there will be an online component to this discussion as well.

To clarify the difference between the committee and the Task Force, Guy noted that, historically, the committee led the development of the strategic plan. This time, the Task Force is leading the process. The committee has developed good processes to ensure alignment between the budget and the strategic plan; one example of this is the current aSAP process.

Bayta noted that the aSAP process was developed in response to recommendations from a previous accreditation visit. She added that the college is having a mid-cycle accreditation visit on October 26th and 27th.

III. Work Group Reports

- Innovation Grants

David shared that the website has been updated for Fall quarter. Guy noted that one proposal has been submitted and is available for review on the committee Canvas site.

- Closing the Loop

Cathy shared that the subcommittee has gathered some information regarding what is still needed. By the end of Fall quarter, the missing reports from the 2014-15 aSAP recipients should be tracked down. Guy noted that ultimately the reports should be provided to ET so they can review the outcomes of the awarded aSAPs.

Bayta shared that even though the impact of the awarded aSAPs may not be seen right away, they can be used as intermediate check-ins toward the success of the strategic plan.

- Strategic Plan Alignment

The committee reviewed the existing documents that were used to evaluate aSAP proposals for alignment with the strategic plan. Guy shared that he would like to have an example aSAP available for submitters to reference.

The committee agreed that the existing strategic plan would be used for the upcoming submissions. However, it was noted that there are areas not addressed on that plan that are anticipated to be addressed on the upcoming plan; one example of this is sustainability. It was agreed that a subgroup would make recommendations for other major components to be included for this year's process; the committee will review at the next meeting and then forward the recommendations to ET.

- aSAP Application Revision

Guy showed the existing application and shared some revisions that will be incorporated prior to the next submission period.

Revisions include:

- The Requesting Supervisor "drop-down" list will only include members of Dean Team or Executive Team.
- There will be an Approve/Deny checkbox.
- A Reporting & Tracking tab will be added; this will include the Action Steps listed by the submitter and allow the committee to follow the progress of the request.
- The Budget page will print out with the rest of the application.

Guy added that the submitter information will be compiled in a way that an administrator of the system can send email reminders for check-in dates.

IV. Open Comments

No additional comments were shared.

Submitted by Julie Bathke