

Strategic Planning & Budget Committee Minutes

May 7, 2014 – 3:00pm

Room: Boardroom

Chair: Bob Francis*

Vice-Chair: Lynette Peters*

Note-taker: Julie Bathke*

Administrative/Exempt

Bob Francis*

Gary Kalbfleisch*

Chris Melton*

Samira Pardanani*

Veronica Zura*

Classified Staff

Jennifer Carnahan

Ann Martin-Cummins*

Lynette Peters*

Linda Weir*

(Vacant)

Faculty

Shana Calaway*

Guy Hamilton*

Ernest Johnson*

Amy Kinsel*

Aura Rios-Erickson*

Students

Nick Begley

Dillinger James

Vimol Mok*

Stephanie Olsen*

Ian Waller*

Ex Officio

Bayta Maring*

Stuart Trippel*

*indicates attendance

- I. Approval of minutes from meeting on March 5, 2014

Minutes from the March 5, 2014 meeting were approved as presented.
MSP Amy/Ernest

- II. Update on Budget Process

Stuart reported that President Daryl Campbell and Holly Woodmansee are working closely on drafting a budget for the upcoming year. More information will be known after the SBCTC meeting this week.

It was noted that Daryl is currently reviewing aSAP proposals for funding consideration next year. His comments, as well as those from the committee and President's Cabinet, will be available on the SPBC website in a few days.

III. Debrief on aSAP Feedback Process

The group was asked to provide feedback and suggestions for the aSAP process, specifically how it could be more effective and meaningful.

Suggestions included:

- Provide clear instructions on filling out the templates and what the committee will be looking for
- Set a minimum dollar amount for submissions
- Have a "pre-screening" so submitters can be informed of what needs more clarity
- Stretch out the planning process and timeline
- Establish tighter guidelines for the review committee
- Review submissions twice yearly; those that don't make the first "cut" can submit for the next round
- Group proposals by category (positions, equipment, etc) to make good use of the committee members' specific expertise
- Determine what needs may be operational, and whether these qualify as strategic
- To the previous point, establish an avenue to request basic operational funds. Also, have a process to critically look at current operational budgets.
- Have the opportunity to hear from submitters

IV. 2013-14 SAP update template

Bayta presented a template to request an update on the SAPs that were approved for the current year. Questions include:

- Which actions were fulfilled completely?
- Did you make any changes (major/minor) and if so, why?
- Are any aspects unfulfilled, do funds need to be carried over, and what is yet to be done?
- In what way could your experience with the process be improved?

Bob explained the importance of "closing the loop" via assessment of the funded projects. There was a discussion as to the next steps if the projects were not being completed. It was determined that a sub-committee would further determine the assessment role; this will be discussed at a future meeting.

V. Membership update

A chart was distributed that displayed the current committee members and their term dates. Those at the end of their term that wish to serve a second-consecutive term still need approval. It was noted that a new Chair and Vice Chair will be decided upon for next year's committee.

VI. Strategic Plan evaluation

Ernest presented a draft of potential questions to be asked to staff and faculty about the aSAP process. This also included a potential revision to the Strategic Plan. He requested feedback from the committee.

There was a suggestion that some people may have wished to submit a proposal but felt they were not allowed to submit; a question could ask if the respondent felt that way.

A discussion about the changes to the Strategic Plan brought up the unique needs of immigrant students. They are currently grouped with domestic students.

A question was asked that if feedback for the Strategic Plan encompasses more than the aSAP process part of the plan, would students be included? This was noted for further discussion.

Bayta was added to the sub-committee to further develop these questions and revisions.

VII. Innovation Grant update

This was postponed to a future meeting.

VIII. Workplan 2014-15

This was postponed to a future meeting.

IX. Other

It was noted that the next scheduled meeting will include the full committee.

The meeting was adjourned at 4:40pm.

Submitted by Julie Bathke