

## Strategic Planning & Budget Committee Minutes

December 3, 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

### **Classified Staff**

Jennifer Carnahan

Paul Fernandez\*

Ann Martin-Cummins\*

Linda Weir\*

TBD

### **Faculty**

Shana Calaway\*

Guy Hamilton\*

Ernest Johnson\*

Amy Kinsel

Aura Rios-Erickson\*

### **Students**

Justin Collins\*

Ashley Cowan

Heather Ellis

Konstantin Grinev

TBD

### **Ex Officio**

Bayta Maring\*

Stuart Trippel\*

### **Guests**

Cheryl Roberts\*

Tom Mesaros\*

\*indicates attendance

#### I. Strategic Planning Process

Guy Hamilton opened the meeting. The committee members introduced themselves to the meeting guests: President Cheryl Roberts and strategic planning consultant Tom Mesaros.

Cheryl thanked the committee for the opportunity to attend the meeting. She introduced Tom Mesaros, who will be assisting the campus with creating a long-term strategic plan. Part of the process will be to look at where the college wants to be in the long-term and work backwards, as well as looking at the financial resources.

Tom spoke about his company and professional background. He showed a draft outline/timeline of the strategic planning process. He hopes to maximize participation and engagement in the process. The process will include looking at: academic programs; facilities, equipment, and human resources; governance and decision-making processes; marketing and communications; financial resources; and the college's core themes.

There was a discussion about the importance of community engagement in the process. Cheryl said that many community partners want to help the college but don't know how. This plan will show them how to help.

A question was asked as to how the SPBC relates to the process. Tom replied that the strategic planning task forces would report to SPBC, who would then forward recommendations/approvals to ELT.

In response to a question about what makes a good strategic plan, Tom listed the following attributes: open process; engaging as many people as possible; creativity; dose of reality; and a definite beginning and end.

There was further discussion about the planning process and communication strategy. Tom said that, ultimately, the plan will have a timeline, definitive goals, and an outline of who is responsible for achieving them. Some goals will be sequential and others will be parallel. There will be a processing for the responsible parties to report on their progress.

Tom added that his role will be to make recommendations but the college will be making the decisions.

II. Approve minutes from meeting on November 19, 2014

The committee approved the minutes from the November 19, 2014 meeting. MSP  
Linda/Ernest

III. Sub-committee reports

- a. aSAPs – report on ELT decision to accept revised application and timeline. Additional discussion of proposed review steps for aSAPs.

Guy reported that ELT accepted the new timeline and applications. The next step will be to communicate this to the campus.

There was further discussion about the aSAP review process; there was concern expressed that a few people could have disproportionate influence on the outcomes. The group decided that the process for requesting additional information, as well as the

ability to use other committee members as reference, would hopefully alleviate some of this concern.

b. Close the Loop – update on completed full SAPs Received

Guy reported that one completed SAP had been received. The deadline is December 15<sup>th</sup>.

c. Strategic Plan – report on ELT decision to accept revisions. Update on Operational versus Strategic funding distinction.

The sub-committee is working on verbiage regarding fund requests that are strategic versus operational. This will be completed by January 12<sup>th</sup>.

Ann noted that there is a budget planning process that allows for operational requests.

d. Innovation and Opportunity Grant revision – review any edits to the application, vote to approve application and proposed timeline for submission/review of proposals.

The group agreed to forward the Innovation & Opportunity Grant materials to ELT. MSP Linda/Ernest

There was a discussion about separating this process from the aSAP process. A separate webpage will be created that will contain information and application materials.

IV. Open Comments

Guy thanked the committee for their hard work and added that people around campus have been complimenting the work of the committee.

Submitted by Julie Bathke