

Strategic Planning & Budget Committee Minutes

May 20, 2015 – 3:00pm

Room: 1402

Chair: Guy Hamilton\*

Vice-Chair: Samira Pardanani\*

Note-taker: Julie Bathke\*

**Administrative/Exempt**

Mary Kelemen\*

Chris Melton\*

Samira Pardanani\*

David Pinter\*

Veronica Zura\*

**Faculty**

Shana Calaway\*

Guy Hamilton\*

Ernest Johnson\*

Amy Kinsel\*

Aura Rios-Erickson\*

**Ex Officio**

Bayta Maring\*

Stuart Trippel\*

**Classified Staff**

Jennifer Carnahan\*

Paul Fernandez

Andrea Kuo\*

Ann Martin-Cummins

Linda Weir\*

**Students**

Justin Collins

Konstantin Grinev

Alicia Lewis

Stian Myraas

Michelle Ogle

**Guests**

Dawn Vinberg\*

\*indicates attendance

- I. Approve minutes from meeting on May 6, 2015

The committee approved the minutes as presented. MSP Mary/Amy

- II. Update on ELT aSAP discussion – Dawn Vinberg

Dawn thanked the committee for their work on the aSAP process. She shared that ELT will be making recommendations to the Board of Trustees based on the feedback and recommendations from the committee and Dean Team. Those who submitted aSAPs should hear from their supervisors as to whether their proposal is recommended for funding; ideally, this will happen before the Board meeting on May 27<sup>th</sup>.

The goal is to have the final budget approved at the June Board meeting, depending on whether the state allocation has been approved by the legislature. Approved permanent funding requests will be entered into the Budget Planning System, and the budget office hopes to have both permanent and temporary requests input before Labor Day.

In response to a question about next year's aSAP process, Dawn made two requests. First, she would like the requests to have a specific working title, such as "Fund 4 More Tutors" as opposed to "Increase Student Success." She would also like the Budget portion to more clearly reflect whether requests are for personnel, goods and services, etc.

Dawn reported that in making budget decisions this year, principles of good stewardship, compliance, and keeping reserves appropriate were kept in mind.

### III. Strategic Planning Task Force update

Stuart shared that an invitation to participate in the work groups will be emailed by Cheryl tomorrow, and that calendar invitations will be sent shortly thereafter. It was noted that Tom Mesaros will be facilitating each of the work group meetings.

There was a request to set up a Canvas classroom to facilitate communication and document storage for the groups; Stuart and Julie will move forward on setting this up.

### IV. Sub-group discussions

- Timeline for 2015-16 aSAP process

Guy distributed a draft timeline for review by the committee. He noted that important principles considered were an early-February due date in order to finish the review process before finals week. It was also noted that there is a goal of having an aSAP application training video online.

The group discussed making training available earlier in the process. It was noted that this will depend on completion of the new application; the length of time between training and application availability should also be considered.

There was a discussion about whether a "conflict resolution" session should be added; though some review groups did not change their scores, Stuart noted that the resulting comments were very helpful for ELT. The group also agreed that a "norming" session before the sub-group reviews would be beneficial.

It was decided that David Pinter would do his presentation on being a thoughtful reviewer in January, the second review scores will be due on March 8<sup>th</sup> at noon, and conflict resolution will occur at the March 9<sup>th</sup> SPBC meeting. Guy will make these changes and send the updated timeline to Stuart.

- Revisions to aSAP application

Mary shared some revision ideas as prepared by her sub-group. Ideas for revision included:

- Further clarification on Temporary v. Permanent requests
- Clear link to road map in application, perhaps through use of “pop-up” text boxes
- Budget number should be a required field
- Instead of “requestor” and “entered by,” have a “Sponsor” that links to a drop-down list of ELT and Dean Team members
- Add a header to Action Steps that says “If funding is approved:” to avoid action steps of “Fill out aSAP” and similar
- Provide examples of completed aSAPs for personnel and non-personnel requests
- Add narrative/text box to Budget worksheet
- Include stronger connection between Action Steps and Evaluation
- Perhaps arrange Action Steps into quarterly plan? (This will need further review with the Close the Loop group)
- Fix benefits calculation on Budget worksheet and add road map instructions
- Enable printing of the Budget worksheet in conjunction with the aSAP application

- Innovation & Opportunity Review process

No updates were shared, but it was noted that the topic of “closing the loop” on Innovation Fund requests will be brought to ELT for discussion. There will also be future discussion about restructuring the sub-group that reviews the applications.

- Closing the Loop revision

The subgroup reported that they will be meeting after the “Close the Loop” reports for 2014-15 have been received, and they will discuss dates for reporting back in the upcoming year. It was noted that the process this year did not work well as there was a low response rate to requests for reporting back.

It was mentioned that perhaps reporting dates could be built into the Action Plan template on the application. There was also a discussion about informing aSAP recipients of these dates upon being awarded the funds.

V. Nominations for Chair and Vice Chair 2015-16

Guy noted that next year's committee Chair and Vice Chair will need to be selected at the next meeting.

Amy nominated Guy for Chair; he accepted the nomination.

Veronica was mentioned as a possible candidate for Vice Chair; she had already left the meeting, but Guy will follow up with her regarding her interest in the position.

Samira was nominated for Vice Chair; she accepted the nomination, which would be pending her re-appointment to the committee.

David was mentioned as a possible candidate for Vice Chair; he replied that he would consider the opportunity before accepting the nomination.

It was noted that the terms of 5 committee members are expiring: Samira, Chris, Ernest, Aura, and Ann. Requests for appointments and re-appointments are made to Stuart (by the Federation President or Chief Shop Steward for faculty or classified staff members), and then recommendations are made to the President. New members will begin in the Fall.

The group agreed that continuity in the roles of Chair and Vice Chair would be good for the committee.

VI. Open Comment

No additional comments were shared.

Submitted by Julie Bathke