

Strategic Planning & Budget Committee Minutes

May 6, 2015 – 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*

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

*indicates attendance

- I. Approve minutes from meeting on April 15, 2015

The committee approved the minutes as presented. MSP Linda/Chris

- II. Final discussion of the new SPBC charter

Stuart reported that, per ELT discussion in response to the last SPBC meeting, ELT would like the Council to review and make recommendations regarding Innovation and Opportunity grant proposals. In addition, they would like the Director of Grants to be an ex-officio member of the Council. This would begin upon the expiration of David's current term, as he currently is a full member.

It was clarified that there will not be term limits for student members. It was also noted that the Council should have the ability to give input on the overall budget; this topic will be further discussed with ELT.

III. Strategic Planning Task Force update

Stuart spoke about the upcoming joint meeting with ELT, SPBC, Strategic Planning Task Force, College Council, and potentially some Deans. The group will be looking at the data presentation that Bayta gave to the Task Force, as well as discussing work group charters and membership. Tom Mesaros will also discuss results from the SWOT sessions.

It was noted that an online version of the SWOT session is currently available. There were over 150 total participants in the face-to-face sessions, which included two mini sessions in two Division meetings.

IV. Closing the loop update

Amy reported that the subcommittee sent 4 questions to aSAP recipients who still need to “close the loop” on funded projects for 2014-15. These questions are due back to the subcommittee by May 22nd.

There was a discussion about closing the loop in future years and receiving thorough reporting without being overly burdensome. Guy mentioned that Fall quarter is a good time to check in with recipients and address any communication issues. The group will further discuss this issue and make recommendations to ELT.

V. Innovation and Opportunity grant update

The group discussed the current timeline and review process for Innovation and Opportunity grant proposals. There was a suggestion to have a subcommittee do an initial review of the proposals, and then have a general review at an SPBC meeting for input from the entire group. This would then be sent to ELT. This will be further discussed at a future meeting.

The group discussed potentially eliminating the submission period in Winter quarter due to high volumes of work that take place in that time; it was decided to maintain the submission schedule for Fall, Winter, and Spring quarters.

VI. Discussion – timeline for 2015-16 aSAP process

The group decided that one subcommittee would meet to review the aSAP process and timeline for the upcoming year. The goal is to have a timeline and process complete before the end of Spring quarter. There was a discussion about potential impacts to the timeline and process due to the new Strategic Plan; the group decided to move forward as planned but will revisit in the Fall.

VII. Discussion – revisions to aSAP application

Another subcommittee was tasked with looking at the aSAP application for potential revisions. The group discussed the benefits of having a narrative aspect to the budget, and Ann offered assistance from the Budget Office in suggesting revisions. There was also discussion about revisions to the benefits calculation. The goal is to have revisions in mind by the end of Spring quarter so Gavin Smith (TSS) can have plenty of time to make changes to the existing format.

VIII. Open Comment

The group discussed aspects of hiring paperwork that may not still be needed, specifically regarding a form with 8 questions. It was noted that not all hiring processes use this form, and there seem to be two pathways for making hires. This document will be further discussed at the next meeting.

The meeting was adjourned at 4:28pm.

Submitted by Julie Bathke