STRATEGIC PLANNING BUDGET COMMITTEE
MEETING MINUTES
February 15, 2012
3:00 – 4:30 pm
Room 9202

Members	Present?
Camila Anzi	Yes
Bob Francis, Chair	Yes
Ann Garnsey-Harter	Yes
Elizabeth Hanson	Yes
David Holmes	No
Ernest Johnson	Yes
Gary Kalbfleisch	Yes
Amy Kinsel, note taker	Yes
Linda Lui	Yes
Ann Martin-Cummins	Yes
Claire Murata	No
Doug Palmer	Yes
Lynette Peters	Yes
Kye Stephens-Terry	No
Arlene Strong	Yes
Kanpong Thaweesuk	Yes
Bern Wegeleben	Yes
Linda Weir, Vice Chair	Yes
Kira Wennstrom	Yes
Holly Woodmansee	Yes

Others
Joe Duggan, *ex officio*

Agenda:

Agenda item #1:   Call for volunteer note taker - Linda – Amy volunteered

Agenda item #2:   Review and adjust agenda – Linda – Approved without amendment

Agenda item #3:   Review and approve minutes from previous meeting - Linda – Approved as written

Agenda item #4:   Report back from sub-committees

Budget Cutting Recommendations – Bob

The sub-committee's revised SPBC recommendation for communications around budget scenarios was submitted to Daryl and is in SPBC Dropbox. The revised timeline for campus feedback on budget scenarios is also in the Dropbox. According to Holly, SET has not yet had a chance to fully review the communication recommendation document although the document was used for President Lambert's presentation at the All Campus meeting.

Discussion: It was suggested that All-Campus meetings be recorded. This has been rejected in the past as some may be hesitant to ask questions if they are recorded. Another suggestion from the Committee was that a person from each constituency be designated to read questions from cards if people are reluctant to speak up during recorded sessions.

Action item: Bob will share this input from the discussion with Daryl.

Taskforce Coordination – Lynette

Some taskforces and initiatives are going full throttle, others are just getting started. In the sub-committee's first meeting the charging documents for each taskforce were reviewed – some of them speak specifically to SPBC's role and others do not. Lynette requested, and Bob provided, a list of the members of each of the taskforces and the individual(s) identified as the lead(s).

Elizabeth presented the Veteran's Program Action Plan to the group. She met with Kim Thompson and Dani Dutro from Veterans Programs. The Veteran's budget is coming out of three-year grant. They have identified four objectives for increasing enrollment and divided each objective into small steps. A timeline was then developed around the steps and a point person was assigned for each step. They reported that the form was easy to fill out using Virtual College Action Plan as a model.

Discussion: There was extensive discussion about how the Action Plans will be used after they are completed and how the requirement to complete them will be received by the taskforces. It was strongly suggested that the VPASA should be familiar with the Action Plan as the current taskforces report to him.

Timelines for current taskforces vary. So that SPBC can get usable feedback, taskforces should attempt to work with an Action Plan at the start. A progress report would then be provided to the SPBC at the end of the year. It is anticipated that completing the Action Plans will help taskforces organize their work and will fit with the requirement to document strategic planning activity for accreditation purposes.

There was also discussion about who/how the Action Plans will be pushed out to the taskforces. One suggestion was that we go ahead and give Action Plan documents to the taskforces for their information and use if possible. Another suggestion was for SET or PSET push out the Action Plan format directly, so that everyone is accepting this form and there is a common feedback loop.

Action items:

- Bob will follow up with Daryl for a presentation to SET/PSET
- Amy will present to College Council utilizing Kira's previous PowerPoint.
- Kira will update the Action Plan, Glossary, Instructions, and will put the "final" version in the Dropbox or on the SPBC section of the website
- Bob will send out DRAFT versions of the Plan to Deans for their review and let them know it is going to SET and College Council
- Subcommittee will discuss reporting back to SPBC - when and in what form will taskforces report to SPBC

Strategic Plan – Kira

The sub-committee has been considering what makes a plan strategic and how it connects to the budget. Overall planning for the college should bubble up from the Action Plans. However, there can also be top-down directives such as Virtual College and Internationalization. When SPBC finds disconnects and discrepancies between the Action Plans and the Strategic Plan, they will need to be reconciled.

It was suggested that there be a two-year rolling cycle for the Action Plan reports. Some initiatives will end and will be closed out in advance of the two years, others will continue on.

The Strategic Planning taskforce might go out to ask areas of the campus what they are doing to support the Core Themes—e.g. developmental education initiatives becomes a focus area for strategic planning: ESL, Math, and English are all working on developmental education initiatives that could be rolled into a strategic initiative to support program excellence, access and diversity, student success, and college stewardship (maybe also community engagement!).

Action items: None

Agenda item #V: Other - None

Meeting adjourned 4:35 pm

Winter quarter upcoming meeting dates:
February 29
March 7