STRATEGIC PLANNING BUDGET COMMITTEE
MEETING MINUTES
May 2, 2012
3:00 – 4:30 pm
Room 9202

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

Others
Joe Duggan, *ex officio*

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

Agenda item #2:   Review and adjust agenda – Linda – approved as proposed
- Bob called attention to the note on the agenda concerning the June 6 meeting. The committee is being asked to change the start of the meeting to 2:30 and to attend the mock accreditation visit feedback session that day. Location of the feedback session will be provided when available.

Agenda item #3:   Review and approve minutes from previous meeting – Linda – approved as written
- Review of action items – no action on previous items

<u>Agenda item #4:</u>   Visioning Taskforce Update – Bob

Bob explained that Lee has pulled back on the visioning task force proposal for now. Amy explained the role of a faculty group that met with Lee and proposed postponing some of the visioning work to fall quarter

<u>Agenda item #5:</u>   Communication and coordination with P/SET – Bob

Bob asked for input on coordination pieces between SPBC and task forces (and between College Council and task forces). It was suggested that what is needed is a flow chart and boilerplate for task force charging documents including clear language about the roles of SPBC and College Council with respect to the task forces. In addition, direction is needed about accountability and who is making decisions.

It was noted that the April 4, 2012 SPBC notes reflect that SPBC would be consulted in the process of setting up task forces to see how the task force's work meshes with the strategic plan – this didn't occur when the Visioning Task Force was developed.

There may eventually be two tiers of task forces - strategic task forces (e.g. Virtual College and Internationalization) and operational task forces (e.g. Assessment and Articulation). At some point strategic initiatives become operationalized. At that point, operationalizing might involve action plans and devotion of resources to actualize the plans

Action Item: A **s**ub-group of SPBC was charged with development of the task force charging boilerplate document language. In addition, the group will draft a document for SET's review concerning the relationship between SET, Strategic Planning and Budget Committee, task forces, and coordination about the Strategic Plan itself. Since the College Council may also be working on this, the sub-group will coordinate its efforts with College Council**.**

Action Item: Amy will provide the SPBC with a copy of College Council Committee document concerning committee responsibilities and reporting lines.

<u>Agenda item #6:</u>   Report back from sub-committees

Strategic Plan – sub-committee members
- Utilization of information collected from the campus community

Ernest reported for the sub-committee. He reminded the group of the importance of the Core Themes and initiatives developed by BOT as the Strategic Plan is developed.

Members of the sub-committee previously met with divisions, departments, campus units, and directors to gather feedback on the initiatives they are each working on. The sub-committee tried to organize or group the feedback into initiatives with commonality.

Ernest handed out a mind map the sub-committee used to manage the data they had collected and asked for feedback from the group on how best to reduce the number of initiatives which may eventually be a part of the strategic plan. The larger group broke into 4 discussion groups and were asked to weigh in on how best to organize the mind map.

Reports back from sub groups:

Gary's group - identified three tentacles on the mind map with assessment and accountability in the middle/core
1. Infrastructure to include technology, physical facility, and human resources
2. Engage the community is external and should be tied with fundraising, revenue, lobbying
3. Enrollment and retention/persistence are combined including internationalization & multi-culturalization as necessary for retention

Ann's group - identified five tentacles and prioritized them
1. Increasing enrollments, retention/persistence, and internationalization and multicultural
2. Fundraising as separate tentacle (with presidential goal under that)
3. Infrastructure as separate
4. Assessment/culture of evidence
5. Engage community as separate

Lynette's group – identified three tentacles with professional-development training infused into everything
1. Assessment as priority
2. Increasing retention/persistence as priority—could focus on a particular population
3. Kept increase enrollments as priority

Joe's group – identified the following using inputs – process – outputs
1. Inputs: Enrollment, VC
2. Process: Infrastructure, retention/persistence, internationalization
3. Outputs: Student attainment, community engagement

Action Item: Strategic Planning subcommittee will synthesis sub group work and report back at next meeting

Action Item: Bob and Linda will contact Daryl concerning meeting with SET and Dean Team to explain the work being done to develop the Strategic Plan.

Agenda item #7: Virtual College Status and Update – Ann Garnsey-Harter—
postponed to May 16 meeting due to time constraint

Agenda item #8: Other
Discussion of adding meetings spring quarter if needed to finish strategic plan. A
decision will be made after the May 16 meeting.

Meeting adjourned at 4:30.

Upcoming meeting dates:
May 16 **(Board Room)**
May 30
June 6 **(Early Start Time – 2:30 Mock Accreditation Visit Feedback Session)**