

**Budget, Finance, and Strategic Planning Committee Meeting**  
**1:00 p.m., Friday, January 8, 2010, ATC 209**

**Members Present:** Co-Chairs Carl Hilgarth & Cathy Mullins, Dave Todt, Elinda Boyles, Ed Kehres, Mark Mirabello, Chris Kacir, Brian Saul, Steve O'Rourke

**I. Call to Order:** Co-Chair Carl Hilgarth led the meeting, which was dedicated to continuing the review of the "Systems Appraisal Feedback Report" we received in response to our AQIP Systems Portfolio.

**II. AQIP Feedback Review**

Several committee members distributed rough drafts of the notes they had made in reviewing their AQIP Category assignments (see list at the end) and some gave a summary, but the discussion became more about where to set our focus. Members should see the handouts for more detail.

General Discussion Comments

- A common theme is to formalize the process, develop metrics.
- We need to move to a more continuous model that will continue to enforce the processes.
- It will help if we map the processes, find the data that go along with them, and identify the "process owner."
- When we produce reports they should show the people whose functions make the "process" work.
- We often put teams together to solve a specific problem, but the solution hasn't changed the system.

The discussion focused on the idea that mapping all our "processes" could be an Action Project itself:

- Identify the most critically important processes and define them better, especially in light of the USO.
- This could be done as a "process audit" that shows where we have processes and where we don't, as well as identify the ones that work.
- As part of the "audit" we should go back to our report to see where we didn't provide evidence of our processes.
- Systematically identify a necessary process, decide who knows the most about it, and have them (the process owners) describe it.
- Be more specific, go into it in more depth, use flow charts, provide more supportive evidence.

During the next few meetings, we will continue to identify the processes in each category, with an eye toward the continuous improvement process. Dave noted that AQIP changed or combined their questions for the next submissions and will send a link. We should make sure we keep the new format in mind as we review the old one.

Chris will work to develop a potential AP in Process Development, and Dave will work on one about Accountability Measures.

**Old Business:**

Dave passed out a copy of the Shawnee 20/20 final that is ready to be printed.

**Next Meeting:** Friday, February 12, ATC 207, 1:00 p.m. The meeting agenda will be to continue the review of the “Systems Appraisal Feedback Report” we received in response to our AQIP Systems Portfolio.

Minutes submitted by Susan Montavon

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**Category Assignments**

**#1 Helping Students Learn**

- Ann Marie Short
- Ed Kehres
- Mark Mirabello
- Jim Settle

**#2 Accomplishing Other Distinctive Objectives**

- Robert Mendris
- Darrell Rudmann

**#3 Understanding Students’ and Other Stakeholders’ Needs**

- Brian Saul
- David Bennington

**#4 Valuing People**

- Elinda Boyles
- Steve O’Rourke
- Bane Sylvia

**#5 Leading and Communicating**

- Dave Todt
- Barb Kunkle
- Liz Blevins

**#6 Supporting Institutional Operations**

- Joe VanDeusen
- Chuck Warner
- Jonica Burke

**#7 Measuring Effectiveness**

- Chris Kacir

**#8 Planning Continuous Improvement**

- Carl Hilgarth

**#9 Building Collaborative Relationships**

- Cathy Mullins