

# **SSSP-SEP-BSI-BSSOT-CTE-SWP-SEM Alignment Meeting**

**Monday, March 20, 2017**

**12:30 p.m. – 1:30 p.m.**

**N-201**

## **Minutes**

**Attendees:** Patricia Hsieh, Brett Bell, Gerald Ramsey, Daniel Miramontez, Jacque Honda, Marie McMahon, Xi Zhang, Laura Murphy, Naomi Grisham, Steve Quis, Becky Stephens, Stefanie Johnson Shipman, Briele Warren

**Absent:** Lynne Ornelas, Paulette Hopkins, Mary Kjartanson, Denise Kapitzke

**Items: 1.) Status update on game plan and timeline for SSSP-SEP-BSI Integrated Plan 2017-19**

Zhang reported that she sent out the updated game plan and timeline to the group, and the main change was to the 'Lead' column – which was now separated into primary and secondary leads. For the budget portion, the timeline had also been slightly modified. Hsieh reminded the group that the state deadline of December 1<sup>st</sup> is unavoidable, but the campus would need to be realistic about its planning for the first deadline (March 30<sup>th</sup>), as it falls during the spring break. Hsieh asked for a draft report to be emailed to the taskforce on or prior to the March 30<sup>th</sup> deadline. The lead, Honda, would collect the information and prepare the draft report.

Honda reported that in terms of Q1.a. they are working on updating and identifying what they have or have not done. Ramsey reported that SSSP and SEP will be reconciling their timelines as well. Hsieh suggested using the current SSSP and SE plans (although the SEP would be a little bit of a challenge) and start the alignment process from there for a deliverable on March 30<sup>th</sup>. She encouraged them to look at the activities already in place and do the alignment. For the administrators who are on campus during the spring break, they can work on it then.

Miramontez and Murphy explained and clarified that the specific goals and activities in BSI would need to be identified and pulled out of the current plan to work on. Hsieh commented that one of the purposes of doing this was to encourage ongoing dialogue. Concerns were expressed on the clarity of the plan and timeline and how the dialogue was going to take place. It was clarified that the current BSI plan would be addressed, and the results would go to the SSSP & Student Equity Advisory meeting on March 24<sup>th</sup>. Miramontez clarified that BSI would not need to reinvent the wheel – as there was already a plan in place - they would just need to identify their progress, and pull out their goals and activities, then compare them with the goals and activities of SSSP and SEP. Hsieh encouraged the BSI co-chairs and Hopkins meet with Ramsey to work this out, as there was a quick timeline. Zhang said she would send documents to Stephens and Johnson Shipman.

Bell asked if there were strategies in their initial review for SSSP/SEP to not only identify the goals and activities but link them to the five key charges of SSSP and the key categories for SEP that the college aligns their budgets with. Bell said it would be beneficial to include this data element for their budgeting processes that start in July/August. Ramsey responded that they are all mapped to an activity or function, but not common ones, so they would need to figure out a way to do that. Bell said he would need to familiarize himself with the BSI funding as well.

Miramontez noted the deadline of March 30<sup>th</sup> for the first phase to review the past plans, review the common goals, and map the past practices for the common goals to up for the second phase and future plans. Hsieh noted that everyone was in the beginning stages of this process, and that they needed to meet the state deadline of December 1<sup>st</sup>.

**2.) Discuss subsequent initiative alignments based on template (BSI-BSSOT, CTE-SWP)**

*Item tabled.*