

STRATEGIC PLANNING COMMITTEE
Minutes Reported for Dr. Dana Keating
Submitted by Peggy McDowell

Person Presiding: Dr. Dana Keating

Location Held: B 202

Date: August 13, 2010

Time: 12:45 p.m.

Members Present: Aaron Alford, Sarah Bond, Ralph Boots, Lori, Cox, Ed Fitzgerald, Todd Franklin, Donna Hearn, Gary Jones, Diane King, Greg McCulloch, Kurt Miyashiro, Amy Murphy, Joni Pulliam, Jonah Rice, Ed Rose, Debbie Suh, Brian Surprenant, Tim Walker, Alex Watson, Karen Weiss.

Members Absent: Stacy Moore, David Wright

Others Present: Emma Lane, Peggy McDowell

Minutes from April 27, 2010 Meeting

Last year's activities were summarized at the April 27th meeting. Members, especially new members, were asked to review the minutes from this meeting.

Membership for 2010-2011

Your responsibility as a member of this committee is two fold, but both involve communication.

- 1) It is critical that you lead your division/department members through the planning process, making sure that all are involved and have input. It is your responsibility to bring their input forward to this committee.
- 2) It is just as critical that you take back information from this group to share with your division/department members so that they are informed of the planning going on at the institutional level.

Communication is the key to making our process work. You are the key to keeping that communication open and ongoing throughout the planning process. You have to insure that your division/department's voice is heard, and that they are informed.

Planning Process

We are winding down on our five-year plan. We will transition to a new plan and planning processes for the next five years. As you work with the division or department that you represent, please emphasize the following:

- Consider the results of your assessment activities last year. Is there anything in those results that should be addressed in your operational plan? Anything on a larger scale that should be address in the institution's strategic plan?
- Consider the Self-Study written for our HLC accreditation visit. Were there concerns or issues in that document that your division/department needs to address in operational or strategic plan? (on the website)

- Consider the HLC Final Team Report. Same question.
- Consider the demographics of our district. Is your division/department meeting the needs of the various groups that we serve?
- Please bring forward items for the Strategic Plan that are of significant nature. Put more detailed, smaller items in the operational plan.
- Remember to make all items submitted measurable, with a timeline.
- Submit ALL items on the *Strategic Planning Initiative* form (attached with this email). These may be emailed to me or submitted in paper form.
- As you review last year's plan, if you find any activities that have been completed, but were not reported as such previously, please complete the bottom portion of the *Strategic Planning Initiative* form and submit that information so that it can also be included in the 2010-2011 Strategic Plan Update.

Planning/Reporting Forms to be Used were emailed to committee.

Calendar for 2010-2011 was distributed and reviewed.

New Activities/Initiatives for 2010-2011 due Oct. 22

October 22 is the due date for submission of initiatives. Use the updated initiative form provided by email. Look back at assessment results from prior year. Make everything measurable. Dr. Keating will insert initiatives into the plan to have ready for review on November 12.

Transition Year

Bring closure to 2006-2011 Plan

Start process to create 2011-2016 Plan

- Dr. Rice encouraged the members to modify where needed and not to break what's not broken. Look at industry for possible initiatives. Capture what you're doing even if not in plan.
- Dr. Keating asked members to think about the transition process to the new plan. Take into account feedback from all partners and advisory councils and Student Government.
- Tim Walker asked members to think about how to tie strategic dollars to initiatives. It is a new day with the state budget so we need to be more aware of how that impacts our plans. He stated he would try to communicate good news and/or challenges to us.

Review of Major Institutional Initiatives:

Initiative 1: To ensure that the financial strength of Southeastern Illinois College is sufficient to support a quality institution of higher learning despite decreased State funding of the Credit Hour Grant, as well as lack of capital funding.

Initiative 2: To develop facilities and grounds at Southeastern Illinois College that are well-maintained and appropriate for student learning and development.

Initiative 3: Recruit and retain an increasing number of students by increasing access opportunity.

Initiative 4: Enhance the Information Technology Services campus-wide.

Initiative 5: Demonstrate College accountability through continuous institutional assessment and improvement.

Initiative 6: Provide services to students to enhance their learning experience which they rate as “excellent.”

Initiative 7: Southeastern will be a catalyst for economic growth in the communities we serve.

Initiative 8: Support an innovative work environment by providing coordinated, progressive and effective Human Resource policies, programs and services.

Initiative 9: College leadership will generate and identify opportunities to improve present programs and/or operations.

Initiative 10: College leadership will ensure that the Board of Trustees is properly informed and prepared to exercise its legal authority.

Outstanding Progress Reports Are Needed to complete the 2006-2011 Plan

The next meeting is planned for the week of September 20.

Dr. Keating informed the committee that the ICCB recognition visit is August 30 and 31. She stressed the importance of this and stated the visiting group may approach them with questions.