

# STRATEGIC PLANNING COMMITTEE

## Minutes

August 15, 2014, 1:30 p.m.

Room B 202

**Members Present:** Lori Cox, Ed Fitzgerald, Chad Flannery, Gary Jones, Dana Keating, Allan Kimball, Karla Lewis, Brent Maguire, Greg McCulloch, Sylvia Moore, Aaron Poole, Steve Rea, Jonah Rice, Gina Sirach, Shawn Smith, Karen Weiss, Angela Wilson, David Wright

**Members Absent:** Stacy Moore, Ed Rose, David Wright

**Others Present:** Peggy McDowell

Dr. Keating called the meeting to order at 1:30 p.m. The following information was discussed.

The Committee Membership list for 2014-2015 was distributed and will be posted on the website when all members have been confirmed. The role of the committee member is to work with your division/department and make sure process takes place and that plans are submitted on time. Everyone in department should have a part.

The Strategic Planning Website is found under the Accountability Link on our homepage. The Strategic Plan Document 2012-2017 is posted there. Paper copies are available if needed. Members were asked to look at the strategic planning website and department websites and make sure all are up-to-date.

The calendar for 2014-2015, which is posted on our website, was distributed and discussed. Operational plans are due October 3.

The 2013-2014 operational plans have been completed and are posted on Intrinsic. An email will be sent to notify members when the plans are posted and ready for 2014-2015 updating.

- These plans are for new and different initiatives, not for things you do on a regular basis as a part of your normal routine.
- Consider budget when completing your plan.
- Also work with your division, keep deans aware of new initiatives, and make sure budgets will support the activities.

### Creating 2014-2015 Operational Plans

- 1) Forms will be provided on Intrinsic where you may do your work electronically.
- 2) Start with the 2013-2014 Operational Plan Document.
- 3) Remove any activities that have been completed.
- 4) Leave for carry over any items that are still in progress OR that have dates for completion in the future (fall 2014, 2015, etc.).
- 5) Remove any items that, for some reason (i.e. budget, personnel, restructuring of an area, etc.), it has been determined that they are no longer a part of your plan. That decision should have been included in your progress update. If not, that info needs to be added now before it that activity/project is deleted.
- 6) Add new activities for the upcoming academic year(s). Remember these should be new plans/activities/ initiatives/etc. Not something you have been doing for some time and are planning to continue.

- 7) Don't worry about numbering, etc. I'll take care of organizing the document once all input is completed.
- 8) Consider your budget for FY15 .
- 9) Consider your assessment results from FY14.
- 10) Consider state and federal mandates, i.e. **completion increases**, etc. (NEW HLC Policy)
- 11) All work on 2014-2015 operational plans should be completed by October 10.
- 12) Send questions to me.

Dr. Rice distributed a handout in regard to the Master Facilities and Improvement Plan. This is a 15-year plan that we must have in place for ICCB compliance, but also to guide us into the future. We still have roofs that will need to be replaced as well as tuck pointing. Dr. Rice expressed appreciation for all the meetings that were held last year and to Stacy Moore for compiling all the notes.

The ICCB recognition visit is planned for next fall. We are required to submit a self-study report by September 1.

Dr. Keating closed the meeting at 1:50 p.m.

Respectfully submitted by Peggy McDowell