

STRATEGIC PLANNING COMMITTEE

Minutes

September 3, 2015, 2:30 p.m.

Private Dining Room

Members Present: Ed Fitzgerald, Chad Flannery, Gary Jones, Dana Keating, Karla Lewis, Brent Maguire, Greg McCulloch, Aaron Poole, Steve Rea, Jonah Rice, Gina Sirach, Shawn Smith, Karen Weiss, Angela Wilson, Brenna Butler

Members Absent: Lori Cox, Stacy Moore, Sylvia Moore, Ed Rose, David Wright

Others Present: Patty Winters for David Wright, Amy Murphy for Sylvia Moore, Peggy McDowell

Dr. Keating called the meeting to order at 2:30 p.m. The following information was discussed.

Dr. Keating distributed the HLC's Criteria for Accreditation. For planning purposes, see Criterion Five. Resources, Planning, and Institutional Effectiveness. A handout with two articles in regard to the HLC preparing their own strategic plan was provided. The first addresses Key Trends in Higher Education which is something we need to address as well. The second Beyond the Horizon: Strategic Plan Updates dealing with innovation.

I. Operational Planning for 2015 – 2016

The Committee Membership for 2015-2016 is posted on the website. Brenna Butler was welcomed as the new student representative.

The Strategic Planning website is found under Accountability Link on the homepage.

The Strategic Planning Timeline for Development of 2017 – 2022 Strategic Plan was distributed and can also be found online.

The 2014-2015 Operational Plans with Progress Reports/Updates are complete and are posted on Intrinsic.

II. Creating 2015 – 2016 Operational Plans

The 2015-2016 Operational Plan template has been posted on Intrinsic. Members were asked to use Internet Explorer when updating the plans.

- Remove any activities that have been completed.
- Leave for carry over any items that are still in progress OR that have dates for completion in the future (fall 2015, spring 2016, fall 2016, etc.).
- 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.
- 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.
- Don't worry about numbering, etc. I'll take care of organizing the document once all input is completed and Peggy will take care of the formatting.
- Consider your budget for FY 16 and the future financial outlook.
- Consider your assessment results from the past couple of years.
- Consider state and federal mandates, i.e. completion increases, developmental education revisions, etc.
- All work on 2014-2015 operational plans should be completed by October 9.

- Send questions to Dr. Keating or Chad Flannery. Dean Flannery will be helping and providing leadership to this group.

III. Development of New Strategic Plan for 2017 - 2022

The timeline for the development of 2017 – 2022 Strategic Plan was distributed. Dr. Keating noted that the items in black, are regular items. The green items are what need to be done to begin work on the new plan.

Dr. Rice:

- We are at the end of our 5-year plan but cannot take a hiatus and must begin work on the new plan now. He received a call from the state with questions in regard to the budget. Two questions dealt with what would happen if we did not receive the MAP money. The other two questions were in how long the college could survive and what layoffs were expected if funds did not come through. Those questions are hard to answer because it depends on what the state is going to do. We are prepared for flat funding but would have to make other plans if our funds will be cut further. This is the first year we have not had any institutional RIF's. It is possible it will be January, February, or later before we receive any money from the state.
- We cannot give up. Our #1 goal is to provide general education. We are going to think about choices which will be a challenge in regard to the next five years.
- We have PHS Bonds which will provide funds for protection healthy safety work only.
- Is what we are doing mission critical? How do we translate that into strategic planning for 5 years?
- The PHS work has helped with the Master Facilities Planning project. Students have paid for the fountain and new furniture. The Foundation will be able to help a little for with items students want.
- We need to keep working together and be the best we can be.

Calendar/Timeline Review

- **September** – Fall semester is phase one. We will have three subcommittees.
 1. Mission Statement/ Vision Statement/ Institutional Goals/ Core Values led by Dr. Keating and Dr. Weiss and includes Gary Jones, Shawn Smith, and Ashley Schultz. A series of college forums will be held.
 2. Calendar/ Reporting Process/ Format; Institutional Effectiveness to be led by Dean Sirach and Dean Flannery and includes Dr. Steve Rea, Greg McCulloch, and Stacy Moore.
 3. General Education Goals will be reviewed by Curriculum Committee.

We will also have a task force on environmental scanning to create instrument and list of external contacts led by Dr. Rice and Lori Cox and includes David Wright, Angie Wilson and Aaron Poole.

- **October**
Operational Plans due October 8 with reviews and revisions October 13 – November 13; review and make recommendations in subcommittees; assembly external scanning data.
- **November**
Bring everything together for operational plans and present to large committee for review. Work continues with subcommittees.
- **December**

All operational plans posted to Intrinsic by December 21. Present new strategic plan to the board of trustees as non-action item for review of Mission, Vision, Goals, and Core Values.

- **January**
Strategic Planning Committee meets to engage context and initiatives. Mission, Vision, Goals, and Core Values are presented to board of trustees as action item to approve.
- **February**
Series of open forums to discuss major initiatives.
- **March**
Finish forums and finalize recommendations for major initiatives.
- **April**
All progress updates/progress and completion reports due by April 8. Strategic Planning Committee meets to share, review, and make recommendation on major initiatives.
- **May**
Non-action item for board of trustees for review of major initiatives.
- **Summer 2016**
Regular process of completing Operational Plan document with updates/ progress/ completion reports. Report to board of trustees on operational plans and new Strategic Plan development. Action item for board of trustees for approval of major initiatives.
- **Fall 2016**
Regular operational planning activities begin with fall semester for the 2016-2017 academic year. Create sub-committees to work on sub-initiatives. Present the sub-committee recommendations on sub-initiatives to Strategic Planning Committee.
- **Spring 2017**
Regular operational planning activities in process for 2016 – 2017 academic year. Annual updates/ progress/ completion reports due end of semester. Format final new Strategic Plan. Board of trustees reviews and adopts plan for Fall 2017. Final document published.
- **Summer 2017**
Last update/progress/completion reporting done at 2016 – 2017 Strategic Plan.
- **Fall 2017**
New 2017 – 2022 Strategic Plan in place. Operational planning process begins using new strategic initiatives and sub-initiatives.
- **Spring 2018**
Regular operational planning activities are in process. Annual updates/ progress/ completion reports due at the end of the semester.
- **Summer 2018**
2017 – 2022 Strategic Plan available as needed for HLC accreditation process.
- **Fall 2018/Spring 2019**
HLC Peer Review Team Accreditation Visit

Goal for Fall 2017 is to have the new plan in place and begin the operational plans based on this new plan.

Other

The Master Facilities Plan has to go to the board as an action item for approval in December. This is a deadline assigned by the ICCB.

Dr. Keating closed the meeting at 3:15 p.m.

Respectfully submitted by Peggy McDowell.