

**STRATEGIC PLANNING
OPERATIONAL PLANNING FOR NON-INSTRUCTIONAL UNITS
MINUTES**

January 17, 2013, 2:30 p.m., Private Dining Room

Present: Dana Keating, Jonah Rice, Greg McCulloch, Chad Flannery, Karen Weiss, Gina Sirach, Angela Wilson, Peggy McDowell

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

Meeting was held to give strategic planning committee members an opportunity to provide feedback in regard to the non-instructional operational plans.

Greg McCulloch said he needs to share these plans with his staff for planning their work schedule and asked if they were stable enough to do that at this time. He said there are many initiatives in other areas that also impact IT. Dr. Keating responded the plans were stable but there is to be a campus-wide review with a meeting on January 30. There may be minor changes as a result of that meeting but would then be final.

Dr. Rice stated that the operational plans are always evolving and we definitely want feedback for and from all areas. It is very important to share the plans to cover areas which overlap.

Karen Weiss noted that early alert Initiative 3.4.2 has a timeline for fall 2014 but does have a pilot planned for spring.

Dr. Rice noted that an example of how one area impacts another is that Initiatives 1.5 and 1.6 in the Finance Operational Plan will impact Student Affairs. Everyone needs to review all of the operational plans to insure their areas are informed of their responsibilities.

Karen Weiss asked that the due date for Marketing Initiative 5.3.5, creating a web page for the Mine Rescue and Skills Competition be changed from January 2013 to March 2013.

Karen Weiss questioned Initiative 1.6.4 to pilot a grant station to locate grant possibilities. Dr. Keating noted that we will not be able to complete this initiative as we were not able to get set up before the discounted deadline expired.

Dr. Keating closed the meeting at 2:45 p.m.

Respectfully submitted by Peggy McDowell