

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

**September 6, 2012, 3:00 p.m., CBCR**

**Present:** Dana Keating, Tricia Johnson, Ed Rose, Greg McCulloch, Jonah Rice, Stacy Moore, Angela Wilson, Gary Jones, David Wright, Lori Cox, Tim Walker, Chad Flannery, Peggy McDowell

Dr. Keating called the meeting to order at 3:00 p.m. The following information was discussed.

Reviewed list of operational plans to be prepared and responsibilities of leaders and committee members.

- Initiative One – Finance will be led by Tim Walker.
- Initiative Two – Facilities will be led by Tim Walker and Ed Fitzgerald.
- Initiative Three – Instructional plan has been completed, but this initiative has a Student Affairs component which will be led by Chad Flannery.
- Initiative Four – Technology will be led by Greg McCulloch. Gary Jones was invited to the meeting as he has a technology component within the instructional plan.
- Initiative Five – Marketing will be led by Angela Wilson.
- Initiative Six – Accountability – will be led by Dr. Jonah Rice who will work with cabinet.
- Initiative Seven – Economic Development – will be led by Lori Cox.

Dr. Keating noted that the Enrollment Plan and Master Site and Construction Plan are different from the operational plans.

Dr. Keating emailed the format to be used for the operational plans to each of the leaders. When form has been completed, they are to be returned electronically to Dr. Keating. Emphasis was made to work on content and not to worry about formatting which will be done later.

It was noted that the integrated reference column may not need to be completed. This column helps connect bits and pieces for internal use. They can be used plan to plan or within a plan.

For the evaluation and benchmark, choose something you can evaluate. For example, have a due date for the accomplishment or a percentage to be achieved. This is a living document. Plans can be made for a few years out.

Process and timeline for planning

- Review instructional plan and see if there is anything there you need to support.
- Get initiatives out to your staff and meet with them if possible for their review and input. Lead person needs to make sure all needed people are pulled into the plan.
- Work with staff on activities and plans until operational plan is in final form and all are in agreement. Input your information onto the form provided and submit electronically to Dr. Keating by October 12. This does not have to be the final draft.

- Dr. Keating will review and work with groups as needed/if needed and finalize by November 9.
- November 13 – Work begins on your activities.
- Peggy will put document in final form with goal of having all operational plans posted to Intrinsic by December 7.

Dr. Keating said she would be happy to help anyone/group. She asked that those interested to contact her to schedule a time to meet.

Dr. Rice thanked everyone for the work that has been done for strategic plan and operational plans. The process has changed over the years and everyone will be informed as we move along with the plans. Shared governance is good. Benchmarking is crucial.

Dr. Keating closed the meeting at 3:30 p.m.

Respectfully submitted by Peggy McDowell