

**Strategic Planning Committee  
Meeting Minutes**

**Date:** Friday, January 5, 2024  
**Time:** 11:15 AM  
**Location:** E-Meeting  
**Facilitators:** Dr. Chris Barr

**In Attendance:** Dr. Rice, Dr. Barr, Assoc. Dean Cox, Director Murphy, Division Chair Boots  
Dr. Weiss, Division Chair Cummins, Division Chair Fitzgerald,  
Dr. Burford, VP of Administrative Services Hite, Kimberly Hambleton

**Absent:** Student Representative Brylee Bayer

**General Purpose for Meeting:**

Strategic Planning Committee January Informational Meeting

**Barr -** Good morning everyone! Hope all had a good break. As mentioned, we will not be holding an in-person meeting for Strategic Planning this month. Please consider this email as an informational meeting designed to keep the planning process moving forward. Once you have read this email, please respond to [kimberly.hambleton@sic.edu](mailto:kimberly.hambleton@sic.edu) stating that you have read the email. That is how we will take roll and track attendance.

First up for this term is Operational Planning. As stated in the master calendar, January begins Operational Planning and do remember that we are planning now for FA24-SP25. We will follow the same process as last year and that means we will submit operational plans using JotForm. Here is the link,  
<https://sic.jotform.com/team/strategic-planning/fa24-sp25-operational-plan-form>

All plans for academic year 24-25 are due by March 31, 2024. Remember to link planning to budget and document evidence for your Planned Action. If you have questions, please reach out to either Kimberly or myself.

Next up is current operational planning. As you'll recall, we submitted 23-24 operational plans in March 2023. Updates to those plans are due April 2024. As always, these plans are located on IntranSIC,  
<https://southeasternillinois.sharepoint.com/sites/strategic/SitePages/Home.aspx>

Go into the spreadsheet and the last column on the right is the RESULT entry. Update your plans accordingly. The spreadsheet is tabbed at the bottom with all four Initiatives. If you don't remember where your plan is located, just click each tab at the bottom and search for your name, or the name of your department. Again, if anyone needs help just let us know.

That's it for Strategic Planning for now. Best of luck this semester and Happy New Year. Also, don't forget to email Kimberly so we can mark you as attending.

**Meeting Notes/Tasks Accomplished:**

**Challenges and Assignments:**

Read Strategic Planning Committee January Informational Meeting and Respond

Begin working on 24-25 Operational Plans. They are due March 31, 2024.

Continue updating 23-24 Operational Plans. They are due April, 2024.

Submitted by: Kimberly Hambleton