

Strategic Planning Committee Meeting Minutes

Date: Friday, April 25, 2025
Time: 9 am
Location: Heritage Room
Facilitators: Dr. Chris Barr

In Attendance: Executive Dean Dr. Chris Barr, Associate Dean Lori Cox, President Dr. Weiss, Division Chair Paul Cummins, Executive Dean Dr. Kyla Burford, Executive Director Ed Fitzgerald, Instructor Jessica Bayer, Dean Dr. Emily York, Student Information Technology Specialist Damon Whitt, Student Representative Skyler Edwards, Administrative Assistant Kimberly Hambleton

Absent: Dean Doug Mayfield, Instructor Ralph Boots, Vice-President Lisa Hite

General Purpose for Meeting: Strategic Planning Update

Dr. Barr - Welcomed everyone

President's Message

Dr. Weiss - Stated it's been a successful and non-eventful year. Strategic Planning is moving along. Operational planning is looking good. Progress is being made. Acknowledged new leadership with the Board. Ms. Debbie Hughes stepped into the position of Board Chair following the retirement of Dr. York. Trustee Ellis was re-elected and Gina Sirach is a new addition to the Board of Trustees.

Dr. Weiss expressed excitement for the upcoming graduation.

Dr. Burford - Mentioned unsure of the number of students who will "walk the line" and will not have an exact number till the day of the event. Usually, the count is around 100.

Sub-Committee Updates

Dr. Barr - IRB – no updates.

Dr. Burford - SEM – Last year (2024), the subcommittee and plan was redeveloped. This plan is now our new working document. Moving forward the subcommittee can continue to add to the seven key metrics. The goal is one-to-two initiatives each year. Dr. Burford acknowledged Kendra Zirkelbach's help in designing the report.

Dr. Barr - Added that Whitt built the SEM dashboard that tracks all the metrics.

Dr. Burford - Enrollment Services will utilize some of the new initiatives. One of these is the Communications module in Jenzabar. There are hoping to have one-on-one training this summer.

Non-Action Items

Dr. Barr - Grant Updates – The College has received the DERA grant. Whitt will begin building a dashboard for this as well. This is part of the overall Strategic Plan and has been an initiative on the Operational Plan for 3-4 years. This grant will help further scale math and development education. The end date is January 31st. A committee will be formed Spring 2026 to develop recommendations.

Dr. Burford - Explained the HOUSE grant. This is a \$25,000 a year grant aimed toward students experiencing poverty and homelessness. Burford said funds are expected to go quickly since there is no set stipend to give students. It is based on need and the circumstances surrounding the student's issue. Brittney Warren is administering the grant. Currently, one student has applied.

Cox - CTE has applied for a digital grant and is waiting on review. This grant will help update the G116 computer lab as well as make laptops available for checkout.

Dr. Burford - Mentioned a Dual Credit grant made possible by ICCB to help with textbook costs

Dr. Barr - Operational Planning – Dr. Barr stated that Operational Plans are being submitted. This includes updates from last years as well as new ones for the 2025-2026 school year.

Operationalizing Future Planning – Dr. Barr shared a PowerPoint presentation on enrollment characteristics, trends, and data that could be helpful for future planning. Demographics for this area show the population is changing and becoming more dependent on public assistance. Mental health challenges are already present and will continue to be. Future planning may require the college to provide more services to meet the needs of students.

Meeting Notes/Tasks Accomplished:

Dr. Barr - Approve SEM plan for 2025-2026 updates – The plan was voted on and approved by the committee.

Review Master Calendar – The planning process is right on schedule. An update will be given to the Board of Trustees in July. The next committee meeting will be in August during in-service.

The current Strategic Plan will end 2027. The planning process for the new plan will begin 2026. Significant changes are not expected.

Challenges and Assignments:

Next Meeting – August 2025 during in-service.

Meeting ended: 9:50 am

Submitted by: Kimberly Hambleton