



STRATEGIC PLANNING PROCESS  
STRATEGIC PLANNING COMMITTEE MEETING SUMMARY

Strategic Planning Committee

<b>Meeting Date:</b> 1/11/2013		<b>Start Time:</b> 10:45 a.m.	<b>End Time:</b> 2:00 p.m.
<b>Members:</b>			
<input checked="" type="checkbox"/> Geoffrey Mearns	<input type="checkbox"/> Rick Boyce	<input checked="" type="checkbox"/> Chuck Brown	<input checked="" type="checkbox"/> Katie Cox
<input checked="" type="checkbox"/> Dana Harley	<input checked="" type="checkbox"/> Zachary Hart	<input checked="" type="checkbox"/> Stephanie Hughes	<input checked="" type="checkbox"/> Denise Robinson
<input checked="" type="checkbox"/> Mary Paula Schuh	<input checked="" type="checkbox"/> Arnie Slaughter	<input checked="" type="checkbox"/> Diane Sticklen-Jordan	
<input checked="" type="checkbox"/> Sue Moore, ex-officio	<input checked="" type="checkbox"/> Vickie Natale, ex-officio	<input checked="" type="checkbox"/> Kerri Beach, Staff support	
<b>Meeting Location :</b> SU 109			
<b>Invited</b>	Wayne Herriford		
<b>Guests:</b>			

**Items for discussion/decisions** *(attach supporting documents as necessary)*

Item	Presenter	Time
<i>10:45 – 12:00 Organizational Meeting</i>		
1. Welcome and Introductions	Geoff Mearns	15
2. Review of Agenda	Sue Hodges Moore	2
3. Guiding Principles	Geoff Mearns	8
4. Proposed Timeline and Primary Dates	Vickie Natale	10
5. Open Forums	Vickie Natale	10
6. Work Groups	Sue Moore and Vickie Natale	20
<i>Break</i>		
<i>12:00 – 1:00 Lunch and Team Exercises</i>		
	Geoff Mearns and Wayne Herriford	60
<i>1:00 – 2:00 Joint meeting with Work Group Leaders</i>		
1. Introduction of members	Geoff Mearns	10
2. Charge of Work Groups	Vickie Natale and Sue Moore	5
3. Proposed Timeline for Work	Vickie Natale	5
4. Roles for Facilitators, Recorders, Principal Writers, and Liaisons	Wayne Herriford	15
5. Demonstration of the Website and Blackboard	Vickie Natale and Wayne Herriford	10
6. Demonstration of the Institutional Data Center	Katie Bontrager	10
7. Q&A	Geoff Mearns	5

**Action Items** *(attach supporting documents as necessary)*

Item	Outcome	Responsible Person	Due Date
Guiding Principles were distributed at the Board meeting on Wednesday.	Discussion	Vickie Natale	
SPC members were asked to review and provide feedback regarding Guiding Principles.	Carry forward	SPC members	1/16/2013
Add review of guiding principles to agenda for next meeting	Action needed	Vickie Natale	1/14/2013
SPC members who have not yet confirmed meeting availability for proposed dates are asked to send their response to Toni Wice.	Action needed	SPC members	1/14/2013



STRATEGIC PLANNING PROCESS  
STRATEGIC PLANNING COMMITTEE MEETING SUMMARY

Open Forum dates and topics will be added to the agenda for next meeting.	Action needed	Vickie Natale	1/18/2013
Open Forum dates – Toni Wice will distribute a doodle poll to ask SPC members to indicate which proposed meeting times they could be available.	Action needed	Toni Wice	1/14/2013
SPC members were asked to indicate their work group liaison preference on the form included in the packet.	Completed	SPC members	1/11/2013
SPC liaisons assignments will be made based on preferences indicated.	Action needed	Vickie Natale	1/16/2013
SPC members were asked to hold the Board Retreat of July 17 on their calendar as a possibility for attendance.		SPC members	
SPC members discussed ideas for naming or branding the strategic planning process. A summary will be shared at the next meeting.	Carry foward	Whayne Herriford	1/15/2013
A Stakeholder Conference Invitation will be sent to members asking everyone to hold date of 4/30.	Action needed	Toni Wice	1/16/2013
The Executive Dashboard was mentioned, and an updated copy will be distributed at next Wednesday’s SPC meeting.	Action needed	Vickie Natale	1/16/2013
Whayne Herriford distributed a handout, <i>Effective Teams &amp; Meetings</i> , and will make it available via Blackboard.	Action needed	Whayne Herriford	1/14/2013
Work group leaders were advised to contact Whayne Herriford if they want him to attend their first work group meeting to discuss the concepts from <i>Effective Teams &amp; Meetings</i> .	Informational	Work group leaders	
Since it may be difficult to have all members present at work group meetings or SPC meetings, Sarah Mann suggested that WebEx could be used to allow members to attend remotely or to listen to the meeting at a later date. Work groups that want to explore the option were advised to contact Sarah Mann.	Informational	Work group leaders	
Work group leaders were asked to forward information to Vickie Natale/Kerri Beach on the dates/times/locations of their meeting schedules once that has been determined. Information on the schedules of work groups will be made available on the website.	Action needed	Work group leaders	1/22/2013
Work group memberships have been sent to the facilitators; however, a student and a SPC liaison will be added. Natale will forward the final information to facilitators by Tuesday.	Action needed	Vickie Natale	1/15/2013
Katie Bontrager presented information on the IR Data Center and encouraged work groups to contact the Institutional Research office if they need additional information.	Informational	Work group leaders	
During the discussion about the paper to be provided by work groups, leaders requested that a template on the format for the work group papers be provided.	Action needed	Vickie Natale	1/25/2013

**Notes:**

**Next Meeting:**

<b>Date:</b> 1/16/2013	<b>Location:</b> SU 108
<b>Beginning Time:</b> 1:00 PM	<b>Ending Time:</b> 2:30 PM