



**STRATEGIC PLANNING PROCESS  
STRATEGIC PLANNING COMMITTEE MEETING SUMMARY**

**Strategic Planning Committee**

<b>Meeting Date: 4/5/2013</b>		<b>Start Time: 1:00 PM</b>	<b>End Time: 2:30 PM</b>
<b>Members:</b>	<input checked="" type="checkbox"/> Geoffrey Mearns	<input checked="" type="checkbox"/> Rick Boyce	<input checked="" type="checkbox"/> Chuck Brown
	<input checked="" type="checkbox"/> Dana Harley	<input checked="" type="checkbox"/> Zachary Hart	<input checked="" type="checkbox"/> Stephanie Hughes
	<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>			
<b>Guests:</b>			

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

Item	Presenter	Time
1. Review of the Agenda	Geoff Mearns	5
2. SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis – small group discussion and exercise focusing on reports from: <ul style="list-style-type: none"> <li>• Competitive Forces</li> <li>• Demographic/Labor Market Trends</li> <li>• Fiscal/Economic/Political Environment</li> </ul>	Committee members	75
3. Review of format for Stakeholder Conference (April 30)	Sue Moore and Vickie Natale	5
4. Question & Answers	Geoff Mearns	5

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

Item	Outcome	Responsible Person	Due Date
President Mearns reviewed the agenda, and the committee discussed work group presentations from last meeting. The committee was pleased with quality of work group presentations and papers.	Discussion	Geoff Mearns	
Natale distributed instructions for the SWOT analysis process. Members were divided into four small groups and proceeded to rotate around the room for discussions on strengths, weaknesses, opportunities, and threats, with an emphasis on information provided by three of the work groups: Competitive Forces, Demographic/Labor Market Trends, and Fiscal/Economic/Political Environment.	Discussion	Vickie Natale SPC members	
After individual rotations on the SWOT analysis exercise were completed, committee members reviewed and discussed results as a committee of the whole.	Discussion	SPC members	
A request was made for follow-up information on the aging of employees, with a look at the combination of age and years of service.	Follow-up	Vickie Natale Sue Hodges Moore	05/01/2013
Members briefly discussed the Stakeholder Conference format and schedule for April 30 <sup>th</sup> .	Discussion	SPC members	
The Mission, Vision Values Review work group will provide a presentation at the next meeting, and the SPC will continue with the SWOT analysis.	Informational	Geoff Mearns	4/7/13

**Next Meeting:**

<b>Date:</b> 4/17/2013	<b>Location:</b> SU 108
<b>Beginning Time:</b> 1:00 PM	<b>Ending Time:</b> 2:30 PM