



STRATEGIC PLANNING PROCESS  
WORK TEAM MEETING SUMMARY

Demographic & Labor Market Forces Work Group

<b>Meeting Date:</b> 3-15-13		<b>Start Time:</b> 1:00 p.m.	<b>End Time:</b> 2:30 p.m.
<b>Members:</b>			
<input type="checkbox"/> Ron Burse	<input type="checkbox"/> Leo Calderon	<input type="checkbox"/> Amy Danzo	<input type="checkbox"/> Joan Ferrante
<input type="checkbox"/> Sandi Gillilan	<input checked="" type="checkbox"/> Janet Harrah	<input type="checkbox"/> Dennis Honabach	<input type="checkbox"/> Gail Messmer
<input type="checkbox"/> Dannie Moore	<input checked="" type="checkbox"/> Erin Mulligan	<input checked="" type="checkbox"/> Paul Orscheln	<input checked="" type="checkbox"/> Randy Pennington
<input type="checkbox"/> Kristine Pfendt	<input checked="" type="checkbox"/> Shirl Short	<input checked="" type="checkbox"/> Lori Southwood	<input type="checkbox"/> Diane Sticklen-Jordan
<b>Meeting Location :</b> AC 722			
<b>Invited Guests:</b>			

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

Item	Presenter
1. Review of the agenda	Lori Southwood
2. Suggested edits to Final Report	Work Group
3. Clarification of edits to Final Report	Janet Harrah
4. Other area of consideration for the Strategic Planning Committee	Work Group
5. Review of timeline and next steps	Lori Southwood
6. Meeting Recap/Review	Lori Southwood

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

Item	Outcome	Responsible Person	Due Date
Submission of Final Report	Action needed	Janet Harrah	Mar. 18
Presentation of Final Report to Strategic Planning Committee	Action needed	Work Group Leaders Janet Harrah Lori Southwood Shirl Short	Mar. 20

**Notes:**

Janet Harrah explained the formatting of the draft final report. It includes an overview and process statement, an executive summary, and the reports of the three subgroups addressing the primary questions that the larger work group was asked to research and analyze. Two more questions that emerged from the groups' findings are noted as well.

Group members discussed the details and flow of the draft report, making suggestions for clarifying language, refining subheads, adding information, and reorganizing some sections. Janet made edits as the group discussed changes. Janet noted additions that were sent to her by group members unable to attend the meeting. Several other group members not able to attend will send feedback to Janet as well. The group also reviewed and made revisions to a PowerPoint for the presentation.

Janet will make all changes as discussed and do a final edit. Lori Southwood will send the draft report as edited in the meeting to the work group. The final report is due to Sue Hodges Moore by noon on Monday, March 18, 2013, and will be presented to the Strategic Planning Committee on Wednesday, March 20, 2013 by Janet. Lori and Shirl Short also will attend the presentation. Janet will send the final report to the work group members on Monday.