**STRATEGIC PLANNING OVERSIGHT COMMITTEE**

**Minutes**

**Date:** February 4, 2010  
**Start Time:** 12:40 PM

**Presiding:** Dr. Joseph H. Silver, Sr., Provost and Vice President for Academic Affairs

**AGENDA**

A. Call to Order - Dr. Silver  
B. Review Planning Assumptions and the Environment for Planning - Dr. Warner  
C. Strategic Planning Feedback Questions - Dr. Silver  
D. Report from Sub-committees - Sub-committee Chairs  
E. Report from Focus Groups - Facilitators  
F. Other Business  
G. Adjournment

**Present:**  
Dr. Joseph H. Silver, Sr.  
Ms. Cynthia Buskey, Chief of Staff and Special Assistant to the President  
Dr. Isabella Finkelstein, Chair, Faculty Assembly  
Mr. Michael Lacour, Vice President, Management Services  
Ms. Lucille Maugé, Chief Compliance Officer  
Ms. Nedra Meadows, Interim Vice President, Finance and Business Services  
Dr. Sean Warner, Dean, School of Education

**Absent:**  
Aristide J. Collins, Jr., Vice President, Institutional Advancement and University Relations (excused)  
Dr. Jason DeSousa, Vice President, Enrollment Services and Student Affairs  
Ms. Gay-linn Gatewood-Jasho, President, Staff Assembly (excused)  
Mr. Narendra Patel, Director, Planning, Assessment and Research (excused)  
Dr. Marcus Shute, Vice President, Research and Sponsored Programs

**Guest:**  
Dr. Jeffrey Phillips, Associate Vice President for Academic Affairs

**MEETING NOTES**

- Dr. Silver called the meeting to order at 12:40 PM.
- The minutes of the January 28, 2010 meeting were approved with corrections. Ms. Buskey’s absence was changed to “excused”.
- Dr. Silver said that he had spoken to Dr. DeSousa and students would be added to all of the Strategic Plan Sub-committees.
- Dr. Silver shared the Strategic Plan timeline and asked the committee to send any changes to him within the next few days. He will share the finalized timeline with the Board of Trustees.

Sub-committee Reports
√ **Strategic Planning Process - Ms. Buskey for Mr. Patel**
   The committee had compared the current Mission Statement (2004) to the new Mission Statement (October 2009), identifying new statements, consistent statements, and similar information.

√ **Strategic Plan - Dr. Phillips**
   Dr. Phillips distributed the Core Values chart. The chart listed the six core values from the Executive Cabinet Retreat with a definition of the value and behaviors indicators and competencies relating to the value. Another chart had the 24 Board of Trustees expectations and the core value it referred to. The committee suggested that the sub-committee come up with a few categories and eliminate duplicates from the list.

√ **Budget and Strategic Plan - Ms. Meadows**
   Committee had a spirited meeting about the current budget process. Their charge is to start brainstorming on how to change the process, how to relate it to the Mission and Vision Statement and try to carve out some money for some of the needs of the Strategic Plan. **Budget must deal with expenditures and revenues.**

√ **Communications - Mr. Lacour for Mr. Collins**
   The committee will be meeting every two weeks. They will create a master grid of sub-committee meeting schedules and they are developing a communication plan that will use several methods of communication. Ms. Buskey and Ms. Brock will work on the Strategic Plan website.

√ **The Assessment and Review** sub-committee Chair was not present.

√ **Next steps:**
   - **Strategic Planning Process** – add approval dates to Mission Statements.
   - **Strategic Plan** – break down list of Board expectations into 4-5 manageable categories and eliminate duplicates. Additions and modifications to survey questions
   - **Budget and Strategic Plan** – How is the budgeting process tied to the Mission and Vision Statement? Add School of Business student to committee.
   - **Communications** – create master grid of sub-committees schedules. Beginning framework for communication plan. Drafting letter to constituents that tells what is coming .
   - **Dr. DeSousa** will provide names of students to bee on the committees.
   - **Dr. Warner** will report on Planning Assumptions.
   - **Everyone** is requested to provide feedback to Timeline

√ **Focus Group Reports**
   - **Staff.** Mr. Lacour thanked Ms. Vinson and Ms. Jasho who facilitated the staff meeting. Everyone invited come. Good cross-section ; good input.
   - **Faculty.** Dr. Phillips said that he had a full house for faculty. Thanks to Dr. Lynne Patten and Dr. Susan Kossak for running great meeting. Lots of energy in the room. Good conversation. Dr. Patten has promised the report by Monday, February 8.
   - **External Stakeholders.** Meeting on Tuesday, February 9.
In closing, Dr. Silver thanked everyone for doing quality work and giving quality attention to the committees. “We are forcing people to have conversations about what is important.” And Ms. Buskey thanked Dr. Silver for putting structure to the process.

Handouts

√ Core Values Per Cabinet Retreat.
√ Mission Statement Comparison Chart.
√ Strategic Plan Sub-committee Report.
√ Communications Sub-committee Report.

Adjournment: The meeting was adjourned at 1:51 PM.

Next meeting: Thursday, February 11, 2010, 12:30 PM - 2:00 PM.