

EASTERN KENTUCKY UNIVERSITY

MEETING: Strategic Planning Committee **DATE:** April 11, 2003 **TIME:** 1:30 p.m.

: MINUTES APPROVED

PRESENT: Alan Banks, Byron Bond, Jim Clark, Jim Conneely, Virginia Falkenberg, Mary Hall, Ken Johnston, Ted Lloyd, Dan McBride, Mike Reagle, Jaleh Rezaie, Matt Schumacher, David Sefton, Frank Shaw, James Street, Elizabeth Wachtel, Mary Whitaker, Doug Whitlock, Marc Whitt, Paul Wirtz

ABSENT: Darryl Barnett, Karen Dilka, Michael Foster, Betina Gardner, Joanne Glasser, Laura Koppes, Gregory T. Myers, Kay Scarborough, Cheryl Stone, Aaron Thompson, Mark Wasicsko, Bruce Wolford

CALL TO ORDER:

Libby Wachtel called the meeting to order at approximately 1:37 p.m.

APPROVAL OF MINUTES:

The April 4, 2003 minutes were approved.

CHAIR'S REPORT:

Libby Wachtel informed the committee that Laura Koppes is attending the annual conference of the Society for Industrial and Organizational Psychology. Libby conveyed Laura's thanks to every one for their hard work.

SUBCOMMITTEE REPORTS:

Strategic Planning Process Subcommittee: Doug Whitlock reported that the subcommittee would determine how to incorporate the survey feedback into the plan before the April 18 meeting.

Strategic Plan Subcommittee: James Street reported that the subcommittee has assigned responsible parties for writing components of the strategic plan. The subcommittee will complete tasks by the April 18 meeting.

Budget Subcommittee: Ken Johnston will report under New Business.

Assessment and Review Subcommittee: Paul Wirtz will report under Unfinished Business.

Communications Subcommittee: no report at this time.

UNFINISHED BUSINESS:

Paul Wirtz distributed copies of the 2nd draft plan for the assessment and review subcommittee (see attached). The document was reviewed and discussed by committee members. Paul Wirtz will incorporate comments made into the draft plan. The assessment and review subcommittee will meet with the budget subcommittee next week to develop a timeline for the strategic planning process in conjunction with the budget calendar. The assessment and review subcommittee will continue to identify that all areas of the university are appropriately represented on the Strategic Planning Committee.

Libby Wachtel distributed copies of the survey feedback as of April 4, 2003 (see attached).

Byron Bond and Marc Whitt presented key performance indicators for service and outreach (see attachments). Byron and Marc will revise the KPI's based on suggestions from committee members and submit the changes to Laura Koppes before the next meeting. Libby Wachtel will ask Aaron Thompson to revise the KPI's based on additional suggestions from committee members and to submit the changes to Laura Koppes before the next meeting.

Additional revised KPI's were distributed (see attachments). Committee members were charged to review all the key performance indicators and bring any comments or suggestions to the next meeting.

NEW BUSINESS:

Ken Johnston distributed copies of the materials prepared by the budget and strategic plan subcommittee (see attachments). After a lengthy discussion on the budget process, committee members were asked to review the documents in detail.

ADJOURNMENT:

Libby Wachtel moved to adjourn at approximately 3:30 p.m.

Submitted by Shelia Adams