

EASTERN KENTUCKY UNIVERSITY

MEETING: Strategic Planning Committee **DATE:** December 13, 2002 **TIME:** 1:30 p.m.

: MINUTES APPROVED

PRESENT: Jim Clark, Karen Dilka, Michael Foster, Keith Johnson, Ken Johnston, Laura Koppes, Ted Lloyd, Gregory Myers, Mike Reagle, Jaleh Rezaie, Matt Schumacher, David Sefton, Frank Shaw, Cheryl Stone, Aaron Thompson, Elizabeth Wachtel, Mark Wasicsko, Mary Whitaker, Doug Whitlock, Paul Wirtz

ABSENT: Darryl Barnett, Byron Bond, Virginia Falkenberg, Betina Gardner, Joanne Glasser, Sarah Hajjar, Mary Hall, Kay Scarborough, Bruce Wolford

CALL TO ORDER:

Laura Koppes called the meeting to order at approximately 1:35 p.m.

APPROVAL OF MINUTES:

The November 22, 2002 minutes were approved.

CHAIR'S REPORT: Laura Koppes

Laura has met with President Glasser and the President is pleased with the progress of the committee. President Glasser plans to attend the January 10, 2003 meeting.

The Strategic Planning Committee announcement has been distributed to the EKU community.

Laura attended a SACS conference earlier this month. The new core requirements require a strategic plan be in place. See attached Strategic Planning Notes from SACS Conference Sessions.

Committee members may request a hard copy of the following article:

Rethinking the Planning Process

SUBCOMMITTEE REPORTS:

Strategic Planning Process Subcommittee: Doug Whitlock reported that the Strategic Planning Process and Strategic Plan subcommittees met together to discuss the environmental scan.

Budget Subcommittee: Ken Johnston reported that the budget committee met and developed a timeline to accomplish its goals. Committee members were asked to review the schedule and inform the subcommittee of what issues need to be addressed (see attachment).

Assessment and Review Subcommittee: Paul Wirtz reported the goals, timeline, and deliverable tasks for the Assessment and Review Subcommittee (see attachment).

Strategic Plan Subcommittee: Frank Shaw reported that the Strategic Plan subcommittee met with the Strategic Planning Process subcommittee to discuss the environmental scan. The subcommittee also met to discuss elements of the strategic plan.

Communications Subcommittee: Michael Foster reported that the announcement announcing the Strategic Planning Committee has been distributed to the university community. A blackboard site has been setup for the strategic planning committee and a blackboard training session will be held immediately following today's meeting.

Matt Schumacher reminded committee members to return their list of external constituencies to Sara Hajjar or Mary Hall so the communication matrix can be developed.

UNFINISHED BUSINESS:

Frank Shaw discussed elements of a strategic plan, which were distributed at the previous meeting. After a brief discussion Laura Koppes suggested we use the outline as a general framework knowing sections may be revised during the planning process.

Doug Whitlock distributed a list of definitions (see attachment). Performance indicators will be part of the strategic plan by being keyed to directions and objectives.

A motion was approved to add values to the definitions and to the strategic plan. A motion was approved to accept the elements of the strategic plan.

The strategic plan subcommittee proposed a formal approval process for the strategic plan. The subcommittee was asked to further clarify the difference between input and formal approval; and to come back to the SPC with a process for formal approval of the strategic plan

A lengthy discussion was held on the environmental scanning process (see attachment). The subcommittee will identify data and work on questions.

Doug Whitlock distributed a copy of the Stakeholders. Due to time constraints, committee was asked to review and provide comments to the subcommittee. This will be discussed at the next meeting.

Laura Koppes distributed copies of the 2002-03 Strategic Planning Committee Timeline and 2002-03 Overall Strategic Planning Committee Mission and Goals (see attachments). She asked committee members to review and provide feedback.

NEW BUSINESS:

Assessment and Review Subcommittee: A motion was passed to approve the subcommittee goals and timeline.

A motion was approved to accept the Assessment and Review Subcommittee's proposed length of the strategic plan. In order to be consistent with the state budget cycle, the SPC approved that the current plan be for three years, and subsequent plans be for four years.

A list of key performance indicators will be available on blackboard before the next meeting.

ADJOURNMENT:

Laura Koppes moved to adjourn at approximately 3:10 p.m.

Submitted by Shelia Adams