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| <b>EASTERN KENTUCKY UNIVERSITY</b> |
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**MEETING:** Strategic Planning Committee      **DATE:** March 28, 2003      **TIME:** 1:30 p.m.

:    MINUTES APPROVED

**PRESENT:** Darryl Barnett, Byron Bond, Jim Clark, Jim Conneely, Virginia Falkenberg, Betina Gardner, Mary Hall, Ken Johnston, Laura Koppes, Dan McBride, Mike Reagle, Jaleh Rezaie, Kay Scarborough, Matt Schumacher, David Sefton, Frank Shaw, Cheryl Stone, Aaron Thompson, Mary Whitaker, Doug Whitlock, Paul Wirtz, Marc Whitt

**ABSENT:** Karen Dilka, Michael Foster, Joanne Glasser, Alan Banks, Ted Lloyd, Gregory Myers, James Street, Elizabeth Wachtel, Mark Wasicsko, Bruce Wolford

**CALL TO ORDER:**

Laura Koppes called the meeting to order at approximately 1:34 p.m.

**APPROVAL OF MINUTES:**

The March 14, 2003 minutes were approved.

**CHAIR'S REPORT: Laura Koppes**

Welcome new committee member Marc Whitt, Associate Vice President of Public Relations and Marketing. Marc is replacing Sara Hajjar, who has resigned from the committee because she is leaving the university.

Laura met with President Glasser to verify the formal channel for the strategic plan approval process. The committee will submit a draft plan to the President and she will decide how to proceed. They also discussed the involvement of the Board of Regents. An email message was sent to the board members about the communication that was distributed to the community. Laura will meet with the board at their April 25 meeting.

Laura will meet with staff of the Training Resource Center to discuss the process of providing strategic planning documentation on disc.

**SUBCOMMITTEE REPORTS:**

Strategic Planning Process Subcommittee: Laura Koppes reported that the survey and e-mail went out to the community. This subcommittee along with the communications subcommittee met with Institutional Research in developing the survey questions. The subcommittee will work on how we are to process the feedback.

Strategic Plan Subcommittee: The strategic plan subcommittee needs assistance with writing the strategic plan. Volunteers may contact Darryl Barnett.

Budget Subcommittee: Ken Johnston reported that the subcommittee would meet Monday to further review documents to be finalized.

Assessment and Review Subcommittee: Paul Wirtz will report under new business.

Communications Subcommittee: Matt Schumacher reported that the zoomerang survey was distributed to the community.

**UNFINISHED BUSINESS:**

Laura Koppes walked the committee thru the charge to assess our progress. The committee agreed that all parts of the charge will be accomplished by May 13, 2003. Frank Shaw distributed copies of a page from Illinois State University's strategic plan (see attached). Frank suggested that next year the committee provide a list of details and responsible parties for each strategic direction. After a lengthy discussion, the committee concluded there is a need to emphasize to the community that the document sent is in draft format. Laura Koppes and Marc Whitt will send a hard copy memo to the community restating the strategic planning committee charge and process. Byron Bond will discuss the draft strategic plan and process at the Provost Council. The Vice Presidents were asked to meet with their direct reports. Other committee members were charged to communicate the draft plan and process with their constituencies.

Laura Koppes distributed copies of feedback from the survey prior to March 28, 2003 (see attached). Committee members were asked to keep this information confidential. Laura will continue to distribute feedback from the survey at our weekly meetings.

Laura Koppes distributed copies of confidential strategic directions and key performance indicators (see attached). Individual committee members were assigned a strategic direction and asked to identify no more than three measurable key performance indicators for the strategic direction. The committee members will present to the committee and provide hard copies at the next meeting.

**NEW BUSINESS:**

Paul Wirtz distributed copies of the draft plan for the assessment and review subcommittee (see attached). After the committee provided feedback, it was decided that Paul Wirtz, Virginia Falkenberg, Ken Johnston and Jim Clark would meet to discuss the document further and report to the committee in two weeks.

**ADJOURNMENT:**

Laura Koppes moved to adjourn at approximately 4:00 p.m.

Submitted by Shelia Adams