

EASTERN KENTUCKY UNIVERSITY

MEETING: Strategic Planning Council

DATE: November 8, 2002 **TIME:** 1:30 p.m.

: MINUTES APPROVED

PRESENT: Darryl Barnett, Byron Bond, Jim Clark, Virginia Falkenberg, Betina Gardner, Sarah Hajjar, Mary Hall, Keith Johnson, Ken Johnston, Laura Koppes, Gregory T. Myers, Mike Reagle, Jaleh Rezaie, Matt Schumacher, David Sefton, Cheryl Stone, Elizabeth Wachtel, Mark Wasicsko, Mary Whitaker, Doug Whitlock

ABSENT: Karen Dilka, Michael Foster, Joanne Glasser, Keith Johnson, Ted Lloyd, Kay Scarborough, Frank Shaw, Aaron Thompson, Paul Wirtz, Bruce Wolford

OVERVIEW

Due to schedule conflicts Joe Beck and Pam Moore are unable to serve on the committee. We welcome new members Darryl Barnett and Mary Whitaker, representatives from Health Sciences.

Welcome Adrienne Bauer, graduate student, assisting Laura Koppes.

Minutes from the October 31, 2002 meeting were approved.

The following materials were distributed:

- Revised list of 2002-2003 Strategic Planning Committee Members

- Characteristics/Group Roles

- Charge Subcommittees – Proposed/Strategic Planning Process Subcommittees – Proposed

- Typical Elements of a Strategic Plan

- Tentative Timetable

STRATEGIES FOR COMMUNICATION

Committee members discussed various ways each member can participate in keeping the university informed about the Strategic Planning Committee, have campus participation and constituency buy-in.

After a brief discussion, let it be noted that the committee needs to clarify to the university community how the work from the previous committee is being used. The committee should place emphasis on the importance of a continuing planning process, in which each plan is built on the work of the past. As well as with a change in executive leadership, comes new direction.

The committee suggested that Laura Koppes schedule monthly meetings with President Glasser to report on Strategic Planning.

CHARGE

Goals for the Strategic Planning Committee are:

1. Revisit Mission Statement:

After a brief discussion, the committee clarified the definitions of “revisit” and “define” in the charge for the mission statement.

Revisit - reaffirm what exist in the mission statement

Define - revise the current mission statement.

Either of these are possibilities after the planning analysis and assessment are completed.

2. Develop Strategic Directions:

This should be a “to do list” for the next 2-4 years.

3. Create plan to link Strategic Plan and Budget:

Strategic plan and budget should be linked before November 1, 2003 for the 2004-2005 budget.

4. Determine Role & Responsibilities & Evaluation of Strategic Plan Process.

No discussion.

5. Develop Strategic Plan with template:

See the attached “typical strategic plan” and example of university strategic plan table of contents.

PROCESS FOR ACHIEVING OUR GOALS AND COMPLETING THE CHARGE

The committee decided to use a subcommittee structure in order to accomplish its charge. The committee members agreed upon 5 subcommittees, which are described below. Committee members assigned themselves to a subcommittee. Laura Koppes will contact members not at the meeting to determine their subcommittee assignments.

Strategic Planning Process - This subcommittee will address parts 1 and 2 of the charge by developing and implementing a process for strategic planning for the SPC; the charge includes "revisit and affirm the mission" and "develop limited strategic directions.")

Budget and Strategic Plan - This subcommittee will address part 3 of the charge: "develop a plan to link the budget and strategic plan."

Role, Responsibilities, and Assessment of SPC and Strategic Planning Process - This subcommittee will address part 4 of the charge: "establish the role of committee and mechanism by which the process will be assessed..."

Strategic Plan - This subcommittee will address part 5 of the charge: "create and publish a draft Strategic Plan..."

Public Relations/Communication/Participation - This subcommittee is responsible for public relations and communication to the constituencies; in addition, this subcommittee should assist SPC in gaining participation from the community.

TIMETABLE

A tentative timetable was distributed, which is likely to be revised.

NEXT STEPS

The suggestion was made to have a discussion site for the committee either on blackboard or outlook. Dr. Wasicsko will create an Outlook folder for the committee.

Subcommittee assignments due at November 22 meeting:

1. Subcommittee goals/outcomes/deliverables
2. Plan and timetable (we will create a master timetable/matrix for the entire SPC)
3. In addition to items 1 and 2 above, at least one deliverable or task that was accomplished by Nov. 22.

The next meeting is **Friday, November 22 at 1:30 p.m. in Library 310.**

ADJOURNMENT - The meeting was adjourned at 3:30 p.m.

Submitted by Shelia Adams