

## EASTERN KENTUCKY UNIVERSITY

**MEETING:** Strategic Planning Council

**DATE:** October 31, 2002 **TIME:** 8:00 a.m.

: MINUTES APPROVED

**PRESENT:** Joe Beck, Byron Bond, Jim Clark, Karen Dilka, Virginia Falkenberg, Betina Gardner, Sarah Hajjar, Mary Hall, Ken Johnston, Laura Koppes, Pam Moore, Gregory Myers, Jaleh Rezaie, Kay Scarborough, Matt Schumacher, David Sefton, Frank Shaw, Cheryl Stone, Aaron Thompson, Elizabeth Wachtel, Mark Wasicsko, Doug Whitlock, Paul Wirtz

**ABSENT:** Michael Foster, Joanne Glasser, Keith Johnson, Ted Lloyd, Mike Reagle, Bruce Wolford

### OVERVIEW

Laura Koppes welcomed committee members. Introductions were made. Committee members were asked to review the committee list that includes committee members department, title, mailing address, telephone number and e-mail address. A revised list will be distributed to committee members at the next meeting.

The following materials were distributed:

- Observations and Suggestions from the Consultant Visit – May 7, 2002
- EKU Mission from 2001-2003 Undergraduate Catalog
- EKU Organizational Charts
- 2002-2003 SPC Tentative Meeting Dates

### SPC PURPOSE

Mark Wasicsko updated the committee on the history of strategic planning at EKU.

Under the leadership of Bob Kustra the Strategic Planning and Budgeting Council was established and chaired by Ken Johnston and Elizabeth Wachtel. Upon the arrival of President Glasser, the Councils work of 18 months was reviewed and the Council was restructured into the Strategic Planning Committee and Budgeting Committee allowing for a more manageable number of committee members while continuing to represent various parts of the university. The previous council recommended that a faculty member chair the new committee. Laura Koppes was chosen for a variety of reasons including her planning and organization skills in addition to her consulting work with strategic planning. After one year, the two committees will come together to reinforce the work of both committees.

Mark Wasicsko also shared that President Glasser sends her gratitude for your willingness to serve on the committee and plans to attend committee meetings when possible.

An electronic version of the memorandum stating the charge from President Glasser was sent to committee members prior to the meeting.

Laura Koppes informed committee members that the university is expected to have a strategic plan that can be implemented at all levels of the university in place for the 2007 SACS visit.

### SPC STRUCTURE

A list of observation and expectations of successful strategic planning committees was distributed. Committee members shared one or more strengths he/she brings to the committee.

The committee was designed to have broad representation of the campus community. A critical role and responsibility of each committee member is to be the voice of his/her constituency. Each person is representing a group and it is essential that each committee member have an on-going dialogue with the group. It is essential that the campus community have VOICE and PARTICIPATION in the strategic planning process.

Laura Koppes asked the members to think about using a subcommittee structure within SPC as well as using existing groups on campus to fulfill the charge.

### SPC PROCESS

There are 3 important aspects the committee needs to think about when determining the process: 1) a process that allows the SPC to accomplish its charge, 2) a process that is inclusive of all constituencies, and 3) a process that increases the likelihood of constituency buy-in of the plan.

Laura Koppes informed the committee that the book Strategic Change in Colleges and Universities, which she is using as a guide, is on reserve in the library.

Thoughts/Expectations for Committee:

- We decide how to proceed
- Efficient & Effective
- Use Previous Work
- Use Technology
- Complete Assignments Outside of Meeting
- Use a "Parking Lot"

A member questionnaire was distributed and can be returned to Laura Koppes before 12 Noon Wednesday, November 6. Shelia Adams will send an electronic copy of the questionnaire to committee members.

Committee members were asked to complete the following assignment before the next meeting:

1. Review the SPC charge and generate thoughts about what we want and can do.
2. Develop ideas about how we shall proceed.
3. Create a plan for fostering an ongoing dialogue with your constituency.
4. Create ideas for how we announce and introduce the SPC to the university community.
5. Generate ideas for how we can insure that a campus-wide dialogue takes place (in addition to your ideas generated for #3 above).

Mark Wasicsko suggested the meetings be recorded and tape cassettes be made available when members are unable to attend a meeting.

NEXT STEPS

Based on the availability of the majority of committee members, meetings will be held the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month from 1:30 p.m. – 3:30 p.m. in Library 201. The next meeting is **Friday, November 8 at 1:30 p.m.**

ADJOURNMENT - The meeting was adjourned at 9:00 a.m.

Submitted by Shelia Adams