

STRATEGIC PLANNING COUNCIL II

MEETING MINUTES

Third Meeting: February 27, 1997

Meeting Time: 2:00-4:00

In Attendance:

Doug Ayers, Sue Braffet, Bill Chittenden, Michelle De Jean, Pat Delaney, John Engstrom, Rich Erickson, David Graf (SPC Facilitator), Larry Jacobs, Lori Marcellus, Yves Mueller, Rick Ridnour, Nancy Russo, Mona Salmon, Denise Schoenbachler, Bill Tallon, Beth Towell, Harry Wright

Unable to Attend:

Terry Bishop, Greg Carnes, Angie Euhus, Debra Hopkins, Peter Kaminski, Mark Mistic, Lynn Neeley, Linda Schaller, Sally Wakefield, Jim Ward, Dan Wunsch

Prepared March 5, 1997 by:

Michelle De Jean, SPC Project Manager

Major issues addressed during the second meeting of the SPC follow:

KEY INITIATIVE: VALUE-ADDED CULTURE REPORT.

1. College Council has received the merit document as prepared by the Value-Added Culture team. Additionally, College Council has received the suggestions for improvement (as noted in the minutes of the SPC meeting, held on January 28, 1997).
2. With regard to item #1, College Council will meet with Senate to:
 - a) discuss faculty responsibilities;
 - b) provide input toward developing principles, in terms of a framework, to guide departments as they develop departmental strategic plans.

KEY INITIATIVE: PHYSICAL FOUNDATION REPORT.

Bill Tallon, project manager of the Physical Foundation team, provided a report of the team's activities.

- The team conducted a feasibility study with regard to housing all COB members under one roof, and found that even if Wirtz was a COB facility, it would not accommodate our space needs.
- The team also considered new uses of space in Wirtz in an effort to increase the customer-service orientation of the COB. (The customer-service orientation is meant to create a first-class professional environment for learners and visiting professionals...one that helps to create a sense of community, ownership, and pride.) Detailed recommendations made in this regard are as stated in the team's concept paper (distributed to COB members via e-mail during the Fall 1996 semester).

David Graf explained how he followed many of the team's recommendations as the College prepares for its upcoming move back to Wirtz. (See attached memo, dated March 6, 1997, from David Graf to Nick Noe.) David also explained how the **College received a \$100,000 alumni donation** that is earmarked to be spent on the renovation of Wirtz Auditorium.

SPC Recommendations. SPC members recommend that the Physical Foundation team members prioritize their suggested changes, and make those priorities achievable and complete with associated costs. Specifically, SPC members recommend that the Physical Foundation team put together a package of building changes to include:

1. Specifics, in terms of all items necessary (including furniture, etc.) to change a "typical" room
2. Detailed costs for all items necessary
3. The identification of the number of rooms to be changed
4. A plan for the light court and cost-effective changes the COB can make to the light court over the short-term.

With regard to the cleanliness of the light court, SPC members suggested the college work with student groups to establish an "**Adopt the Light Court**" and/or "**Adopt an Area**" program.

STRATEGIC PLANNING: OVERVIEW & RELATIONSHIPS.

David Graf provided an overview of the relationships between: the best practices/best processes, key initiatives, strategic intent, departmental strategic plans, program area strategic plans, and individual strategic plans.

David also explained why the SPC exists and what it does, beginning from its inception in 1994 to the present. Highlights follow:

1. The SPC is the only group in the COB that is truly representative of all COB stakeholders (faculty, staff, and learners) and is peopled with members with the expertise to develop the key initiatives.
2. SPC members must advance the overall strategic plan for the College. Because there is interdependence between all key initiative groups, SPC members must interact and work with other key initiative groups in order to advance the overall strategic plan.
3. Specific duties of current SPC members (henceforth referred to as "SPC II" members) relate directly to the following areas: the college's best practices/best processes team reports, the college's key initiative team reports, and; the departmental/programmatic unit strategic plans. Specific duties for SPC II members -- as relates to the above-listed areas -- include the:
 - a) complete articulation of the team and/or project focus (for example, key initiative activities, best practices/best processes activities, departmental/area plans and program reviews must be aligned with the College's strategic plan)
 - b) identification of objectives
 - c) identification of measurements
 - d) identification of milestones, complete timelines, and responsibilities

PROGRAM REVIEWS.

David Graf explained the importance of ensuring that the program reviews are aligned with departmental strategic plans, which must be aligned with the College's overall strategic plan. David will prepare a preface to the program review as it relates to the strategic plan, so that the objectives of the program reviews and the strategic plan are the same. **The first draft of program reviews is due May 1st.**