



STRATEGIC PLANNING TASK FORCE AGENDA

MEETING TYPE:	x	Staff	Date:	11/29/01
		Product/Project	Starting Time:	2 p.m.
		Special	Ending Time:	4 p.m.
			Place:	D-10

CHAIR:	Sherrill Amador	MEMBERS:	See attached list of attendees
RECORDER:	Cheryl Ashour		

	Desired Outcome	Resources Used	Time Allotted
1. Draft Mission/Values Writing Team	Discussion	Attached	10 min.
2. Vision	Discussion		15 min.
a. Definition – Amador			
b. Brainstorming Activity – All			
3. Planning Assumptions – Internal and External Scan Amador / Barton	Information/Discussion	Previous Handouts	20 min.
4. Goal Setting	Discussion		30 min.
a. Definitions / Example – Amador			
b. Brainstorming activity – all			
5. Sub Group – COUNCIL Structure and Governance	Information		5 min.
Members:			
• Faculty: Chris Barkley, Mary Ann Drinan, Lee Kerckhove			
• Classified: Mike Dimmick			
• Administrative Association: Mollie Smith			
• Cabinet: Mark Vernoy			
• President			
Begin meeting in December			
6. Work Group – Planning, January 14, 2002 Writing Team +	Information /Discussion		10 min

Next Meeting:
December 13, 2:00 – 4:00 pm



STRATEGIC PLANNING TASK FORCE MINUTES

November 29, 2001

The Strategic Planning Task Force meeting was held on Thursday, November 29, 2001, at 2:08 p.m., in D-10. This meeting consisted of Administration, Faculty, and Classified staff members as well as students and community members totaling 57.

Mission Statement

Dr. Amador distributed copies of the Vision and Mission as rewritten by the writing team following the last meeting, and the group discussed the mission statement phrasing. The suggestions will be brought to the writing team, and they will revise it accordingly.

Vision Statement

Discussion was held regarding the wording of the vision statement. Dr. Amador stated that the Vision Statement should capture the essence of who we are and only should be four or five words in length. Various phrases were put forth, and everyone voted on their favorites. The writing team will review the list and narrow the choices further. A vision will be selected at the next Strategic Planning meeting to be held on December 13.

Goals

The concept of goal setting was discussed. A goal should be a big issue, not a smaller sub-group. A good example of a goal would be "facilities." Being accessible, clean, etc., would be encompassed under facilities. There was extensive discussion on what the goals should be. The choices will be narrowed down to 5-7 by the Writing Team and presented at the December Task Force meeting.

The focus should be no longer than five years. The key point is that we actually work on the goals chosen and perform the objectives we say we are going to do.

Sub Group

A governance sub-group was formed to determine the role, function, and members of the COUNCIL. The sub-group consists of representatives from faculty, classified staff, Administrative Association members, cabinet, and the President.

The Planning COUNCIL (to be named) will be formed that will be responsible for the on-going process of planning – it will work on the annual planning, give a status report showing progress toward the goals, and respond to planning issues and priorities. The COUNCIL will define the criteria for evaluation. Typically, there will be 20-25 people on the COUNCIL. There needs to be continuity, so staggered terms of members are needed.

January 14, 2002, Strategic Planning Staff Development Day

Agenda:

- A. Share with the larger group who do not know what we have done
- B. Vision, mission, and values as a draft - take feedback, comments, and questions
- C. Go into objective-setting process using brainstorming for a maximum of 7 goals. Each goal will be assigned a color and room, and participants will be assigned a goal
- D. Participants switch and go to goal of person's choice
- E. Have a room called "any goal you want" and let people go and tell us what they think. The purpose is for those who have a goal that wasn't included and want it included

There will be two key people working in each group that day. The people who volunteered to help that day are: Michelle Barton, Norma Bean, Kelley Hudson-MacIsaac, Mike Rourke, Diane Lutz, Nancy Galli, Donna Baughn, Judy Eberhart, Lise Telson, Darla Wilson, Bob Gilson, Wendy Metzger, and Sue Doran.

The writing team and working team will narrow down the objectives, and a survey will go out to everyone. There will be about 60 choices under each goal. The top choices that pop up (3.2-3.5 or above) will be more than enough for us to do. By the first day of fall, 2002, everyone will have a copy of the Strategic Plan.

Planning Assumptions

A copy of the Strategic Planning Assumptions and Statements was handed out to everyone and discussed. The opinions and suggested changes were noted and will be added by the Director of Research and Planning.

The meeting was adjourned at 4:10 p.m.

NEXT MEETING: DECEMBER 13, 2001