

# COMMITTEE ON STRATEGIC PLANNING AND PRIORITIES

October 28, 2020 • 1:30pm - 2:50pm

## Meeting Minutes

Present: David Blake (co-chair), Dave Prensky, Matt Bender, David Hunt, Debra Klokis, Bryanna O'Keefe, Jana Gevertz, James Felton, Lloyd Ricketts, Jeff Osborn (co-chair), Sean Stallings, Suchir Govindarajan (minutes), Lee Ann Riccardi, Joe O'Brien, Laurie Schulte (guest)

Absent: Nino Scarpati (excused), Samah Rubin

- I. The October 14, 2020 minutes were approved with no corrections.**
- II. Presentation – Laurie Schulte, consultant from the Clarion Group**
  - A. Reviewed the Clarion Group's *operating model*, principles of strategic effectiveness, the importance of establishing a common understanding of Mission/Vision (mission: *Why do we exist? Who do we serve?* vision: *Where do we want to be?*), Strategy (*What do we do?*), Norms (*How do we behave?* core values & guiding principles), and Tactics (*How do we do the work?*)
- III. Discussed strategy development – process and timeline**
  - A. 1. Preparation (Oct.); 2. Stakeholder Feedback (Nov.-Jan.); 3. Strategy Development; virtual retreat (Feb.-Mar.); 4. Stakeholder Feedback on Draft Framework (April); 5. Finalizing Strategy Framework (May); 6. Implementation Planning, planning sessions (May-Jun.)
- IV. Discussed recruiting and training facilitators and recorders to lead focus groups and projected timeline for holding focus groups**
  - A. Training and time commitment for facilitators and recorders: 2 hours of training, 90 minutes per session (8 hours total, assuming each volunteer does two focus groups); focus group leaders to create executive summaries
  - B. Need to be mindful of faculty, staff, and student conflicts/breaks when scheduling focus groups
- V. Next steps/follow up items:**
  - A. Co-chairs will email the campus next week to gather volunteers to participate in groups
  - B. Questions for focus groups will be presented at the Nov. 11th CSPP meeting
  - C. Determine size of group, number of groups, ideal times for stakeholders
  - D. Create a data repository for the campus and CSPP to access; post on Strategic Planning website, and include, among others, the President's presentations on 1) strategy, weaknesses, and strengths; 2) Higher Ed 101; 3) finance and budget; 4) enrollment and academic drivers of cost. The data will inform the work of CSPP and provide focus groups with relevant data that may better inform their input.
- VI. The next CSPP meeting will be held on November 11, 2020 at 1:30pm.**

*Respectfully submitted,  
Suchir Govindarajan*