Option A:

Welcome, Approve Minutes

After team members had some time to review minutes from December 18 meeting, Cindy Hess motioned for approval; Greg Stone seconded. Unanimously approved.

Guest Speaker

Kevin introduced special speaker, Shane Netherton, Chief Financial Officer, who provided information about the Budget Task Force and the purpose and scope of the task force. Shane reviewed the formation of the task force as part of the budgeting process and examining the budget for cost saving citing the decrease in state appropriations. Shane reviewed some of the recommendations the task force will pursue for increasing revenue as well as decreasing expenses by developing business plans for certain areas. Next steps will be to determine ownership and accountability and how these items fit into the strategic plan for the best interest of the College.

Sean pointed out that some of the items will have a natural area of ownership and some may need to have a body, such as a committee, created to take the lead.

Progress report from Goals/Strategies Subcommittee and Writing Subcommittee

Kevin provided a draft of the strategic plan layout and updated the team on the activities of the Goals/Strategies and Writing subcommittees. The Goals/Strategies subcommittee generated recommended goals based on data from feedback received from focus groups, surveys, Cabinet, and Board of Regents. The Writing subcommittee will work on the layout of the Strategic Plan and incorporate the content from the Goals/Strategies subcommittee.

Kevin gave an overview of the structure of the strategic plan. The subcommittee recommended retaining the three goals from the previous strategic plan, relabeling them as Strategic Priorities. Within each Priority are broad Goals, with the current draft including two under Learning Effectiveness and Student Success, three under Organizational Development and Accountability, and two under Community Engagement. The most frequently selected action items from the employee prioritization survey have been incorporated into the Strategies.
within the Goals. TCC has seven Core Values and the committee further recommends incorporating the Core Values into each of the Goals. Five Core Values (Student Success, Excellence, Stewardship, Innovation, and Diversity) are incorporated into the Goals while the other two, Integrity and Quality, are cornerstones for the overall Strategic Plan. The subcommittee will recommend two to three Key Performance Indicators (KPIs) for each Goal. The KPIs for the specific strategies would be determined by the teams implementing the strategies. The team had an opportunity to read the handout and offer comment and questions.

Discussion included: Sean commented that the vision for this Strategic Plan would be that it is incorporated into the culture and daily operations of the College at all levels and that it be reviewed regularly. Other comments included that it be incorporated into every employee’s goals as well as into the budget request (APB) process. One of the goals addresses a performance-based culture so that is another reason to incorporate it. What does the ownership plan look like? Ownership means that a person/area is responsible to ensure accountability to report progress. After a draft is on the website and we get feedback, the steering committee’s focus will shift to recommendations for implementation and oversight. Are there other strategies that cabinet feels need to be in the strategic plan? The intent is that the strategic plan is a living document and can be adjusted. The cabinet will have the opportunity to provide additional feedback if something else is need before the Strategic Plan draft is posted to the website.

Chelsey asked about an employee relations campaign. Sean replied that the groundwork is there in the form of Open Lines as a venue to focus on talking about the Strategic Plan and the plan will need to be developed further. A subcommittee was suggested to develop a list of targeted communication strategies or ideas. The Employee Communication Subcommittee was formed and includes Chelsey, Heather, Kari, and Paula.

The committee discussed the content of the goals and strategies and Kevin agreed to incorporate the suggested changes into the next draft.

Kevin shared that the PACE survey will launch on January 26. That survey and the CCSSE student survey will provide some baseline data for our strategic plan. Kevin provided a draft of previous custom items. He is writing some custom items that will align with the goals on the strategic plan draft.

1. Steering Committee’s next action steps:
   a. Write draft of recommended goals and objectives (1/26/15) [Subcommittee: Kevin—Chair, Greg, Lesha, Michael, Paula, John, and Kari]
   a. Share draft of recommended goals and objectives with Cabinet (2/3/15)
b. Decide on Key Performance Indicators (KPIs) to track progress of Plan (2/9/15)
c. Write draft of complete Strategic Plan document (2/13/15) [Subcommittee: Mary—Chair, Greg, Lesha, Michael, Cindy, and Kevin]
d. Share draft of Strategic Plan with Steering Committee (2/16/15)
e. Share draft of Strategic Plan with President and Cabinet for review (2/17/15)
f. Post draft of complete Strategic Plan on strategic planning website (2/27/15)
g. Share draft of final Strategic Plan with President and Cabinet (4/3/15)
h. Final Strategic Plan submitted to Board of Regents for approval (4/9/15)

2. Upcoming meetings (The rest of the meeting for this year will be held at the Conference Center on the 4th floor Conference Room)
   a. January 26, 3-5
   b. February 9, 3-5
   c. March 9, 3-5
   d. March 30, 3-5
   e. April 13, 3-5
   f. April 27, 3-5

The meeting adjourned at 2:01pm

Respectfully submitted by Terry JacobsDavis