Welcome, Approve Minutes

Paula moved for approval of the minutes from January 16 meeting. Kari seconded. All approved.

Progress report from Goals/Strategies Subcommittee and Writing Subcommittee

Goals/Strategies committee has had its final meeting. Ideas for KPIs have been added to the current draft of the Strategic Plan. Writing committee meetings have been scheduled. The goal is to post a draft of the final document, which includes a President’s letter, and a summary from the last Strategic Plan. Sean and Kevin will be presenting a draft to Cabinet on February 3.

Review and finalize goals and strategies to recommend to Cabinet, including KPIs

Kevin distributed a copy of the draft (Handout 1) to the team. The draft includes Key Performance Indicators that are under consideration. The KPIs represent numbers that can be looked at every year or two years in some cases. The writing subcommittee reviewed the goals and offered more concise language.

The team reviewed the strategy updates and discussed each one for clarity. Some slight changes to the wording of goals and strategies were recommended and Kevin agreed to incorporate those changes in the next draft. The team also discussed and determined some examples of Key Performance Indicators to include on the Strategic Plan. The next step is to share a draft of the recommended goals, strategies, and possible KPIs with Cabinet.

1. Steering Committee’s next action steps:
   a. Share draft of recommended goals and objectives with Cabinet (2/3/15)
   b. Write draft of complete Strategic Plan document (2/13/15) [Subcommittee: Mary—Chair, Greg, Lesha, Michael, Cindy, Kari, and Kevin]
   c. Share draft of Strategic Plan with Steering Committee (2/16/15)
   d. Share draft of Strategic Plan with President and Cabinet for review (2/17/15)
   e. Post draft of complete Strategic Plan on strategic planning website (2/27/15)
   f. Share recommendations for implementation and monitoring with Cabinet (3/10/15)
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. February 9, 3-5
   b. March 9, 3-5
   c. March 30, 3-5
   d. April 13, 3-5
   e. April 27, 3-5

The meeting adjourned at 5:01 pm.

Respectfully submitted by Terry JacobsDavis