

**Strategic Planning and Resource Council
Executive Committee
November 7, 2014
MINUTES**

Dr. Reese opened the meeting at 8:00 am in Wingo Hall 211.

Members present:

Dr. Nancy Reese, Chair

Dr. Tammy Rogers, Chair-Elect

Dr. Don Bradley, President, Faculty Senate

Mr. Chad Hearne, President, Staff Senate

Ms. Ashley Ross, President, Student Government Association

Business

- 1.) Approval of minutes from October 24, 2014
 - a. D. Bradley moved to approve. A Ross seconded the motion. Motion passed, all in favor. Minutes will be posted on the website.
- 2.) SBAC Hearings
 - a. The Provost asked to present first at the hearing due to a previously scheduled trip departure. Members agreed to grant this request.
 - b. The presentation order for the remaining constituents was determined by a random drawing. The order after Academic Affairs will be: Finance and Administration, Student Services, Staff Salary Committee, Faculty Salary Committee and Advancement. N. Reese will notify each constituent of the presentation schedule.
- 3.) RFP for Consulting Services
 - a. N. Reese provided members with a marked up RFP. Changes to the scope of work which were discussed at the previous meeting were indicated in red. T. Rogers wondered if UCA should collect the data instead of the consultant as indicated in item #6 to save time and money. D. Bradley pointed out that allowing the consultant to do the data gathering would avoid perceived bias and improve credibility of the data. Members agreed to modify the statement to read "guide and assist in gathering". Members also agreed to move item #6 to the position above item #5.
 - b. T. Rogers asked if the proposal could address how to integrate the Strategic Plan (SP) into the budget. N. Reese suggested the proposal provide a recommendation for on-going evaluation and revision procedures for the SP. Members agreed.
 - c. C. Hearne inquired if the membership of the SP Task Force has been approved. N. Reese reported that she is waiting to hear feedback from the President.
 - d. T. Rogers suggested removing "provost" from item #1. Members agreed it would be too political to name just one member of the Executive Staff.
 - e. D. Bradley wondered how much input did the students have the last time UCA hired a consultant to work on the SP. A. Ross stated that feedback can and will be collected from the student body via SGA surveys. N. Reese pointed out that students are also being represented on the SP Task Force.

- f. T. Rogers suggested changing the evaluation criteria. Members agreed to adjust the point values as follows: Proposal content 40 points, vendor's experience 25 points, third party references 10 points and price 25 points.
 - g. N. Reese will give the revised RFP with mark ups to the President for his approval. Members requested that President Courtway be invited to a future SPARC meeting.
- 4.) Other Business
- a. N. Reese will send the campus another announcement about the SBAC hearing next week.
 - b. N. Reese will notify the campus of the RFP once it is approved. The announcement will contain a link to the purchasing site for those wanting to read the RFP.

Meeting adjourned at 8:40 am.

Next SPARC meeting is November 21, 2014.

/sm