

Strategic Planning and Resource Council  
Executive Committee  
February 20, 2015

Dr. Reese opened the meeting at 8:05 in Wingo Hall 214.

Members present: Nancy Reese (Chair), Tammy Rogers, Don Bradley, Chad Hearne, Ashley Ross

Guests: Steve Runge, Kelley Erstine, Jonathan Glenn (additional Selection Committee members with SPARC)

Business:

- 1.) Guidelines, criteria and timeline for selecting the Strategic Plan Consultant
  - a. Bids are due to Cassandra McCuien (Purchasing Director) on March 12, 2015
  - b. Reese will request bids from Cassandra by end of business on March 12 and forward those proposals to the selection committee so the review process may begin.
  - c. The selection committee will meet on March 16 from 8:00 – 10:00am to review proposals and financials, select the short list and prepare questions for interviews. Candidates will be ranked on a scale of 1-5 with 5 being the top pick.
  - d. Candidates will be scheduled for (Skype & on-campus) interviews beginning March 18, from 11:30-2:30pm
  - e. Bids will be evaluated on: ability to capture the UCA vision; services and qualifications; experience and expertise with fundraising and tying a strategic plan to a budget; experience with similar type institutions (private/public, comprehensive/research, size) and; experience with external partners/outreach/economic development within the community.
  - f. Glenn cautioned against using a consultant that focuses too much on enrollment management strategies. Runge added that price ought to be the discriminator, not the determining factor. Rogers stressed the importance of the consultant's talent to facilitate the vision from us – we do not need to be told what our vision is. Further discussion followed.
  - g. The bid will be weighted as follows: 40% on proposal content; 25% on the consultant's experience; 10% on references and; 25% on price.

Guests left the meeting at 8:55 am

- 2.) Approval of minutes from January 23, 2015 – Ross moved to approve. Hearne seconded the motion. Motion passed, three in favor, one abstention. Minutes will be posted on the website.
- 3.) Other Business
  - a. Ross made a motion to change the number of student representatives (with votes) on SBAC from 2 to 4 to align with the number of voting student members on SPC. Bradley seconded the motion. Discussion followed. Motion passed, all in favor. Ross will revise the SPARC document which outlines the structure and membership SBAC and will

present it to the SPARC executive committee at the next meeting on March 6, 2015. Upon approval, the document will be vetted to the senates, COD, and Executive Staff and finally presented to the Board of Trustees in April or May.

The meeting adjourned at 9:10 am

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