

Strategic Planning Committee  
September 1, 2016  
Meeting Minutes

Members present: Tammy Rogers (Chair), Kurt Boniecki, Kaye McKinzie, Taine Duncan, Phillip Bailey, Michael Rubach, Kevin Carter, Erica Ruble, Kelsey Broaddrick, John Fincher, Jonathan Glenn, Brad Teague, Donna Bowman, Carmesha Jemerson, Steve Runge

Members absent: Bryce Woods

Recording secretary: Suzanne Massey

The meeting was called to order at 1:40 pm

Order of Business:

1. Introduction of members.
2. SPARC Charge and overview of SPC
  - a. SPC has been the keeper of documents and overseer of Strategic Plan. We need a more up-to-date charge since we're not working under the 2010-11 SP anymore. One of our main tasks this year is to update the charge and procedures for the SPC.
3. SPARC Annual Report
  - a. Dr. McKinzie made a motion to approve the SPC sections of the SPARC Annual Report. Dr. Duncan seconded the motion. Discussion followed. Two minor suggestions were made and will be reflected in the final SPARC Annual Report. Motion passed, 12 in favor and 2 abstentions.
4. Review of Key Tasks for the Year
  - a. Key tasks left over from the old SP were modified: (1.) the shared governance survey was postponed last year and will be revisited again later this year and (2.) the SBAC process has been suspended for three years.
  - b. New key tasks include: (1.) develop procedures to collect data on SP initiatives, (2.) develop communication strategy for SP alignment, and (3.) review charges and procedures of SPARC committees.
  - c. The SPARC Executive Council will take responsibility for completing key task #3
  - d. A subcommittee of volunteers will take responsibility for key task #2. The subcommittee members include: Jonathan Glenn, John Fincher, Michael Rubach, the Director of Assessment and Phillip Bailey. John Fincher will be the point of contact.
  - e. A preliminary outline from the subcommittee is due by the next SPC meeting on October 6, 2016. The final draft will be due November 3, 2016.
  - f. Once funded initiatives are determined an additional subcommittee will be formed for key task item # 1.

The meeting adjourned at 2:15 pm.

**NEXT MEETING DATE: October 6, 2016**