

Strategic Operations Team – Minutes
March 28, 2012
9:00 a.m., Barge 304

Attendees: Kande Cleary, John Swiney, Tracy Pellett, Carmen Rahm, Kirk Johnson, Patricia Cutright, Ed Day, Ethan Bergman, Amy Zukowski, Marji Morgan, Bill Vertrees, Michael Launius, and Roy Savoian

Absent: Connie Lambert, Kirk Eslinger, Wayne Quirk, and Linda Schactler

1) Cabinet Update

- a. The Cabinet approved the Strategic Plan after adding to Theme/Objective/Outcome 5.3.5 and 5.3.5.1.

2) Strategic Planning Explanation

- a. Sub-teams are to fill in Expected Performance Level, Key Strategies, and Budget by June 2012.
 - i. The budget column is based on the current budget.
 - ii. The Cabinet recognizes some data will not be available by June 2012.
 - iii. Expected Performance Level is ultimate goal.
 - iv. A time frame should be noted in Expected Performance Level
- b. The group asked that a revision date and page numbers be added to all documents, and that budget be added under the Suggested Improvements column.
- c. **Action:** The group will be emailed a definition of terms for titles in the Strategic Plan Template, along with all current documents.

3) Unit Strategic Planning

- a. Should be distributed from the sub-teams to division, then college, then department or program.
- b. It is the responsibility of the Vice Presidents to work with the deans and filter down.
- c. Cabinet's goal was to have this done by June, 2012. SOT would like it due June 2013.
- d. **Action:** Need to follow up with a discussion on how Program Review is going to interact with this report.

The next Strategic Operations Team Meeting is Friday, April 6 from 8:00 – 9:00 a.m. in Barge 412.