

Strategic Operations Team – Minutes

July 10, 2012

3:00 p.m.

Attendees: Connie Lambert, Wayne Quirk, Kirk Eslinger (Proxy for Ethan Bergman), Bill Vertrees, Kirk Johnson, John Swiney, Tracy Pellett, Ed Day, Sarah Swager, Kandee Cleary, Marji Morgan, and Julie Guggino

Absent: Patricia Cutright, Linda Schactler, Amy Zukowski, Michael Launius, and Carmen Rahm

1) Sub-Team Updates

- a. Completion of Expected Performance Level, Key Strategies, and Budget went smoothly, although filling in the budget was challenging (unsure how specific to be – referred to Best Practices at Institution level)
- b. Need to involve Responsible Reporting Unit in next step.
- c. Refer to information from the past year, or any other prior years.

2) Next Steps

- a. Sub-teams are to fill in Results and Findings, and Suggested Improvements by September 30, 2012.
- b. NESSE data will be available in September.
- c. Tracy and Ed to create a shared workspace on GoingOn for the group to be able to share files, post comment, etc.
- d. Sub-team leaders are encouraged to make modifications to their groups (add members, assign duties, etc.) to make the groups work as smoothly as possible.

3) Unit Plan Template

- a. Deans were given their Unit Plan Template filled out with their college level department plans as a starting point.
- b. Will discuss at the next meeting how to unroll to the department level.

The next meeting is scheduled for Friday, September 14 from 8:30 – 10:00 a.m. in Barge 304