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

Attendees: Kandee 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.