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