

## Strategic Planning Committee Meeting



### Agenda / Minutes

<b>David Patten, Chair</b>	
<b>Date of Agenda Posting:</b>	
<b>Meeting Date:</b>	April 28, 2017
<b>Meeting Start Time:</b>	2:00 PM
<b>Meeting Actual Start Time:</b>	2:06 PM
<b>Meeting Location:</b>	President's Conference Room – Knight Campus
<b>Meeting Secretary :</b>	t/b/d

## Member Attendance

Committee Member Name	Title	Present	Notes
		Y/N	
Ruth Barrington	Business Affairs	Y	
Bob Cipolla	Advising & Counseling	N	
John Cole	Academic Dean	N	
Rosemary Costigan	VP Academic Affairs	Y	
Izabel DeAraujo	Institutional Advancement	N	
Sara Enright	VP Student Services, COO	Y	
Leslie Florio	ESPA	Y	
Pam Hallene	FT Faculty (Rem. English)	Y	
Hilary Jansson	Academic Dean	Y	
Zdenko Juskuv	PTFA	Y	
Tracy Karasinski	Opportunity Outreach	Y	
Robert Kilduff	FT Faculty (Rem. Math)	Y	
Dina Lavitre	AHSS Department Chair	Y	
Bill LeBlanc	IR Director	N	
Ken McCabe	Physical Plant	Y	
Steve Murray	CCRIFA	Y	
Jaime Nash	CWCE	N	
Sheri Norton	Human Resources	Y	
Michelle O'Brien	Human Resources	Y	
Barry O'Connor	Financial Aid	Y	
Tony Parziale	Information Technology	Y	
Tim Poulin	Campus Police	N	
Thomas Procaccini	Advising & Counseling	N	
Cecile Roberti	Business Dept. Chair	N	
Tom Sabbagh	Academic Dean	Y	
Jim Salisbury	LRC Department Chair	N	
Susan Sienkiewicz	HARS Department Chair	N	
Ruth Sullivan	Academic Dean	N	
Cathy Picard-Tessier	Enrollment Services	Y	
Deb Watson	PSA	Y	
t/b/d	Divisional Vice President		
t/b/d	Student Representative		
t/b/d	Student Representative		
<b>Guests in Attendance</b>			
Robin Smith	Assistant to the President Special Projects	Y	
Frank Markley	Paulien & Associates	Y	By phone
Marty Mahler	Paulien & Associates	Y	By phone

## Agenda

<b>Agenda Item 1</b>	<b>Notes on Discussion</b>
<p><b>Welcome: David Patten, Chair</b></p> <p><b>Comments and perceptions from Planning Step Two on April 13-14, 2017</b></p> <p style="margin-left: 20px;">a. Open Fora</p> <p style="margin-left: 20px;">b. CCRI faculty and staff comments since open fora</p>	<div style="text-align: center;">             SPC 4-28-17            Agenda.pdf         </div> <p><b>No comments or questions were offered by Committee members regarding the Open Fora held April 13<sup>th</sup> and 14<sup>th</sup>.</b></p>
<b>Agenda Item 2</b>	<b>Notes on Discussion</b>
<p><b>Goal Setting: Understanding of Definitions (PowerPoint Presentation)</b></p>	<div style="text-align: center;">             CCRI SPC Meeting            STEP 3 Overview.pdf         </div> <p><b>Dr. Markley guided the Committee through the attached presentation.</b></p> <p><b>He reminded the Committee that their work today would be presented at the Open Fora scheduled for next week.</b></p> <p><b>The Committee then broke into groups to begin their work on Strategic Directions for the College.</b></p>
<b>Agenda Item 3</b>	<b>Notes on Discussion</b>
<p><b>Strategic Issues to Strategic Directions Validation</b></p> <p style="margin-left: 20px;">a. Review outcomes and validate Strategic Directions</p>	<p><b>Chair Patten later shared the revised “strategic directions” which included:</b></p> <ul style="list-style-type: none"> <li>• <b>Enhancing Student Success and</b></li> </ul>

<p><b>b. Questions:</b></p> <ul style="list-style-type: none"> <li>• <i>Have the responses been 'categorized' correctly?</i></li> <li>• <i>Are the strategic issues descriptive of the items in that category?</i></li> <li>• <i>Is there a need to consolidate or expand Strategic Directions?</i></li> </ul>	<p><b>Completion</b></p> <ul style="list-style-type: none"> <li>• <b><i>Expanding Partnerships and Programs / Certificates &amp; Degrees</i></b></li> <li>• <b><i>Ensuring Financial Strength and Robust System</i></b></li> <li>• <b><i>Improving College Image and Perception</i></b></li> <li>• <b><i>Building an Effective Organizational Culture through Collaboration and Engagement</i></b></li> <li>• <b><i>Expanding opportunities for professional development with clear pathways and processes toward advancement</i></b></li> </ul>
<b>Agenda Item 4</b>	<b>Notes on Discussion</b>
<p><b>Key Dates Until End of Semester</b></p> <ul style="list-style-type: none"> <li>a. Step Three Open Forums: Step 3- May 4-5, 2017 <ul style="list-style-type: none"> <li>i. Strategic Issue Review, Goal framework</li> </ul> </li> <li>b. SPC reviews draft goal statements and strategies: May 12, 2017</li> <li>c. Draft Goals on CCRI Website – May 19, 2017</li> </ul>	

**Meeting Action Items**

<b>Action</b>	<b>Assigned To</b>	<b>Deadline</b>
<i>Posting the minutes electronically</i>	<i>Secretary</i>	<i>7 business days after conclusion of meeting</i>

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**Decisions Made**

*(Document any decisions made during the meeting)*

<b>Decision 1</b>	
<b>Agenda Item 1</b>	
<b>Decision 2</b>	
<b>Agenda Item 2</b>	

**Meeting End**

<b>Meeting Schedule End:</b>	<b>2:00 PM</b>
<b>Meeting Actual End:</b>	
<b>Next Meeting Date:</b>	<b>May 12, 2017</b>
<b>Next Meeting Time:</b>	<b>2:00</b>
<b>Next Meeting Location:</b>	<b>President's Conference Room – Knight Campus</b>