

## Strategic Planning Committee Meeting


### Agenda / Minutes

<b>David Patten, Chair</b>	
<b>Date of Agenda Posting:</b>	
<b>Meeting Date:</b>	<b>April 7, 2017</b>
<b>Meeting Start Time:</b>	<b>1:00 PM</b>
<b>Meeting Actual Start Time:</b>	<b>1:02 PM</b>
<b>Meeting Location:</b>	<b>President's Conference Room – Knight Campus</b>
<b>Meeting Secretary :</b>	

## Member Attendance

<b>Committee Member Name</b>	<b>Title</b>	<b>Present</b>	<b>Notes</b>
		Y/N	
Ruth Barrington	Business Affairs	Y	A. McMahon
Bob Cipolla	Advising & Counseling	N	
John Cole	Academic Dean	Y	
Rosemary Costigan	VP Academic Affairs	N	
Izabel DeAraujo	Institutional Advancement	Y	By phone
Sara Enright	VP Student Services, COO	Y	
Leslie Florio	ESPA	N	
Pam Hallene	FT Faculty (Rem. English)	Y	
Hilary Jansson	Academic Dean	N	
Zdenko Juskuv	PTFA	N	
Tracy Karasinski	Opportunity Outreach	Y	
Robert Kilduff	FT Faculty (Rem. Math)	Y	
Dina Lavitre	AHSS Department Chair	N	
Bill LeBlanc	IR Director	N	
Ken McCabe	Physical Plant	Y	
Steve Murray	CCRIFA	Y	
Jaime Nash	CWCE	Y	
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	Y	
Thomas Procaccini	Advising & Counseling	Y	
Cecile Roberti	Business Dept. Chair	Y	
Tom Sabbagh	Academic Dean	Y	
Jim Salisbury	LRC Department Chair	Y	
Susan Sienkiewicz	HARS Department Chair	N	
Ruth Sullivan	Academic Dean	Y	
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	By phone
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 One on March 23-24, 2017</b></p> <ul style="list-style-type: none"> <li>a) Open Fora</li> <li>b) CCRI faculty and staff comments since open fora</li> </ul>	<p><b>Chair Patten welcomed everyone to today's meeting. He initiated a call to Dr. Markley and Dr. Mahler who would be joining the meeting via telephone.</b></p>
<b>Agenda Item 2</b>	<b>Notes on Discussion</b>
<p><b>SWOT-C Outcomes</b></p> <ul style="list-style-type: none"> <li>a) SPC members will be reviewing SWOT-C outcomes with groups during open forums</li> <li>b) Review outcomes and validate themes</li> <li>c) Questions: <ul style="list-style-type: none"> <li>Have the responses been 'categorized' correctly?</li> <li>Are the themes descriptive of the items in that category?</li> <li>Is there a need to consolidate or expand themes?</li> </ul> </li> </ul>	<div style="text-align: center;">  <p>CCRI SWOT Themes.pdf</p> </div> <p><b>The SPC's assignment for today was to work on identification of SWOT-C themes and strategic issues. They were asked to:</b></p> <ul style="list-style-type: none"> <li>• <b>Think about what questions need to be asked for CCRI to exist in the future?</b></li> <li>• <b>Review what will need to be done.</b></li> <li>• <b>Participate in the open fora.</b></li> <li>• <b>Have a representative at each table.</b></li> <li>• <b>Keep groups focused on strategic planning issues.</b></li> </ul>

Agenda Item 3	Notes on Discussion
<p><b>Strategic Issues Exercise:</b></p> <ul style="list-style-type: none"> <li>a) SPC members will assist in facilitating the development of strategic issues in groups during open forums</li> <li>b) Review handout and exercise for open fora</li> <li>c) Questions and comments</li> </ul>	<p><b>Dr. Markley asked the Committee members to review the bulleted points and decide if these themes/titles make sense or need to be reallocated. Is this how they see CCRI?</b></p> <p><b>He explained that this information would be presented at the open fora.</b></p> <p><b>The Committee then broke up into four groups and began the SWOT-C exercise.</b></p>
Agenda Item 4	Notes on Discussion
<p><b>Key Dates</b></p> <ul style="list-style-type: none"> <li>a. Final Open Forums: Step 3- May 5 – 6, 2017 <ul style="list-style-type: none"> <li>i. Strategic Issue Review, Goal Development</li> </ul> </li> <li>b. Step 4 with SPC: May 15 – 19, 2017 (Exact dates to be decided) <ul style="list-style-type: none"> <li>i. Goal Validation, Key Performance Indicators</li> </ul> </li> <li>c. Draft Documentation – End of Day May 19, 2017 <ul style="list-style-type: none"> <li>i. Process, Goals, KPI's</li> </ul> </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>

**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>	t/b/d
<b>Next Meeting Time:</b>	t/b/d
<b>Next Meeting Location:</b>	t/b/d