

Strategic Planning Committee Meeting  
Tuesday, February 09, 2010  
12:30 p.m.  
President's Dining Suite

**MINUTES**

<b>Members Present</b>	Baker, Delbert; Chair Benjamin, Finbar Blake, John Bushner, Rupert Cartwright, Roengsak Cotton, Sabrina Flood, Flora Germany, Sylvia Gurley, Melonie; Recorder Hutchinson, James	Johnson, Paulette Knight, Toson McCracken, Jason McDonald, Timothy Newborn, Janis Robinson, Marjorie Solomon, Michele Warren, Mervyn Wongk, Victor
<b>Members Absent</b>	Anderson, John Mbyirikira, James	Stewart-Daniel, Patricia Tomlin, Eaton
<b>Devotion</b>	Mr. McCracken shared a devotional reading on the subject of planning, which was taken from the book, <i>The One Year Mini for Leaders</i>	
<b>Opening Prayer</b>	Dr. Flood	
<b>Minutes</b>	<b>VOTED</b> , to accept Minutes of October 22, 2009	
<b>Budgeting for the Strategic Plan</b>	<u>President's Office</u> 2.10a (i) – Provide Strategic Plan Leadership <ul style="list-style-type: none"><li>• No cost</li></ul> 2.10b (ii) – Identify, develop and implement QEP <ul style="list-style-type: none"><li>• \$5000 for year one of development</li><li>• Dr. Baker expects to name next QEP committee by the end of next week.</li></ul> 2.10c - Promote institutional mission/goals <ul style="list-style-type: none"><li>• No cost</li></ul> 2.10d - Promote healthful lifestyle <ul style="list-style-type: none"><li>• \$1000 budget</li></ul> 6.3a (i) - Develop comprehensive institutional plan for customer service <ul style="list-style-type: none"><li>• \$5,000 budget</li></ul> 6.3b – Increase customer service training <ul style="list-style-type: none"><li>• \$2,500 budget</li></ul> 6.4a – Develop a communication network plan <ul style="list-style-type: none"><li>• No cost</li></ul>	

6.4b – Promote Board of Trustees development

- \$15,000 budget

6.4c (i) – Assist Oakwood Academy in achieving construction of new facility

- \$100,000 budget (5-year goal)

Advancement and Development

5.2b - Hire staff to serve as industry lead for relationship building

- \$25,000 budget (shared by Office of Sponsored Programs and SAIC)

Dr. Baker to meet with the Vice President's to ensure every item on the Strategic Plan requiring budget allocation is accounted for.

**2010-2011 Action Plan**

Dr. Baker to discuss with the administrators next week during administrative retreat.

**Lunch**

Courtesy of Dr. Baker, the committee dined for lunch in the Student Dining Hall.

**Follow-up items**

Strategy 1.2d - Study regarding two Chaplains

- Revise to read: The goal and outcome is to have the equivalent of two Chaplains with preferably one female.
- Responsibility is moved to the Provost.

Strategy 2.2 – Expand Academic Programs

- Dr. Anderson provided Mrs. Newborn with budget information, however, due to his absence, this item to be held until the next meeting.

Strategy 7.4 – Develop outdoor wireless network infrastructure

- Mr. Cartwright is working in conjunction with SAIC. The next step is to send out engineers to pinpoint areas that need wireless coverage.

**Other**

1.1a – Integrating faith and learning

- There was discussion on the wording “service learning” in this strategy; what activities should be included; should we change the wording to community service or public service. The assessment piece was also discussed.
- Revise Outcome to read: 50% of students participate in 2 or more outreach projects each year.
- The Provost to serve as coordinator.
- Representatives from Academic Affairs and Student Services divisions need to be identified.

1.1c, 1.1d, 1.1f

- Shared responsibility of Student Services and Provost
- Note that assessment measures to be tracked “annually” (1.2f)

1.1e

- This strategy accomplished with the naming of the Provost as Coordinator. Delete this strategy.

1.2a, 1.2b, 1.2c, 1.2d

- Shared responsibility of Spiritual Life and Student Services

5.2b

- Add SAIC to list of organizations that we want to build relationship with in this strategy

**Closing Prayer**

Toson Knight