

Strategic Planning Steering Committee
Monday, March 23, 2015
Meeting Minutes

Present: Nicki Harrington and Mary Ann Bazile, Consultants
John Bethscheider, Wendy Del Bello, Sara Mangat, Dwight Rhodes, John Matula,
Jeff Cernoch, Tammy Giffrow, Stacey Ebert, James Langley, Anna Oskerson
Drew Nelson, Accreditation Liaison Officer (ALO) and Marylu Parvis, Recorder

Absent: JoAn Anderson, Jessica Murphy

Dr. Harrington asked everyone to introduce themselves and to identify one important consideration for the SPSC as it conducts its work toward the development of ACC's next five-year strategic plan.

Know specific responsibilities and what job needs to get done
Operational piece – built in check points to make sure processes are used
Pay attention to constituents, tax payers want
Simple and concise game plan – something everyone understands and will buy in
Get input from rest of campus to show we are representing “all”
Getting support and keeping support
Financial aspects of planning to pay for goals
Keep feedback/data at forefront
Keep balance – don't bite off more than we can attain
Keep “it” reasonable

Project Overview

Harrington spoke briefly about the **Discovery Phase** steps when she and Bazile will collect information and bring distilled summaries back for the committee to review in April. They will:

1. Look at data and documentation. Study demographics, enrollment, accreditation bodies, etc. (information from Sanger, Institutional Effectiveness & Research)
2. Internal stakeholders – surveys to all employees, faculty and staff forums; “SWOT” process
3. External stakeholders – survey community through meetings with groups and individuals (Alvin ISD, chamber, etc.)

In April the committee will review the information and identify themes, selecting 8-12 themes to be presented to President Albrecht and the Executive Team. The Executive Team will select 4-6 **Breakthrough Strategic Goals** - major goals to be presented to the Board of Regents at the May meeting.

If the Board approves these strategic goals, the committee will outline specific institutional objectives under each major goal for a September deadline. The final **Operational** Phase will

involve selecting a leader responsible for overseeing each goal, the funding needed to accomplish the goal, and establishing a time line for the next five years. The number of resources required to achieve a goal will be part of determining the length of the implementation process.

In discussion, Harrington clarified that the Facilities Master Plan will work alongside the development of the Strategic Plan. She added that the process will begin with current facility's needs, and that the EMSI workforce analysis of workforce needs will be tied into the plan. In addition, the plan has to be in line with the College mission and vision. These need to be reviewed every five years, too. If the College has any "core values," they need to be reflected in the Strategic Plan.

Strategic Planning Steering Committee Duties and Responsibilities

Harrington gave the committee a list of duties and responsibilities, the guiding principles, and team membership list. Information on the Committee's progress will be added to the ACC website and sent out to the employees as determined by the committee.

Del Bello was tasked with having a Strategic Plan information area set up on the website.

Meeting Schedule

April 10, 2015 - 10:30-12:30pm
May 6, 2015 - 12:30-2:30pm 
Summer meeting - TBD (focus on Institutional Objectives level)
September, 2015 - TBD

Meeting times were set to accommodate the members. Also, at least one summer meeting will be scheduled per the committee's request.

Ground Rule for Meetings

Bazile provided the members with suggested ground rules for working together as a consensus-based team, and they added several more rules:

- Start the meeting on time; end the meeting on time (stay in time frame)
- Have a prepared agenda with an objective and expected outcomes supplied at least two days in advance
- One person speaks at a time
- All team members are equals
- Turn off ringers for cell phones/pagers
- Supply minutes within a week
- Respect each other's opinions/views
- Encourage all voices are heard
- Enlist "note-taking services" from a non SPSC member of ACC

Del Bello and Mangat, the co-chairs of the committee, will track work plans from each meeting, develop the agendas, and follow up with people with assignments.

Parvis will supply the draft minutes to Del Bello and Mangat within a week after each meeting. **Mangat** will send out the minutes along with the invite to the next meeting.

SWOT Process Kickoff

The group was divided up into three small subgroups to begin using the “SWOT” process framework. They were allowed ten minutes, with about two minutes spent on each of the four items.

1. **Strengths**
2. **Weaknesses**
3. **Opportunities**
4. **Threats**

(See attached spreadsheet.)

Meeting Evaluation and Next Steps

The members were asked if the meeting kept on time and on track. All responded favorably. Harrington added that each meeting should be evaluated to make sure that the time spent was accomplishing what was expected.

Adjournment

The meeting adjourned at exactly 5:00 p.m. as scheduled.