

# STRATEGIC PLAN STEERING COMMITTEE

December 4, 2018

## MINUTES

The Strategic Plan Steering Committee met in the Board Room of the Administration Building on Tuesday, December 4, 2018, at 1:30 p.m. Members present included: Clay Brewer, Stacy Buckingham, Stephanie Chaney-Hartford, Scott Elliott, Kay Fleming, Toyin Fox, Ron House, Phillip Lane, Susan May, Brad McCormick, Steve O'Keefe, Melanie Pecord, Krystal Reagan, Christy Stewart, Cheryl Thomas, and Tim Williams. Eric Pulley and Joseph Roach were unable to attend.

President House commented that the Higher Learning Commission expressed concern over the viability, necessity, and affordability of the number of projects identified in the FY2014-2018 Strategic Plan. It was their position, based on their visit during spring 2017 that a more manageable n.4(n)u7b-2.8(36 nf tf 0 Tw (14 P MICID)\*

**Project #6 – Process Improvements.** Complete. New processes have been integrated into the College's normal operating function.

**Project #7 – Office Productivity.** Complete and ongoing. Professional Development Day has been reinstated for all College employees.

**Project #8 – Internal Communication.** Suspended. A formal communication audit of the organization was not complete due to changes in ownership over the life of the strategic plan. Progress has been made informally to improve internal communications on campus through text messaging for departments and specific groups on campus.

**Project #9 – Website Redesign.** Complete and ongoing. The redesign is complete, and updates to information posted on the website will be ongoing.

**Project #10 – Strengthening Management Practices.** Complete and ongoing. This project may need to be rewritten or merged with other projects under the new plan.

**#11 – Diversity.** Complete and ongoing. The initial milestones established are complete, and work is ongoing to continue to provide cultural events for students. A new chair has been assigned to the Diversity Committee to expand its function to recruit a more diverse population.

**#12 – CQI Transition.** Ongoing. The membership to the Continuous Quality Improvement Network was discontinued due to budgetary restraints. However, continuous quality improvement will be ongoing in some fashion and may be part of something more substantial instead of a free-standing project in the new plan.

**#13 – Learning Management System Implementation.** Complete and ongoing. The College will continue to enhance and improve online education and support students.

**#14 – Planning & Institutional Effectiveness.** Ongoing. Goals of this project may be merged together with management strategy, knowledge and information management, and continuous improvement in the new plan.

**#15 – Career and Job Readiness.** Complete and ongoing. Access to real-time data provided by JobsEq will be housed on the Institutional Research webpage and includes an environmental scan and job outlooks for the southern 20 Illinois counties. Job readiness skills are covered in the new Orientation course, and job placements and enhancements for first graduates are tracked through Career Services, Institutional Research, and Academic Affairs.

**#16 – Capital Construction Renovation and Maintenance.** Complete. Capital projects identified have either been completed or determined no longer relevant. The College's Facilities Master Plan will incorporate planning for construction projects in the future.

online learning, student success, and instructional delivery methods such as cohorts, weekends, and block delivery programs designed to entice non-traditional students. Another item of consideration for the new plan encompasses the inter-working relationships between the College and outside entities. Discussions with district high schools are essential for the continued development of dual credit, and conversations with business and industry provide insight regarding the future and increased need for allied health and career programs. Discussions like these could be critically important to the future of the College.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Susan May