

Strategic Plan Committee
Meeting Minutes ~ August 14, 2019

Committee members present: Sara Landaverde, Dr. Terry Hutson, Anthony Tuberville, LaClaire Williams, Jenny Sanders, Phillip Allison, David McCleane, Dr. Valerie Wilson

Committee members absent: Gaye Manning

The meeting was called to order by Dr. Jason Morrison, Chancellor. He informed the group that he is assigning them to the work of updating SAU Tech's strategic plan. The plan should cover the next five years for the college (fall 2020-Fal 2025). Dr. Morrison further stated that the rationale for the committee makeup is based on the great work that was done by this group in revision of the College's mission, vision and values. The three vice chancellors have been added to the committee. The purpose of the plan is to guide and grow the institution. Dr. Morrison requested that a final plan be published by April 2020.

Areas to be included in the plan, at minimum, are: physical, technological, fiscal, social, and academic infrastructure. The plan should also include ramifications of the funding formula as well as the Career Academy, Fire Academy, Environmental Academy and Adult Education. Dr. Morrison asked that the Manufacturing Building and athletics be included in the plan. It was suggested that the ultimate focus areas for the plan would be educational (to include student needs (i.e. food), training and cultural.

Dr. Morrison suggested that we look at other strategic plans and that our plan should include measurable goals. A SWOT analysis will need to be conducted. Some of this data was collected during the process of updating the mission, vision and values. Some examples of measurable goals discussed are: enrollment goal, retention goal, and graduation goal.

It was agreed that two students be added to the committee. Potential groups from which the students would be chosen include: scholars, student athletes and student leadership. Jenny Sanders agreed to identify the two students to serve on the committee.

It was also agreed that representation from business and community would serve on the committee. These individuals would only attend meetings when needed. The names discussed included: Erik Perrin, Dr. Jeffrey Franklin, and Scott Knight. Dr. Morrison took the action of contacting these individuals.

Gaye Manning was appointed committee chair. The committee will meet every two weeks on Mondays at 3:30pm. Jenny Sanders volunteered to send out the meeting invitations for the upcoming meetings.

There being no further business, the meeting was adjourned. The next meeting is scheduled for Monday, August 26th at 3:30pm in the Administration Conference Room.

Strategic Plan Committee
Meeting Minutes ~ August 26, 2019

Committee members present: Gaye Manning, Sara Landaverde, Dr. Terry Hutson, Anthony Tuberville, LaClaire Williams, Jenny Sanders, Phillip Allison, David McCleane, Dr. Valerie Wilson

The meeting was called to order by Gaye Manning, committee chair. The survey results from the mission/vision/values project were distributed. Mrs. Manning asked that the minutes from the staff organization meetings where the mission/vision/values were discussed be provided for this committee.

Clarification was provided for the manufacturing building that was discussed at the previous meeting. This would be a new construction for the industrial technology program. During the last meeting, Dr. Morrison also mentioned investigating a construction management and/or architectural design degree program.

After some discussion, the committee agreed to pursue an external company to lead the work for the SWOT analysis, environmental scan, and gap analysis. The company would also assist with establishment of a timeline for completion of this project. It was mentioned that this was the process used for the most recent two strategic planning activities. Mrs. Manning will research consultants and secure approval from Dr. Morrison.

Mrs. Manning asked the committee members to do some research to collect additional sample strategic plans.

There being no further business, the meeting was adjourned. The next meeting is scheduled for Monday, August 9th at 3:30pm in the Administration Conference Room.

**Strategic Plan Committee
Meeting Minutes ~ November 4, 2019
Administration Conference Room**

Committee members present: Gaye Manning, Dr. Terry Hutson, Phillip Allison, LaClaire Williams, Angela Fry, Dr. Valerie Wilson, Jenny Sanders, David McLeane

The meeting was called to order by Gaye Manning, committee chair. An update was provided on the mail out for the upcoming community forum. Two hundred and fifty three letters will be mailed tomorrow with the target of 50 attendees. The event will be a luncheon.

The committee discussed the results of the second survey. A total of 103 responses were received. The responses received came from students, employees and community members. Strengths and weaknesses identified from this survey were combined with the list from the survey conducted by the committee that revised the mission, vision and values.

Monieca West is scheduled to meet with the committee on November 18, 2019. One of the things the committee would like for her to do is engage employees to get feedback. This will take place during spring 2020 convocation.

The being no further business, the meeting was adjourned. The next meeting will be November 18th at 3:30pm in the Administration Conference Room.

Strategic Plan Committee
Meeting Minutes ~ November 18, 2019
Administration Conference Room

Committee members present: Phillip Allison, Dr. Terry Hutson, Sara Landaverde, Dr. Valerie Wilson, LaClaire Williams, Angela Fry

Guests: Dr. Jason Morrison, Chancellor and Monieca West, Consultant

The meeting was called to order by Gaye Manning, committee chair. She provided an overview of the planning process to date. There was discussion about the format for the January 2nd meeting with employees to be facilitated by Mrs. West.

The being no further business, the meeting was adjourned. The next meeting will be January 13th at 3:30pm in the Administration Conference Room.

**Strategic Plan Committee
Meeting Minutes ~ October 21, 2019
Administration Conference Room**

Committee members present: Jenny Sanders, Sara Landaverde, Dr. Terry Hutson, Phillip Allison, LaClaire Williams, Gaye Manning, Dr. Valerie Wilson

Committee members absent: David McLeane

The meeting was called to order by Gaye Manning, committee chair. There was discussion about adding a classified employee to the committee to replace Anthony Tuberville since he has left employment at the college. Dr. Wilson agreed to contact the Classified Staff Organization to get another representative.

Mrs. Manning discussed the items that were sent to committee members prior to the meeting. She reported that the survey went live October 14th. As of this meeting, 99 responses have been received. In an effort to get additional responses, the survey will also be sent to a listserv for local civic organizations. Survey will remain live until October 31st.

Mrs. Manning discussed the revised timetable to include activities that have taken place since Dr. Morrison came on board as chancellor. The first action was pre-planning thoughts sent to the executive cabinet in December 2016.

The HLC committee met with Dr. Bruce Moses who informed the group of the importance of having a new strategic plan in place by our HLC visit. Dr. Moses also recommended that we expand ways of getting input from stakeholders to include face-to-face sessions. Mrs. Manning discussed, in detail, the community outreach activity and the means of getting feedback from employees. She further discussed the remaining activities that need to take place in order to finish plan by February 2020.

Mrs. Manning provided the group with her initial thoughts for goals and strategies. She asked the committee to begin thinking about additions/revisions. She also asked everyone to come up with at least one question each that can be posed to the community leaders during the December meeting. Mrs. Manning will begin working to schedule the community meeting. The meeting to get employee feedback will be facilitated Moneica West.

The being no further business, the meeting was adjourned. The next meeting will be November 4th at 3:30pm in the Administration Conference Room.

**Strategic Plan Committee
Meeting Minutes ~ September 9, 2019**

Committee members present: Gaye Manning, Sara Landaverde, Dr. Terry Hutson, Anthony Tuberville, LaClaire Williams, Jenny Sanders, Phillip Allison, David McCleane, Dr. Valerie Wilson

The meeting was called to order by Gaye Manning, committee chair. There was discussion of securing a consultant to guide the strategic planning process. Mrs. Manning mentioned a referral for one consultant that was agreed to be cost prohibitive. She also suggested Dr. Linda Beene and Moneica West. Dr. Wilson agreed to contact Mrs. West.

Mrs. Manning asked the committee to review the results of the survey conducted by the Rocket Nation Liftoff Committee for the purpose of identifying the College's strengths, weaknesses, opportunities and threats. She asked that everyone be prepared to discuss their findings at the next meeting.

The group agreed to have the Rocket Nation Liftoff committee survey revised and distribute to specific groups. The groups identified to be included in the follow-up survey include: current students, SAUT employees, external stakeholders (business and industry; chamber members, and civic groups). The purpose of the survey is to get more information for SWOT analysis.

There being no further business, the meeting was adjourned. The next meeting is scheduled for Monday, August 23rd at 3:30pm in the Administration Conference Room.

Strategic Plan Committee
Meeting Minutes ~ September 23, 2019

Committee members present: Gaye Manning, Sara Landaverde, Dr. Terry Hutson, Anthony Tuberville, LaClaire Williams, Phillip Allison, Dr. Valerie Wilson

Committee members absent: David McLeane and Jenny Sanders

The meeting was called to order by Gaye Manning, committee chair. The first order of business was to identify the strengths, weaknesses, opportunities and threats from the Rocket Nation Liftoff Committee survey as was assigned by Mrs. Manning at the previous meeting. Upon completion of this activity, Mrs. Manning informed the group that she will compile the results and send out to everyone.

The next order of business was discussion of securing a consultant to assist in this process. Monieca West from Arkansas Department of Higher Education has agreed to serve in this capacity for the College at no cost to the college. As part of the committee's work, Mrs. West will assist in the creation of a timeline for completion of this work. Mrs. West will attend one of the committee meetings this semester. She will let Dr. Wilson know which date.

Mrs. Manning will contact Lee Sanders to get a timeline for completion of the survey revisions.

There being no further business, the meeting was adjourned. The next meeting is scheduled for Monday, October 7th at 3:30pm in the Administration Conference Room.