

Southern Arkansas University Tech
ROCKET NATION LIFTOFF COMMITTEE
Minutes of Meeting
January 14, 2019

A meeting of the Southern Arkansas University Tech ("SAUT") Rocket Nation LiftOff Committee was held on Monday, January 14, 2019, in the Academics Conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas.

Committee members present were: Jenny Sanders, Dr. Terry Hutson, Sara Landavere, LaClaire Williams, and Anthony Tuberville

Committee members absent were: Phillip Allison

Guests Present: Dr. Valerie Wilson

Dr. Valerie Wilson called the meeting to order at 1:00pm

Dr. Wilson provided background information to the committee for this project. The first order of business was selection of a committee chair. Phillip Allison was selected to serve as committee chair. Dr. Wilson will serve in the capacity of support for the committee to schedule meetings, record meeting minutes, etc.

It was agreed that due to the short timeframe committee has to complete its work, it will meet weekly. The timeline established for completion of this project is below.

June 2019 - Submit draft version of mission, vision and values to Rocket Nation Council
August 2019 - SAU Board Approval

The timeline will be revisited in April to determine if there is a need to make revisions.

Agenda items for the next meeting are:

- Identify survey questions
- Identify target population for surveys
- Determine mode of delivery for surveys

There being no further business before the Committee at this time, the meeting was adjourned. The next meeting of the Committee will be held on Monday, January 21, 2019 at 2:30pm in the Academics Conference Room. A meeting invitation will be sent by Dr. Wilson.

**Southern Arkansas University Tech
ROCKET NATION LIFTOFF COMMITTEE
Minutes of Meeting
January 29, 2019**

A meeting of the Southern Arkansas University Tech ("SAUT") Rocket Nation LiftOff Committee was held on Monday, January 29, 2019, in the Administration Conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas.

Committee members present were: Phillip Allison, Jenny Sanders, Sara Landavere, LaClaire Williams, and Anthony Tuberville

Committee members absent were: Dr. Terry Hutson

Guests Present: Dr. Valerie Wilson

Chair Phillip Allison called the meeting to order at 1:00pm

A motion was made by Sara Landaverde and seconded by Jenny Sanders that Dr. Wilson look through previous information for revision of mission, vision and values and provide to the committee.

There was discussion surrounding the method of getting feedback for this project. Areas discussed were:

- Focus groups with perspective organizations led by committee members.
- Surveys for employees

Dr. Wilson suggested to the group to include a SWOT analysis on the agenda for the focus groups as this is a critical part of the strategic planning process.

The committee also discussed methods of getting feedback from students, the community and business and industry. Groups mentioned included: COBITC; Chamber members; civic clubs; social media survey; secondary schools; Daffodil Festival (March 2019); Frist Friday (April 2019); student organizations. There was also a suggestion made to use Student Leadership members as facilitators for sessions.

Southern Arkansas University Tech
ROCKET NATION LIFTOFF COMMITTEE
Minutes of Meeting
January 29, 2019

Revised timeline as agreed upon during the meeting.

Action	Due Date	Status
Project Prewrite/Identify Team	June 15, 2018	Complete
Create surveys	March 1, 2019	
Inform campus	May & August, 2018	Complete
Town Hall/Survey <ul style="list-style-type: none">• Campus• B/I• Community• Students	End of March, 2019	
Expanded team compiles data & drafts version of mission, vision and values	April 2019	
Rocket Nation Council reviews draft	June, 2019	
Board approval	August, 2019	
Campus unveiling	August, 2019	

Actions:

- Graduate Survey from Lee Sanders (Phillip Allison)
- Retrieve data from previous process (Dr. Valerie Wilson)

There being no further business before the Committee at this time, the meeting was adjourned. The next meeting of the Committee will be held on February 11, 2019 at 2:30pm in the Administration Conference Room.

Southern Arkansas University Tech
ROCKET NATION LIFTOFF COMMITTEE
Minutes of Meeting
February 04, 2019

A meeting of the Southern Arkansas University Tech ("SAUT") Rocket Nation LiftOff Committee was held on Monday, February 04, 2019, in the Administration conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman RD., Camden, Arkansas.

Committee members present were: Phillip Allison, Jenny Sanders, Sara Landaverde, and LaClaire Williams

Committee members absent were: Dr. Terry Hutson and Anthony Tuberville

Guests Present: Loretha Walker

Chair Phillip Allison called the meeting to order at 2:35pm

The committee reviewed and discussed the minutes from the previous meeting and the timeline. During the February meetings of the organizations the committee would like the employee groups to inform employees about the upcoming focus groups to generate more interest so more people will come to the March meetings. Since the timeline shows the surveys being completed by March 1, 2019, the committee decided for the employee focus groups to be held in the month of March through the various employee groups. The groups include Administrative Staff organization, Faculty Senate, and Classified Staff Organization. The committee members stated the March meetings should be made mandatory by either Dr. Jason Morrison, Chancellor or Dr. Valerie Wilson, Vice Chancellor of Academics & Planning, so more employees would attend and participate.

There was discussion about the way the survey should be structured. It was agreed upon to have a digital uniformed survey for every group with some select all items. Depending on the responses or selected items, the survey would only give the candidate completing it the questions that applies to them. The group reviewed the current graduate survey for more ideas. The group decided to have ten questions that should be on the survey, excluding demographic questions, brought with them to the next meeting.

The committee wanted to discuss with Dr. Wilson further ideas on how to collect the community input. Sara Landaverde recommended having a Town Hall type of meeting on campus. This discussion was tabled for the next meeting.

A motion was made by LaClaire Williams and seconded by Jenny Sanders to adjourn the meeting. Chair Phillip Allison adjourned the meeting at 3:45pm.

**Southern Arkansas University Tech
ROCKET NATION LIFTOFF COMMITTEE
Minutes of Meeting
February 11, 2019**

A meeting of the Southern Arkansas University Tech (“SAUT”) Rocket Nation LiftOff Committee was held on Monday, February 11, 2019, in the Administration Conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas.

Committee members present were: Phillip Allison, Dr. Terry Hutson, Jenny Sanders, LaClaire Williams, and Anthony Tuberville

Committee members absent were: Sara Landaverde

Guests Present: Dr. Valerie Wilson

Chair Phillip Allison called the meeting to order at 2:30pm.

The focus for this meeting was discussion of the proposed questions presented by Phillip Allison, Jenny Sanders, and LaClaire Williams. The questions will be finalized at the next meeting.

In lieu of the student brown bag lunch, tentatively scheduled for March 12th and 27th, the committee decided to display questions in designated locations on campus and give students the opportunity to post responses.

Electronic survey distribution: social media, email (faculty, staff, and students), Brightspace, and Chamber of Commerce list.

Focus groups will include: Administrative Staff Organization (led by Mrs. Sanders and Mrs. Williams); Classified Staff Organization (led by Anthony Tuberville); Faculty Senate (led by Mr. Allison and Sara Landaverde); Rotary (assignee: Dr. Jason Morrison); Kiwanis (assignee: Dr. Valerie Wilson); Lions Club (assignee: Dr. Wilson); Scholars (assignee: Mrs. Sanders); and COBITC (assignees: Karmen House and Randy Harper).

It was agreed that refreshments will be served for the staff organization meetings and prizes will be used as a means of improving the response on the electronic survey.

Next Steps:

- Questions will be finalized at the next meeting

There being no further business the meeting was adjourned.

The next meeting is scheduled for Monday, February 17, 2019.

Southern Arkansas University Tech
ROCKET NATION LIFTOFF COMMITTEE
Minutes of Meeting
Monday, February 18, 2019

A meeting of the Southern Arkansas University ("SAUT") Rocket Nation LiftOff Committee was held on Monday, February 18, 2019, in the Administration Conference Room in the Administration Building on the SAU Tech campus, 6415 Spellman Road, Camden, Arkansas.

Committee members present were: Phillip Allison, Dr. Terry Hutson, Sara Landaverde, Jenny Sanders, and LaClaire Williams

Committee member absent was: Anthony Tuberville

No guests were present at this meeting.

Chair Phillip Allison called the meeting to order at 2:35 P.M.

The focus of this meeting was to finalize the questions that were to be included on the survey that will be generated for completion by SAU Tech students and employees, community members, business/industry leaders, parents of students, etc. A list of these questions is attached to these minutes.

It was reiterated that the electronic survey format would include distribution to social media, email (faculty, staff and students), Brightspace, and the Chamber of Commerce. Again, focus groups will introduce the concept of the Rocket Nation LiftOff project to members of each group.

It was also discussed that soon posters containing the questions on the survey would be placed in various locations on campus where students will have the opportunity to write their answers on them anonymously.

There being no further business the meeting was adjourned at 3:40 P.M.

The next scheduled meeting will be held on Monday, February 25, 2019, at 2:30 P.M.

Southern Arkansas University Tech
ROCKET NATION LIFTOFF COMMITTEE
Minutes of Meeting
February 25, 2019

A meeting of the Southern Arkansas University Tech ("SAUT") Rocket Nation LiftOff Committee was held on Monday, February 25, 2019, in the Administration conference Room, in the Administration Building on the SAU Tech Campus, 6415 Spellman RD., Camden, Arkansas.

Committee members present were: Phillip Allison, Sara Landaverde, Terry Hutson and Anthony Tuberville

Committee members absent were: Jenny Sanders & LaClaire Williams

Guests Present: Loretha Walker

Chair Phillip Allison called the meeting to order at 2:30pm

The electronic version of the survey was sent to committee members on Saturday, February 23, 2019 for review prior to this meeting. The survey was approved by the committee and approved to be distributed.

The committee decided where the poster surveys would be located and the period in which they would be made available and removed. If the poster surveys would be ready in time, the committee agreed to place them out on Monday, March 4th and have them removed the Thursday before Spring Break on March 14th. This would give a two week time period for the survey boards to be available to our students and campus visitors.

Chair Phillip Allison said he would get the proper permissions for the posters to be accessible around campus in various locations. In addition, he would speak to Traci Rushing about adding an announcement to Brightspace about the survey and speak with Lee Sanders about having the survey sent out to all of the employees. He would also discuss with either Dr. Valerie Wilson or Dr. Jason Morrison about the budget for the employee groups to have refreshments. The committee decided to let each employee group ASO, CSO, and Faculty Senate decide how they would like to conduct their own meetings and what they would serve at the meeting.

The meeting was adjourned at 3:05pm by Chair Phillip Allison.

Minutes from Rocket Nation LiftOff Project

Monday, March 11, 2019

The meeting was called to order at 2:35 P.M.

Members present were: Jenny Sanders, Sara Landaverde, LaClaire Williams, Anthony Tuberville, and Phillip Allison

Members absent were: Dr. Terry Hutson

A discussion was held concerning refreshments to be served at the individual group session meetings. It had already been determined that refreshment costs would be secured from the Chancellor's budget.

The administrative staff, classified staff, and faculty are the three groups providing refreshments.

The purpose of the aforementioned meetings is to make all employees aware of the goals of this committee. The immediate things planned are the revisions of the mission statement, vision statement, and values of SAU Tech.

It was determined that the committee would go forward with the project via a survey, already in place on social media and the university website. In addition, via strategically placed posters around campus that people can record answers on. These surveys and poster will be collected for analysis.

The Rocket Nation LiftOff Committee will not meet the week of spring break nor on Monday, March 25.

The committee decided that the electronic surveys would be collected and read by the committee on Monday, April 1.

Monday, April 8, the committee will look at the posters from around campus. It was decided to leave the posters up and make them available through Spring Fling on April 4.

The meeting was adjourned at 3:15 P.M.

Minutes from Rocket Nation LiftOff Project

Monday, April 15, 2019

The meeting was called to order at 2:35 P.M.

Members present were: Jenny Sanders, Sara Landaverde, LaClaire Williams, Anthony Tuberville, Dr. Terry Hutson and Phillip Allison

A discussion was held concerning possible accreditation requirements concerning the rewriting of the mission statement of the university.

Discussion followed about how to exactly take the survey and poster material that has been collected and align this information with the task of rewriting the mission statement, vision and values/goals for the university.

Information was given concerning staff concerns of not being involved in the planning stages of activities and jobs on campus.

Another emphasis was placed on the proper focus for our new mission statement, vision, and values/goals. How we really want to identify ourselves as an institution is to be our priority.

For the next scheduled meeting (Monday, April 22) each committee member is tasked with drafting a mission statement, vision, and values/goals. These will be discussed at the meeting.

A committee member expressed a desire for a further breakdown of statistical data to filter responses by the following entrants:

- Community member
- Business/Industry partners
- Parents of students

It was decided, if at all possible, that Dr. Valerie Wilson, Vice Chancellor for Academics and Planning, be present at the April 22 meeting to offer advice/suggestions concerning possible accreditation requirements with our mission statement, vision, and values/goals.

The meeting was adjourned at 3:15 P.M.

Minutes from Rocket Nation LiftOff Project

Monday, April 22, 2019

The meeting was called to order at 2:45 P.M.

Members present were: Jenny Sanders, Sara Landaverde, LaClaire Williams, and Phillip Allison

Members absent were: Dr. Terry Hutson and Anthony Tuberville

Guest present: Dr. Valerie Wilson

A discussion was held concerning the formulation of the Mission Statement, Vision, and Values of the university.

It was decided that better community and industry feedback will enhance our formulation of the mission, vision, and values.

Before submission to further committees and groups for approval and/or revision needs, the following have been drafted for our Vision and Mission Statement for SAU Tech:

Vision: Southern Arkansas University Tech will be the preferred choice for quality education and training in the communities it serves.

Mission Statement: Southern Arkansas University Tech is a comprehensive community college that meets the educational, training, and cultural needs of the communities it serves.

For the Values of the university, the following acrostic was drafted:

Students –
Academics –
Unity –
Trust –
Respect –
Openness –
Communication –
Knowledge –
Excellence –
Teamwork –
Service –

Committee members present were tasked with defining each word of our proposed values. These will be presented in concert with the mission and vision to various committees/groups soon.

The meeting was adjourned at 3:45 P.M.