Strategic Plan Coordinating Committee Meeting  
July 10, 2003, 1:30 P.M.  
Minutes

Present: Joanne Bashford  
E.H. Levering  
Mike Boulos  
Joe Okungbowa  
Rene Garcia  
Alex Rodriguez  
Karen Hays  
Greg Sharp  
Ted Levitt  
Brian Stokes

Not present: Gina Cortes-Suarez  
Nora Hernandez Hendrix  
John Greb  
Madeline Pumariega

1. Joanne welcomed the committee and members introduced themselves.

2. Joanne gave an overview of the committee’s charge, with an emphasis on the importance of strategic planning at the College, the value of anticipating and preparing for the future, and the value of the strategic planning process as much as the end result.

    Keys to a successful strategic plan were suggested: The plan should be developed through a sound process, comprehensive but succinct, and communicated broadly and appropriately. Ownership in the plan should be encouraged and developed in various ways, the strategic planning process should be on-going at the College, and the plan should be connected closely with the budgeting process.

3. Karen reviewed the current Strategic Plan and process, explaining the 12 areas of emphases, and the action plans developed for each area. She also explained that the College leadership would like a more streamlined, future oriented Strategic Plan.

4. Joanne briefly reviewed the draft strategic planning process, discussing how the five strategic themes were chosen, use of the Delphi process to gather input and set strategic goals, and the role of environmental scanning.

5. The committee discussed the strategic themes at length, particularly the ‘Maximum Access to the College’ theme and determined that the themes should be worded differently if they are adopted. E.H. presented a different way of conceptualizing themes into 1) Who MDC serves (students and the community), 2) What services/products are provided (academics), 3) Who provides these services (Faculty/staff/administrators), and 4) Enabling factors (funding/resource utilization/efficiency). Joanne will email the two options for themes and the committee will finalize the themes at the next meeting.
6. The Delphi process for setting strategic goals was discussed in detail. The committee felt strongly that the process should be open to all full-time employees, not just managers/leaders. By providing an opportunity to share in setting goals, all full-time employees will know that their input is valued, and be encouraged to feel ownership in the plan. As a result, the timeline for the Delphi process was adjusted so that the first step will begin the second week of the Fall semester to ensure that faculty have an opportunity to participate. With over 2,400 full time employees, the committee needs to discuss how to adjust the Delphi process in order to handle the large volume of responses.

7. Ted will be leading and organizing the external environmental scan. He explained the process, the topical areas to be scanned (demographics, economy, politics, labor force, and trends in higher education). After some discussion about the topics, committee members volunteered for the team most suited to their interests. Ted will be meeting with scan team members on Thursday, July 17th, at 1:30 in Room 5620 at Wolfson Campus to provide more detail on the scanning process, and set a plan of action with timelines.

8. The next meeting will be held before the end of the Summer term. Joanne will schedule with members.

The meeting was adjourned at 3:45.