

**Strategic Planning Committee**  
**Wednesday, April 16, 2008**

Present: Franca Armstrong, Michael Badolato, Ron Cantor, Eileen Dailey, Denise DiGiorgio, Sandra Engel, Dan Ianno, Ralph Feola, Paul Halko, Robert Jubenville, Lewis Kahler, Paul Katchmar, Don Kelly, Denis Kennelty, Mary Noti, Beverly Quist, Mark Radlowski, Maria Ramos, Norayne Rosero, Randall VanWagoner, Donna Sawyer-White

Chair Eileen Dailey called the meeting to order at 12:05 pm.

1. Review/Approval of Agenda: The agenda was approved by consensus
  2. Public Comments: None
  3. Review/Approval of the Minutes of the April 7 and April 9, 2008 Meetings: On a motion by Lew Kahler, seconded by Donna Sawyer-White and unanimously passed, the minutes of the April 7 meeting were approved as submitted. On a motion by Ralph Feola, seconded by Bob Jubenville and unanimously approved, the minutes of the April 9 meeting were approved as submitted.
  4. Review and Discussion of Draft 2008-2009 Strategic Plan Initiatives: President VanWagoner presented draft changes to the Level III (Initiatives) statements of the draft college strategic plan. Some minor changes have been made to the Level I (Priorities) and Level II (Directions) statements. These changes, and the draft changes to the Initiatives have been made following the Middle States Team recommendation to make the statements measurable. A number of changes have been made to the Level III statements to make them more measurable and to incorporate the recommendations of the Student Intake and Student Support Design Teams. Specific reference will be made to the college's Assessment Plan in the Initiatives. President VanWagoner noted that these college-wide Initiatives do not replace departmental initiatives or stretch goals. The president has also developed a template to track the progress on achieving the initiatives. Initiatives will need to be reviewed and modified annually.
- President VanWagoner stated that the Middle States report will highlight three recommendations (areas that must be addressed by the college): a) Insuring that the mission statement and strategic plan have measurable objectives; b) Improving the accessibility and availability of student advisement; and c) Insuring that student learning outcomes are consistent across departments.
- The draft Strategic Plan has been forwarded to the Board of Trustees for discussion at the April 21 meeting. Review and revision to the plan will continue.
5. Eileen Dailey reported that Norma Chrisman has collected comments received to date on the draft Vision, Mission and Values Statements. A follow-up e-mail will be sent to all employees urging their review and comment on the statements.
  6. The next meeting of the Strategic Planning Committee is scheduled for Wednesday, April 23 at noon in PH 300.
  7. The meeting was adjourned at 1:00 pm.