Strategic Planning Steering Committee Minutes
Thursday, October 15, 2020

• Present: C Mills, H Roberts, R Grimes, J Cofer, L Sanford, C Denard, L Speelman, D Johnson, C Smith, C Ferland, S Pittman, M Stratton, M Pelton, N Graham
  o Regrets: S Allen, S Brooks, M Watson, B Newsome, S Kerr, O Odeh, M Delisa
• Introduction to Microsoft TEAMS- Strategic Planning Steering Committee – Holley Roberts
  o Discussion of the use of MS Teams, where files are kept, etc.
• Update on Revisions of Strategic Planning Steering Committee Procedures – Holley Roberts
  o On October 12, President Dorman approved the changes made during the September meeting
• Review of Champion Reports for FY19 and FY20– Chavonda Mills
  o Monday, October 12 was the deadline for reports. Some have not been submitted yet.
• Overview of Spreadsheet and Subcommittee Assignments
  o Discussion of the various spreadsheets found in Teams
    ▪ SP FY19-reports directly from Taskstream (information only)
    ▪ SP FY20-reports directly from Taskstream (information only)
    ▪ FY19-FY20 Strategic Planning Report for Executive Cabinet (includes list of subcommittees and members (working document)
  o Chavonda and Holley will determine which sections do not need reports (marked as finished in previous years) and will share with the committee
• Subcommittee Tasks
  o Meet with Subcommittee and assign a point person
    ▪ Subcommittees met in separate channels to discuss their goal
  o Using the spreadsheet provided in TEAMS – FY19-FY20 Strategic Planning Report for Executive Cabinet, address the following four areas related to the assigned goal: 1) Progress and Accomplishments; 2) Critical Issues or Concerns; 3) Recommendations for Changes; 4) Recommendations for new Action Items.
  o Complete spreadsheet and review by Monday, November 16, 2020