**Strategic Planning Steering Committee Meeting**

April 19, 2018

A&S 251

The Strategic Planning Steering Committee met in A&S 2-51 on Thursday, April 19th, 2018. In attendance were Mark Pelton, Dale Young, Andy Lewter, Bob Orr, Cara Smith, Sandy Gangstead, Omar Odeh, Robert Blumenthal, and Veronica Womack. Lauren Farmer attended on behalf of Chris Ferland. Absent from the meeting were Susan Allen and Linda Bradley.

Prior to the meeting, Dale had requested that Mark draft a set of procedures for the Steering Committee to review and discuss. The meeting began with the discussion of the draft, and there were several suggestions for additions and changes to the document. Mark said that he would revise the draft accordingly and distribute it to the co-chairs and co-facilitators for review prior to the May meeting.

As he had at a previous meeting, Robert Blumenthal suggested that the Steering Committee, or subsets of the committee, meet with Champions annually to receive progress reports, answer questions and provide guidance, and determine if items should be modified or marked as completed. He noted that, while the use of Compliance Assist provides good data, face-to-face interaction is the missing element in this process. The committee discussed and agreed with Robert’s suggestion.

Cara Smith noted that, as positions change, so too will Champions. There have already been a couple of administrative changes that will require bringing new Champions on board.

The committee will review the revised Steering Committee Procedures draft at the next meeting on May 17th in Atkinson 202.