

**Strategic Planning Steering Committee
Meeting Notes
January 8, 2019**

Present: L. Bigelow, D. Broyld, C. Casamento, A. Cintron, D. Dauwalder, M. Jackson, Y. Kirby, Z. Toro, R. Wolff

Guest: M. Ceppi (via conference call)

Introduction:

Committee members spent the meeting reviewing the changes and recommendations made by the UPBC to the Strategic Planning Framework document and the Survey draft. Below is a summary of the changes that were discussed, as well as any next steps that were agreed upon by the group.

Strategic Planning Framework Document:

- Minor changes to the document were discussed, such as including environmental analysis and OIRA work on peer institutions to the project plan.
- Members agreed to delete “stakeholders defined” on page 3.
- It was agreed that a snow date would be included in the timeline for the first open forum. An additional open forum was also added in mid-May.

Z. Toro then stated that all feedback had been received and approved for this document, and the group could now consider this the final framework.

Stakeholder Survey:

Z. Toro noted that the purpose of the survey needs to be made clear, and members had a brief discussion on the value of the survey results. Ultimately, the group agreed that the survey was a way to allow stakeholders to assist with identification of strategic themes and opportunities for improvement, as well as help to identify themes for workgroups to focus on at a later date. The survey would also ideally develop baseline data that could then be compared in two to three years. The survey went through a significant revision from the UPBC, and Committee members reviewed the recommendations. They ultimately determined that the survey could be abbreviated and some questions could be rephrased or removed entirely, and the group made the following suggestions/changes:

- Question 4 will be removed.
- Separate A-O (Mission Analysis) and P-X (Environmental Analysis)
- Eliminate Question 6.
- Question 7 will be rephrased and simplified.
- Remove questions 10 and 11, as they are not as valuable to the strategic planning process.
- Move question 9 in front of question 8, and take out 9b. Then fix incorrect phrasing in question 9.

- Remove question regarding “connectedness” on the front page and relocate it to question 8. It was agreed this type of question would be more valuable if answered after the others.
- Include “Do you have any additional comments or input?” at the end of the survey.

Z. Toro then announced that, in the spirit of transparency, the raw data from this survey would also be published.

Next Steps for the Committee:

- A survey message needs to be drafted, and save the dates must go out for the open forum.
- M. Ceppi will work with Chad to get all necessary documents uploaded to a strategic planning website. The Framework must be shared with the campus community ASAP, and the document can be included in the save the date for the open forum.
- Meetings for M. Ceppi with Alumni, the President of the CCSU Foundation, and the System President must be scheduled.
- Z. Toro will work to schedule meetings with the Governor or Lieutenant Governor, as well as with donors and the Mayor of New Britain.
- The group agreed they should meet again before the February 6th open forum.