

Strategic Planning Steering Committee
Meeting Notes
February 1, 2019

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

Guest: M. Ceppi (via conference call)

Introduction:

The Committee met to discuss final planning details of the Open Forum. Z. Toro announced that there is a lot of excitement surrounding the first Open Forum, and responses from the external community have been very good. She added that a few elected officials and BOR members have also expressed interest in becoming part of the strategic planning process, and she asked M. Ceppi to set up some phone calls with these individuals. The Committee then discussed the following Open Forum details:

PowerPoint Presentation:

As discussed in the last Committee meeting, M. Ceppi reduced the PowerPoint presentation to a few slides:

- Opening remarks from Z. Toro
- Purpose of the Strategic Plan
- Planning Process and Timeline
- How to Get Involved

The Committee approved the final PowerPoint.

Open Forum Questions Handout:

The Committee reviewed M. Ceppi's handout, which included the Forum's timeline as well as the group discussion questions. Z. Toro noted that the Task Force on Sexual Misconduct, Bullying, and Campus Climate Report was recently released, and one of the recommendations included creating another committee that would focus on fostering a safe and inclusive campus environment. Z. Toro then suggested that, rather than creating another committee, this should instead be a charge of the SPSC. She stated that creating a safe and tolerant atmosphere on campus should certainly be part of what drives the strategic planning process, and then she asked the group for feedback. Committee members agreed.

L. Bigelow then recommended including another main discussion question that speaks to CCSU's values, such as: "What are the fundamental values that the University should live by?" SPSC members ultimately agreed to include this question before "What is your vision for Central?"

D. Broyld asked if the Committee should discuss the Open Forum questions beforehand, in order to get an idea of themes that may arise during the meeting. Z. Toro and M. Jackson both commented that it would be beneficial to not discuss these questions before the meeting, as it may bias the conversations during the Forum. The idea behind having an open discussion allows the community to drive the conversation, as well as feel they have a say in the planning process.

M. Ceppi stated that once all of the notes are collected from the group discussions he will summarize the information and aggregate it into common themes for review at the end of the meeting. This, along with the survey and the environmental analysis will be posted on the website for the CCSU community to review.

Facilitators and Other Details:

C. Casamento stated that she is short approximately 6-10 volunteers for the three Open Forum sessions. As such, she solicited two volunteers each from Academic Affairs, Student Affairs and Finance. C. Casamento also suggested recruiting student workers and/or Open Forum participants to take notes.

A brief discussion occurred regarding note taking procedures, and members discussed several different methods for sharing information during the group sessions. Committee members showed interest in utilizing an app where information could instantly be shared on the screen while the group session was taking place. M. Ceppi will contact George Claffey to discuss what kinds of technology can be utilized.

The group also briefly discussed ways to encourage participants to take the survey, and M. Ceppi suggested making bookmarks to leave on all of the tables. M. Jackson noted that some faculty may think that this (and the refreshments) are a waste of valuable resources. As such, Z. Toro stated that refreshments would be paid for with Strategic Planning funds, and the bookmarks will be funded by the Foundation. L. Bigelow added that she already had a bookmark template that could be used, which advertises the Capital Campaign on the back. Z. Toro agreed with the use of this template.

Survey:

M. Ceppi reported that the survey received over 100 responses in its first week: 31 from teaching faculty, 27 from students, 16 from administrative faculty, 14 from staff, 7 from alumni, 6 from board members, and 5 other.

Action Items:

- M. Ceppi will work with Janice on opening remarks.
- M. Ceppi will contact George Claffey to discuss what kinds of technology can be utilized for note taking/sharing during the group sessions.
- M. Ceppi will contact Susan to set up phone calls with BOR members and elected officials.
- C. Casamento will order supplies and refreshments.
- Bookmarks will be printed by CCSU staff.
- Open Forum reminders will be sent out two days beforehand.