

**Minutes – Strategic Planning Steering Committee (Draft)**  
**Friday, February 20, 2009, 8:15 a.m.**  
**Miller Building, Room 405**

Present: Mark Prus, Bill Buxton, Mark Yacavone, Nasrin Parvizi, John Shirley, Carol Van Der Karr  
Joan Sitterly, Chris Cirimo,

Absent: Sheila Dai, Raymond Franco, Janet Duncan, Greg Sharer, Lynn Anderson, Caroline  
Kaltfleiter, Mary K. Murphy, Peter Dady, James Reese

**Minutes**

Given that a major portion of the minutes was incorporated into the website, changes made to the process and timeline in table on the website were also reflected in the minutes.

**Webpage:**

Mark Yacavone presented the draft webpage for review. Based on feedback, the draft will be revised. However the paragraph regarding the LRPC will be finalized by Chris Cirimo following a meeting in two weeks to clarify the LRPC's role. A suggestion was made to include the sources of the guiding documents used in the process. A consensus was reached to include the campus affiliation/representation of members of the Strategic Planning Steering Committee on the webpage. There was also relative consensus regarding the addition of historical resources, e.g. the MOU.

**Process**

A suggestion was made and consensus reached to present the mission statement to the Faculty Senate Steering Committee on next Tuesday. This would shorten the timeline. Another suggestion called for forwarding it to the Student Government Association. The Body however agreed that the proposed mission statement will be taken to the SGA, and other groups, by their representatives in the Faculty Senate. It was noted that, procedurally, the Faculty Senate makes recommendation to the President, but the final decision is the President's.

Van Der Karr shared the 2003 plan of the State University of New York to provide a framework for the process. This was followed by a suggestion to look at SUNY new Chancellor's (Zimpher) strategic planning model from her previous institution.

**Survey**

The draft communication for the survey was distributed for feedback.

**Feedback:**

- It would be a good idea to have an example of core value and rationale for clarification
- Add a sentence to indicate that some of the phases will overlap as they represent ongoing areas of work

- Reduce the number of core values to be identified from 10 to 6, and provide a space for additional comments.
- It would be wise to be prescriptive and indicate the LRPC's role. As a committee, the LRPC will become involved as a committee at the level of the mission statement.

Consensus:

An email is expected to be sent out on Monday via an email message from President Bitterbaum with link to the actual survey. A reminder will be sent out at a later date. The Strategic Planning Steering Committee is engaging the entire campus community without putting the focus on any one group. Chris Cirimo will reword the first paragraph of email message for the survey and forward it to Carol.

Adjournment:

The meeting was adjourned at 9:47 a.m.

*Submitted by:  
Eunice Miller*