Strategic Planning Committee

Minutes

Data and Time : Friday, November 14, 2008, 3-5p.m.
Location : UC Cardinal Room

ATTENDEES PRESENT :
Kyle Carter, Michael Dougherty, Scott Higgins, Marie Huff, Dianne Lynch, Bradford Sims, Bil Stahl, Jason Coggins, Marilyn Chamberlin, and Melissa Wargo.

ABSENT:
Dianne Lynch, Raymond Barclay, Jed Tate, Marie Huff, Samantha Strazanac, Sam Miller, Jeanine Newman, and Zeta Smith

ANNOUNCEMENTS:
- Melissa distributed a revised budget calendar from Administration and Finance. This calendar has been approved by Executive Council. The revised calendar indicates that the SPC should provide an updated SWOT and draft Funding Priorities to the Executive Council by December 1, 2007. Melissa will provide an electronic copy to all SPC members not in attendance today.
- Bil Stahl provided an update to the technology section of the External Scanning Report. Melissa distributed copies of the revised report to SPC members and will email a copy to all members not in attendance today.

DISCUSSION

Introduction of New members
Dr. Carter made welcome the new members of this committee including:
Sam Miller, the new Vice Chancellor for Student Affairs,
Brad Sims, from the Kimmel School,
Marie Huff, College of Health and Human Sciences
Bil Stahl, Information Technology
Jason Coggins, Graduate Student
Zeta Smith, Advancement

He noted that this is a critical, functional year for the SPC. Last year we came up with pretty good recommendations on issues for the university on internal and external scanning and also we came up with institutional funding priorities. We will be doing much of the same this year plus additionally we may have to redefine our mission in light of the UNC Tomorrow initiatives. With the UNC tomorrow study by General Administration, our mission is going to change, so one of the things that we’ll do is review the strategic plan that we did last year.

SPC Notebook Materials
Melissa walked everyone through the notebooks that were handed out. Contents of the binders included
- an updated charge and membership roster
- 2006-07 SWOT Analysis and Funding Priorities
- the external scanning report,
- the proposed funding priorities,
- the strategic plan from 2005 and 2006,
- UNC Tomorrow Summary of Scholarly papers,
- Presentation on Spellings’ Commission recommendations,
As we look at the planning calendar we are going to work very closely with Financial Administration to get the budget timelines accounted for in this. A long-term goal is to have a completely integrated planning and budgeting calendar.

Jeanine handed out several calendars for each component of the budgeting process. She explained the different budget processes that we have in North Carolina and in the UNC System. NC works on a 2 year budgeting cycle. Western is a single budget code to the state and we are now in the second year. Enrollment budget is part of the continuation budget. Expansion budget is also 2 years and the state looks at all UNC System as one. The only change is that the enrollment part used to belong to the expansion budget but now it’s part of the continuation budget. Expansion budget is supposed to provide for new programs or some new strategic initiatives.

Administration and Finance would like to get a calendar in place integrates the planning processes with the budgeting processes and are working towards that.

Ray discussed the Environmental Scanning document. The report is a compilation of the work done by each member of the SPC last year and also incorporates a good bit of the material put together for UNC Tomorrow. The only element lacking is the one on political domain. He pointed out that Appendix D in the document is an economic and socio demographic projection for the seventeen counties. So we have projections broken down by age groups and different income structure and data that we can look at and see where we are going to be 5 years from now and 10 years from now in different socio economic categories.

Dr. Carter summarized how our future activities will fit in with the UNC Tomorrow initiative. He reiterated that our next meeting would be a problem solving and discussion session. He asked that each member think about 3 to 5 important issues for the areas we represent and consider our own environmental scan, the strength and weakness and the opportunities and threats. Then we’ll move on to critique the SWOT analysis from our own perspective and we need to talk about funding priorities at the end of the meeting of October 30th. We will start the budgeting process in November.

We also need to have some metrics of those bigger issues to help and let us know whether or not the institution is improving.

To summarize what we are going to be doing:
1. External Scanning
2. Update our SWOT Analysis (strengths and weaknesses of the institution)
3. Formulate funding priorities and then present it to Executive Council.
Next Meeting

Friday, November 30, 3 – 5 p.m. Location: Catamount Conference Room.