Jacksonville State University
Strategic Planning Committee
Wednesday, December 5, 2007 @ 3:00pm
Room 1101C, Houston Cole Library

Minutes

Present
Clint Carlson
Louise Clark
Brittney Cunningham
Joe Delap
Jeff Dodd
Tim Garner
Cynthia Harper
Kevin Hoult
Bill Hubbard
David Jennings
Frank King
Dan Krejci
Claudia McDade
Joe Serviss
Alicia Simmons
Lisa Williams

Absent
Bill Fielding
Jim Fuller
Tim King
Jennifer Nix
Randy Harper
Beth Hembree
Suzanne LaRocca
Rebecca Turner

The meeting was called to order by Dr. Alicia Simmons who welcomed the committee members. Minutes from the October meeting were reviewed. Two corrections to those listed as absent were noted. Dr. Dan Krejci brought up the discussion of subcommittee name changes and the request for feedback, which will be added to the official minutes. A motion to accept the minutes was made by Dr. Louise Clark and seconded by Ms. Lisa Williams. The minutes were approved unanimously with corrections.

Dr. Simmons reported on progress since the October meeting. Dr. Simmons and the subcommittee chairs met and decided to use the same timeframe used in PRISM for planning, budgeting and reporting. Planning, which will include any revisions to the strategic plan, would occur by December 15 each year. Budget requests will be due in December, with budget priorities made by March. Reporting will be documented in PRISM by September 15 each year. Subcommittee names were changed to reflect the terminology currently used in PRISM planning and reporting for continuity. As a result, the finance subcommittee became the budget subcommittee. The progress subcommittee became the reporting subcommittee, and the procedure subcommittee became the planning subcommittee. The communications subcommittee name was not changed. The following timeline should be used by the subcommittees in developing process and procedures as assigned.
Strategic Plan Timeline

Update Planning- December meeting
Prioritizing Budgeting Recommendations- March meeting
Reporting- September
Communication to Trustees- January or June
Communication to Staff- August

Use PRISM for planning, budget requests, and reporting.

Dr. Simmons presented the budget priorities that were developed by the Strategic Planning Committee last year and the status of funding related to each. A graph with each strategy plotted on two continuums, one for high priority and low priority, and one for productivity and quality, was also presented. The budget priorities are listed below.

Strategic Plan Budget Priorities 2007-2008
1. 4.1.1 Marketing Plan/Office- partially funded
2. 3.1.6 Establish an Office of Sponsored Programs- not funded/new committee created
3. 6.3.3 Alternate Course Delivery- not funded
4. 2.2.1 Increase Faculty Salaries- increased 3%
5. 2.1.2 Increase funding for academic units- not funded
5. 6.4.1 Increase staff salaries- increased 3%
5. 4.5.2 Increase number of 4 year scholarships- In Fall 2008, will increase by 32 scholarships (used to be 75% scholarships)

Tim Garner informed the committee that the President’s Annual Report will be tied to the Strategic Plan and the Vision Statement. This is an effort to raise the visibility of the Strategic Plan as the guiding document for decision-making at the university.

Dr. Simmons recognized the contributions of Mr. Bill Hubbard, who has been on the Strategic Planning Committee since its inception. Mr. Hubbard will retire as University Librarian this month. Mr. Hubbard commented on the progress that has been made over the years, from approval of the plan to tying the Strategic Plan to the Annual Report. The committee expressed its appreciation to Mr. Hubbard through applause.

With no new business, the committee broke into subcommittees for further discussion. The next meeting will take place on Wednesday, March 26, 2008 at 3pm on the 11th floor of the Houston Cole Library.

Respectfully submitted by Dr. Alicia Simmons, Chair and Director, Institutional Research and Assessment
12/6/07