

Minutes – Strategic Planning Steering Committee (Final Version)

Friday, March 20, 2009

8:30 a.m.

405 Miller

Present: Mark Prus, Ray Franco, Mark Yacavone, Greg Sharer, Mary K. Murphy, Bill Buxton, Joan Sitterly, Lynn Anderson, John Shirley, Peter Dady, Sheila Dai, James Reese, and Caroline Kaltfleiter

Absent: Nasrin Parvizi, Carol Van Der Karr, Janet Duncan, and Chris Cirmo

**OPEN FORUMS ON STRATEGIC PLANNING**

**Revision of Minutes**

A couple of corrections (include Bill Buxton on list of those present and change day of meeting from Thursday to Friday) were made and the minutes approved by the Committee.

**Tentative Schedule**

The tentative schedule for the Open Forums on Strategic Planning was discussed and approved with a couple of revisions. Below is the revised schedule:

March 30	1-3 p.m.	Park Center Hall of Fame Room
March 31	3-5 p.m.	Brockway Hall Jacobus Lounge
April 1	11 a.m. - 1 p.m.	Corey Union Exhibition Lounge
April 2	1-3 p.m.	Park Center Hall of Fame Room
April 3	2-4 p.m.	Brockway Hall Jacobus Lounge

**Facilitators**

Three potential facilitators who would serve a neutral role were identified during a previous meeting: Jerome O'Callaghan, Nan Pasquarello, and Cynthia Sarver. A question was raised regarding large group facilitation skills of those identified, and there was a concern that having a junior faculty as a facilitator could conceivably be controversial. On the contrary, it was seen as an advantage given that a junior faculty would be less inclined to take sides. Other individuals considered for the role included Joy Hendrick, Amy Henderson-Harr and Bill Hopkins. A recommendation was made to consider having one facilitator for all of the sessions so that there is consistency across the board. There was a consensus about having someone other than the facilitator at each session would serve as a timer (Note: the maximum time to be allotted for each speaker will be two minutes).

**Action Items regarding facilitators**

- Mark P. will contact Bill Hopkins to 1) find out whether he can serve a facilitator, and 2) whether he can do it for all of the forums.
- If Bill cannot make it:
  - Mark P. will also contact Amy Henderson-Harr
  - Greg will contact Nan
  - Others will email suggestions for other facilitators to Mark

### **Roles of Group Members**

Group members are expected to attend as many sessions as possible. However, a structure will be set up to ensure that every session is covered and has some faculty presence. Each person will email their availability to Linda Pedrick to set up the schedule. Based on availability, a timer will be selected for each of the forums.

### **Purpose of Open Forums**

Lynn Anderson pointed out that there were three different versions regarding the purpose of the open forums from various meeting and hence called for a discussion to clarify the purpose:

#### *Consensus regarding purpose:*

1. Clarification of the process: what we are doing and why
2. Set aside some time for feedback on the mission statement and core values; what we have and how we came about it
3. The bulk of the meeting will be about the inquiry on the status and potential of SUNY Cortland by looking at the three questions asked during the 2<sup>nd</sup> survey on Core Values :
  - a. What does SUNY Cortland look like when it is functioning at its best?
  - b. Where do you want to see SUNY Cortland in ten years? What and/or how would you like it to change or grow?
  - c. What are the biggest challenges facing SUNY Cortland as a whole?

### **Agenda**

A recommendation was made and consensus reached to frame the agenda and the ground rules, and disseminate them with the campus community, along with the summary of the survey findings, before the open forums.

#### *Consensus regarding the Agenda timeline:*

- Overview (*Five minutes*)
- Three Inquiry Questions (*One hour - 20 minutes/question*)
- Mission Statement (*Half hour*)
- Core Values - (*Half Hour*)

### **Action Items**

- Mark P. will ask President Bitterbaum to send out a request encouraging supervisors to allow their staff to attend the open forums.
- Lynn will run a training session for the facilitator(s) regarding what the Committee wants to accomplish and the ground rules for the discussion.

### **Adjournment**

The meeting was adjourned at 9:13 a.m.

*Submitted by  
Eunice G. Miller*