

## Strategic Planning Task Force Meeting

January 14, 2014

Participants: D. Allred, K. Arnoldsen, C. Avery, L. Barnhurst, M. Dodge, S. Golding, B. Hermansen, M. Jenkins, K. Kovac, D. Larsen, T. Lund, C. Mathie, M. Medley, S. Meredith, L. Smith and G. Wright. President Gary Carlston and Vice President Steve Hood also attended.

Marvin introduced Dr. Gary Carlston, Interim President and Dr. Steve Hood, Snow's Vice President for Academic Affairs to the members of the Task Force. Dr. Hood addressed the group and outlined his recent experiences with strategic planning. He is very impressed with the outcome of the planning process thus far and congratulated the Task Force members on their efforts to formulate the plan and vision for Snow College.

Dr. Carlston provided a brief background of his experiences to the group. He is very pleased with the Strategic Plan that has been developed as this will give him a sense of direction and focus as he serves as interim President. He also indicated there are four areas he feels are important in implementing the strategic plan.

1. Commitment from all leaders is required. They should be willing to share any suggestions they may have on implementing the strategic plan.
2. Strategic plans often don't succeed due to lack of resources. Snow's administration supports the strategic plan and will work to provide resources as needed.
3. There has to be accountability at all levels to see that the strategic plan moves forward.
4. Strategic plans often fly at a high level; implementation of the strategic plan should be done so that everyone is effective in their own areas of influence.

The remainder of the meeting was devoted to reviewing the cover letter and instructions that will be distributed to all budget holders as the program prioritization portion of the strategic planning process gets underway. Each program or unit will receive a detailed list of actual annual expenditures by object code for the past three fiscal years. From this data an average of actual annual expenditures has been calculated. This average number will become the new default budget for each program or unit in future years.

It was determined that all questionnaire responses are due February 28, 2014. Non-responsive departments will receive a zero score. Task Force members will be divided into teams to read and score all submissions. These reviews need to be completed by March 21, 2014. Final Task Force recommendations developed and written for presentation to the administration will be completed by April 25, 2014. The college budget will then be submitted to the Board of

Trustees and Board of Regents on May 30, 2014. Completed questionnaires will be submitted electronically to [vision@snow.edu](mailto:vision@snow.edu).

The rubric which will be used for evaluating the submissions was also reviewed. Scoring of each criterion on the completed questionnaire will be done with points awarded as follows: 1 point (weak or limited); 4 points (moderate) and 9 points (exceptional/ significant).

Task Force members were reminded to work within their departments and units to serve as a resource to those who are tasked with completing the questionnaires. Information on how to conduct a SWOT analysis and Las Vegas scoring will be provided as a resource on the Strategic Planning website.

The next regularly scheduled meeting of the Strategic Planning Task Force will be Tuesday, February 18, 2014 in the Academy Room.