

Humboldt State University  
Strategic Plan Steering Committee Minutes  
**Tuesday, October 21, 2014, 3:00-4:00 pm. Nelson Hall East 106**

Co-chair Noah Zerbe called the meeting to order at 3:05 pm.

**Members present:**

Bruce, Dinzes, Mola, Moyer, Zerbe, Zorn

**Members absent:**

Alderson, Eschker, Rossbacher, Shaeffer

**Guests:**

Peg Blake, Steve Tillinghast, Craig Wruck

**Minutes:**

Minutes of the October 7, 2014 meeting were distributed but not approved. If any changes should be made, let Kay Libolt know by Thursday, October 23, 2014. Otherwise, the minutes will be considered approved and they will be put on the Strategic Plan website. It was requested that the timeline on Attachment 1 (Preliminary Outline for Strategic Planning Process) be amended as the President's Cabinet did not discuss the Strategic Plan on September 23, 2014 as planned.

**Steering Committee & Task Force Membership:**

The committee requested that titles be deleted from the published steering committee and task force member rosters. Craig Wruck will ask Matt Hodgson to mask the Strategic Plan website until the committee and task force membership has been finalized and the campus-wide letter approved.

One more student is needed for the Task Force on Increasing Student Success and Academic Excellence. Dinzes will provide the name of a student to be approved by Peg Blake.

A staff person is needed on the Task Force on Ensuring Resources to Fulfill the University's Mission because Volga Koval was mistakenly listed as staff. The person appointed for this task force will probably come from Administrative Affairs.

Kristen Stegeman-Gould from MarCom has been appointed to the Student Success and Academic Excellence Task Force, but there is no one from RISS on that group. The steering committee suggested a RISS staff member be added to that group, either as an addition to or as a replacement for Kristen.

Peg Blake stated her concern that she and Steve St. Onge are the only Enrollment Management and Student Affairs representatives on the task forces and that no Administrative Affairs staff is represented. Co-chair Zerbe noted that he has received email from several people with concerns that there isn't enough staff representation. Requests for greater representation from Staff Council, RISS, ITS, Institutional Research, and others have been received. It was also noted that the Student Disability Resource Center has no representation.

It was pointed out that the entirety of the steering committee is drawn from Academic Affairs. Greater diversity can be added to the steering committee by bringing in someone from the other divisions into that group. It would not be ideal to increase the size of the steering committee but it would provide for

more perspectives to be represented. Co-chair Zerbe stated that the membership for the steering committee was derived from the University Senate Executive Committee. He stated the importance of the membership remaining closely tied to the Senate. The committee discussed ways to reorganize the composition of the steering committee and task forces to include experienced, diverse staff representatives with broad perspectives of the university while maintaining reasonable sized committees.

Tillinghast said that he could be added to the list of steering committee members, but that he's okay with participating informally.

### **Strategic Plan Website/Letter:**

The draft letter to the campus community introducing the Strategic Plan was discussed. The questions in paragraph two touch on two of the three task force missions, but the third question doesn't align with the area of focus. Another question will be added to specifically address how we can best foster and continue the development of a diverse and inclusive community across campus.

Co-chair Zerbe asked the steering committee if it is okay to put their contact information on the website and there were no concerns as this is public information. MarCom would like the website to go live this week, but the committee may not be ready to proceed until early next week.

Zerbe also requested that committee members send him questions for the discussion section of the website. MarCom would like three to five questions to start with and they will be updated regularly.

### **Open Forum:**

There will be at least one open forum scheduled by the Strategic Plan Steering Committee and likely multiple open forums scheduled by the Task Forces. The steering committee open forum should take place soon. It will probably have to be on a Tuesday at 3:00 when all steering committee members are available.

### **Common language and terminology:**

Zerbe asked Dinzes to provide a list of common language and terminology to be distributed via email.

### **Implementation:**

Zerbe received an email inquiring as to who would oversee and monitor the implementation of the Strategic Plan. The president's office will prepare a progress report to be submitted to the University Senate each fall. The steering committee may deliberate further on this question as the process moves forward.

### **Next Meeting:**

The next meeting of the Strategic Plan Steering Committee will be on November 4, 2014, at 3:00-4:00 pm in Nelson Hall East 106. Task force co-chairs will be in attendance.

Meeting adjourned at 3:55 pm.