Strategic Planning Leadership Team Meeting Notes
January 21, 2016

**Present:** Fred Wood, Barbara Keinath, Brandy Chaffee, Andrew Svec, Sue Erickson, Kim Gillette, Jeff Sperling, Kevin Thompson, Michelle Christopherson, Dave Danforth, Soo-Yin Lim-Thompson, Katy Smith, Harouna Maiga, Peter Phaiah, Stephanie Helgeson, Joseph Shostell, Melissa Dingmann, George French, Nell DeBoer, Don Cavalier, Dan Svedarsky, Lisa Samuelson, Alisha Aasness, Lorna Hollowell, Tricia Sanders, Stacie Varnson, Ken Myers, Chris Winjum

**Guest(s):**

**In these minutes:** Campus Labs Strategic Planning Module Demonstration, S.M.A.R.T. goals, Intercultural Development Inventory (IDI) Update, Possible topics for summer retreat, Change to meeting schedule, Communication and campus update

**Campus Labs Strategic Planning Module Demonstration – Sue Erickson, Debi Race**
Sue and Debi showed a demonstration of the Campus Labs software. Individuals on the Strategic Planning Leadership Team should now have access to this software, and should go in and enter their goals. If you have trouble gaining access, let Sue know. It was decided that all members would have their recruitment and retention goals entered in Campus Labs by the end of February.

**S.M.A.R.T. Goals – Sue Erickson**
All areas are working on S.M.A.R.T. goals for recruitment and retention, but we used this time to brainstorm on S.M.A.R.T. goals around diversity. Ideas discussed included:

- Set an actual percentage goal, 25% Student Diversity, 25% Employee Diversity.
- Ways to encourage an international experiences
- Focus recruitment in a particular area
- Requirement to Internationalize course curriculum
- Require a cross cultural experience
- Look for ways to improve climate on campus and in the Crookston community
- Outcome based goals – are our diverse graduates getting jobs or into graduate schools, etc.
- IDI – more understanding of this. Understand our leadership team score. Start spreading this to others on campus so more and more take it, including having our students take it.
- Diversity training for everyone on search committees

**Intercultural Development Inventory Update – Kim Gillette, Lorna Hollowell**
Kim and Lorna informed the group that 11 people still need to take the IDI. Those individuals will do this within the next week or two so the group result can be tabulated and presented at our next meeting on February 25th.
Summer Retreat Topics – Chancellor Wood
Chancellor Wood asked the group to start considering summer retreat topics. We have some
time before we need to make plans, but he just wanted the group to start thinking about this.
Some ideas mentioned were:
- Customer Service Training
- Bystander Intervention Training
- Human Development Training...........caring about those around us.

Change in Meeting Schedule – Chancellor Wood
Chancellor Wood informed the group that we will be shortening both the Executive Committee
Meeting and the Strategic Planning Leadership Team meeting to 1 hour instead of the current 1
½ hours. We will also hold both of these meetings on the same day, with Executive Committee
meeting being held first, and then we would move into the Strategic Planning Leadership Team
meeting immediately after. The reason for this is to be more efficient with everyone’s time,
and to cut back on the number of meetings people are attending. The team seemed in
agreement that this would work fine. Chris will be scheduling these meetings on everyone’s
calendars.

Communication and Campus Update – Barbara Keinath
Barbara asked for suggestions on ways we could keep those not on this committee informed of
the work we have been doing. Ideas included:
- Campus Assembly always begins at 12:30 pm, hold a 30 minute information
  session immediately before the Spring Campus Assembly.
- Provide updates over email. Or, even has a recurring “Diversity Update”
  section of the E-Update.
- Hold a separate meeting on Tuesday or Thursday between Noon – 2 pm for a
  “Round Table” session similar to like we have done in the past

Respectfully submitted by Chris Winjum