**Strategic Planning Steering Committee Meeting Minutes**

**March 10, 2015**

**3:00-4:00pm**

**Pailes Room**

Present: Francesca Gilkey, Bill Heineman, Rick Lizotte, Dawna Perez, Mark Reinhold, Janice Rogers, Lauren Scott, Wendy Shaffer, Mike Swiniarski, and Marcy Yeager

Not Present: Terry Cargan, Maria Carles, Noemi Custodia-Lora ,Tom Fallon, Lane Glenn, Linda Meccouri, and Chuck Phair

Recorder: Cathy Lavery

There were two agenda items for this meeting: data team/data needs of each goal team and goal team budgets/resource planning for FY’16.

Data Team/Data Needs of Each Goal Team

Members welcomed Francesca, Mike, and Lauren to the Committee.

Bill provided background about the continued need for data to help drive our efforts and explained how the original data team grew from a requirement of the Achieving the Dream initiative. Last summer, there was a meeting to sort out some of the overlapping between the five goal teams and the specific metrics. Each goal team needs data to make informed decisions, and along with that data, specific questions need to be addressed. For example, we have data on student success, retention, and graduation rates but now we need to understand how and why some things happen. Why is a rate dropping? Or, why is that rate increasing?

Mike spoke about some of the studies and analyses that can be accomplished and Francesca spoke about how IR wants to revamp its website to make it more user-friendly to enable the college community to access data easier. She spoke about purchasing a web platform called Tableau to do this with a cost of $2,500 a year. Bill spoke about Zogotech (data warehouse) a data solution that Bunker Hill Community College currently has that costs $80,000.

A data team will be pulled together and Bill asked the Strategic Planning Steering Committee members to please recommend names to him/who should be invited to join the team. Mike, Francesca, and Lauren will be on the data team; in the meeting two names were already mentioned: Jim Sullivan and Joan Scionti. The Committee agreed to devote the better part of its April meeting to inviting the new data team members to begin the discussion about data needs for now and for the future Strategic Planning effort.

Goal Team Budgets/Resource Planning for FY16

The Strategic Plan group is a bit late to the budget process this year but all goal teams chairs/leaders were asked to develop a spending plan for FY’16. Bill noted that anyone that has personnel needs should let him know right away. Janice indicated that she would share a template that was used last year and will send to Wendy to reference. Wendy will get a template from the finance area and send to people.

Other Information

We need to also begin to think about the next Strategic Plan. Wendy and Mark will connect with Terry Cargan and Amy Callahan (the new chair of the ACA) regarding that body’s involvement and the Committee agreed that Appreciative Inquiry has worked well to develop the prior Plan. More to follow on this!

The remaining meetings of the Strategic Planning Steering Committee for the spring semester are scheduled as follows:

* Tuesday, April 21 at 3:00pm in the Pailes Room
* Tuesday, May 19 at 3:00pm in the Pailes Room
* Tuesday, June 16 at 3:00pm in the Pailes Room