

AGENDA/MINUTES

Team Name	Executive Leadership Luncheon
Date	6/13/23
Time	10:00 – 12:00
Location	L-116 Learning Resource Center (L) - Plaza De Cavanaugh (Community Room) 116 https://zoom.us/my/mobray

Facilitator	Todd Mobray				Recorder	Angel Morgan	
Team members						Present X	Absent O
X	Todd Mobray (L)	X	Jo Harrington	X	Dr. Kathleen Kottas	X	Trevor Rolfs
X	Krystall Barnes	X	Maggie Harris	X	Karly Little	X	Elaine Simmons
X	Lindsey Bogner	X	Dr. Carl Heilman	X	Angela Maddy	X	Kurtis Teal
X	Kara Brauer	X	Jenna Hoffman	X	Claudia Mather	O	Lawrence Weber
X	Mark Dean	X	Brian Howe	X	Angel Morgan		
X	Renee Demel	X	Stephanie Joiner	X	Myrna Perkins		

Guests

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Old Business

Reporter

- I. Departmental Strategic Plan Update:
- a. The IE team will update and republish a plan for each year.
 - b. Anyone can use the template for planning, however, the published plan will only include:
 - i. Communications Plan
 - ii. Facility Management Plan
 - iii. Fiscal Plan
 - iv. Human Resources Plan
 - v. Institutional Effectiveness Plan
 - vi. Information Services Plan
 - vii. Instruction Plan
 - viii. Student Services Plan

Todd Mobray

- II. Timing **DUE JUNE 19th (See action items below)**
- a. Each department may do a 1 to 3-year plan as needs require.
 - b. IE will collect & update each year at the retreat.
 - c. Notify the IE team to update the dates if no changes.
 - d. Strategic Plan template available from IE.
 - i. These are formatting tools for you with placeholder text. Write/update your plan as you usually would. If it doesn't look right, or fit on the page, IE will fix it when it's updated.

Todd Mobray

- III. Short and Long-Term Goals for Overall Strategic Plan (Three Options)
- a. Constant Improvement
 - b. Specific Numbers
 - c. Consistency/Certification

Todd Mobray

- Strategic Plan and History Discussion – The strategic planning updating process has changed over the years from 5 years, 10 years to now only updating as “circumstances change”. Barton adopted a Governance Model that helps define roles and determines what we can and cannot do.
- Process of updating the Strategic Plans:
 - Framework - Each department should use the framework to update their strategic plans.
 - The Framework will be reviewed at next year’s meeting.
 - The five Strategic Goals have been reviewed, and determined they are measurable and align with the Mission Statement.
 - The goals are broad enough for each department to create their own individual plans.

New Business

- I. Institutional Teams
 - Teams listed on webpage were determined to be institutional wide and permanent. Also requiring a charter, agenda and meeting minutes posted.
 - New teams to be approved by Presidents staff.
 - DEI team will be reviewed by Angie Maddy.
- II. Mission Booklet
 - Todd will send out email requesting feedback before printing deadline.
 - Suggested to replace the current picture with the new building construction.
 - History of the Mission booklet discussed. It was asked if Barton shares and explains our Mission. The booklet was created to give more in detailed explanation.
 - Discussion of long-term goal of turning over the Mission document to the Communications department and possibly combine the Mission booklet with the Community report.
- III. Executive Leadership meetings
 - Future meetings for the fall and spring will be scheduled in advance.
- IV. Partnerships
 - Institutional Effectiveness has not received the requested Economic Impact study financial data. An email will be sent out to those departments that still need to submit their data.
 - Schedule a meeting to review process, define the institutional donations definition, determine how long to keep partnerships on the list and when the list will be reviewed and updated.

Action Items

Todd to send out email for the following:

- Mission booklet feedback due date July 15
- KPI updates due date is June 19
- Strategic Plans due date is June 19
- Future Executive Leadership meeting invites.
- Partnership process meeting invites.
- Economic Impact Study final deadline to submit financial data.

ENDS:

1. Fundamental Skills
2. Work Preparedness
3. Academic Advancement
4. Barton Experience

5. Regional Workforce Needs
6. Barton Services and Regional Locations
7. Strategic Planning
8. Contingency Planning

Barton Core Priorities/Strategic Goals

Drive Student Success

1. Advance student entry, reentry, retention, and completion strategies.
2. Foster excellence in teaching and learning.

Cultivate Community Engagement

3. Expand partnerships & public recognition of Barton Community College.

Optimize the Barton Experience

4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity, inclusivity, value, and growth.

Emphasize Institutional Effectiveness

5. Develop, enhance, and align business processes.