The meeting was called to order by President Tom Kazee at 2:00 PM.

In attendance: Tom Kazee (chair), Jack Barner, Tom Bear, Amy Brandebury, Dana Clayton, Sylvia DeVault, Jennie Ebeling, Tammy Gieselman, Barbara Hahn, Bill Hemminger, Earl Kirk, Susan Kupisch, Mark Logel, Ray Lutgring, Dennis Malfatti, Wes Milner, Laura Paglis, La Toya Smith, John Stanley, Mark Valenzuela, Jeff Wolf

ADMINISTRATIVE ANNOUNCEMENTS

The group was reminded to forward to Amy Brandebury all future working group meeting dates and the minutes of prior meetings. Minutes and future meeting dates will be posted on the public website.

Within the next week deadlines for the working groups’ tasks and the Steering Committee’s work will be established. President Kazee asked that the Steering Committee be flexible in terms of the committee’s meeting dates as they may need to change as the February board meeting approaches.

BOARD OF TRUSTEES UPDATE

President Kazee provided the committee with an update from the October Board of Trustees retreat. The meeting was held in plenary session format, during which each vice president and the athletics director presented information about his or her area. The president’s report included his goals as the university enters into a strategic planning process and covered the structure of the planning process. The format and presentations established a common understanding of the areas, stimulated conversation, and encouraged those present to think broadly about institutional direction.

After the retreat board members were assigned to working groups according to their individual interests. Board members Larry Kremer and Steve Harkness will be joining the Steering Committee. The Steering Committee may be asked to be present at the February 2011 board meeting.

WORKING GROUP REPORTS

Reports were made by co-chairs whose working groups had met. During the updates it was noted that this was the opportunity to bring questions and comments to the committee, to provide useful feedback to one another. The committee’s work includes taking the working group’s recommendations and transforming those recommendations into an achievable and inspiring plan.

Working groups were encouraged to seek advice and feedback from campus constituents in order to inform the work of the group. This may include inviting particular members of the campus community
to speak with the working group at a meeting, conducting brief surveys, or meeting one-on-one with individuals as needed.

**Academic Program Update:** The working group has reviewed the current undergraduate and graduate programs, discussed strengthening Adult Education offerings, and created a long list of ideas. At its next meeting, the working group will be grouping the ideas into manageable areas of focus.

**Institutional Identity Update:** The working group spent time defining its task, considering such issues as identity versus name recognition and whether the things that identify UE make the institution unique. The group has reviewed the mission statements looking for a common message among them.

**Faculty/Staff Development Update:** At their first meeting, the group considered four issues: salaries and benefits, professional development, annual review for staff, and workload expectations. Working group members will be discussing these and other issues with faculty and staff in their areas, reporting back to the working group at the next meeting. The working group will likely divide up into smaller groups, focused around particular issues after the next meeting.

**Financial Resources:** The group reviewed information and data, bringing the group up to speed on the university budget and budgeting process. The group also reviewed a five-year modeling spreadsheet, which helps show how areas and issues are connected within the budget.

**Enrollment:** The group reviewed information and data, getting the group on the same page with regard to current enrollment, financial aid, and retention strategies. They also reviewed the 2010-11 strategic plan for the enrollment services area.

**Student Development:** The working group discussed what ‘student development’ included – issues such as culture, community, and the overall UE experience. There was also conversation regarding the variability of the campus experience for particular groups of students (e.g., student athletes, international students, etc.). The quality of facilities was also a topic of discussion.

**Social Responsibility:** The group divided into three subgroups: diversity, service, and sustainability. These subgroups will be meeting regularly, coming back together as a single working group in December. The co-chairs have provided to the working group examples of other universities’ strategic plans that include diversity, service, and sustainability.

**NEXT MEETING**

The Steering Committee’s next meeting is Wednesday, November 10, at 9:00 AM in the Vectren Executive Board Room in the Schroeder Family School of Business Administration.

The meeting adjourned at 3:25 PM.