Creating Maine’s Future: Strategic Plan Steering Committee Meeting  
Date: 10-16-09 Time: 1:15 – 3:15 Place: Library 423/424

Present:
John Wright, chair  
Bob Bertram, Executive Director of Facilities Management  
Susan Campbell, Associate Vice President for Academic Affairs  
Molly Dolby, Chair of Student Senate  
Joshua Gates, Administrative Support  
Maggie Guzman, President of Student Government  
Ross Hickey, Chair of Professional Staff Senate  
Katherine Kuhn, Chair of Classified Staff Senate  
Jerry LaSala, Chair of Faculty Senate  
Dahlia Lynn, Dean of Graduate Affairs  
David Nutty, Chief Librarian  
Timothy Stevens, Special Assistant to the President  
Janet Warnert, Associate Vice President for Finance and Administration  
Bill Wells, Chief Information Officer  
Meg Weston, Vice President for Institutional Advancement  
Michelle Drucker, Director of Leadership and Organization Employee Education & Development

Minutes:

1. **Roundtable introductions.** Beth Higgins may replace Susan Campbell  
   Dahlia Lynn and Michelle Drucker have been added

2. **Review of President Botman’s Charge**
   - Reporting what USM has done/will do  
   - Creating transparencies of procedures and conversations for the public  
   - Establishing more Faculty involvement  
   - Pin pointing key players within departments  
   - Creating Maine’s future (this year’s theme):  
   - Addressing all 8 goals  
   - Pin pointing what needs to be accomplished  
   - Implementing procedure to accomplish goals  
   - Developing procedure to track and report progress

3. **Work-to-date progress reports were given:**
   - Bob Bertram, Executive Director of Facilities Management  
   - Dahlia Lynn, Dean of Graduate Affairs  
   - Meg Weston, Vice President for Institutional Advancement  
   - Maggie Guzman, President of Student Government  
   - Janet Warnert, Associate Vice President for Finance  
   - Jerry LaSala, Chair of Faculty Senate
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- Bill Wells, Chief Information Officer
- Ross Hickey, Chair of Professional Staff Senate
- David Nutty, Chief Librarian, Director of ITMS
- Susan Campbell, Associate Vice President for Academic Affairs
- Katherine Kuhn, Chair of Classified Staff Senate

4. **Introduction of Common Implementation Template (discussion)**
The common implementation tool is an online-based template to help organize, task forces, committees, focus groups and such that are working on the implementation of the strategic plan; how the groups work toward goals; how groups are organized. Discussed using the grid, and a common implementation template.

John Wright, chair requested that all members populate the Common Implementation Template with their current goals, metrics, contacts and bring 20 copies to the meeting on October 30th, 2009.

5. **Introduction of Prototype Web Page for Tracking Implementation**
   
   [http://www.usm.maine.edu/spp/](http://www.usm.maine.edu/spp/)

6. **Meeting Schedule**
   - Agreement that members can appoint other rep ~ group will meet 3 more times this semester 2 hours each time
   - Spring semester 2 hours twice a month
   - Future meetings:
     - October 30th 1-3pm 419/27 Wishcamper
     - November 13th 1-3pm 211 Wishcamper
     - December 11th 1-3pm 419/27 Wishcamper

7. **Closing remarks:**
   John Wright, chair

8. **Meeting was adjourned at 3:15 p.m.**

Submitted by Joshua Gates