1. **Report of Chair Activities:**

- Meeting with Selma in regards to staff participation and possible additional members for the committee. Selma and John also discussed the use and status of the common implementation template and further definition goals within the grid.
- Meeting with President’s staff on the topic of relating goals to strategic plan.

2. **Composition of Steering / Implementation Committee Membership:**

- Planning to reach out to all Senior/President staff for participation.
- Removing Timothy Steven’s from SPS Committee.
- Developing new list of memberships.
- Discussing aspects of dual purpose committee:
  - Steering committee focuses on structuring priorities, goals and organizing them accordingly.
  - Implementation committee leads constituencies to move forward and make progress on accomplishing goals.
- Members added.
Kate Forhan, Judy Ryan, Bob Caswell, Craig Hutchinson, Bob Hansen, Scott Steinberg.

- Identifying VP of academic affairs research.
- Replacements:
  - Beth Higgins may replace Susan Campbell
- Identifying additional faculty involvement:
- Rob Sanford and John Voyer Faculty representation with strategic background.
- Representing the full USM community
- Growing group to establish further connections
- Discussing possible group collaboration on common goals

3. Progress report on templates…sharing those completed.
- Jerry LaSala, Chair of Faculty Senate: Meeting with executive committee next week ~ no further progress to report
- Bob Bertram, Executive Director of Facilities Management: Janet and Bob collaborating on areas of financial and student crossover
- Meg Weston, Vice President for Institutional Advancement: implementing key objectives that develop university wide impact. focusing on scholarships and fundraising campaigns. Developing task force with Susan prioritizing fundraising and furthering student application of fundraising. Fundraising for music visual performing arts complex for $350,000. Next phase architecture
- Susan Campbell, Associate Vice President for Academic Affairs: Meeting with enrollment management group next week to develop grid.
- Dahlia Lynn, Dean of Graduate Affairs: Adapting nine goals to strategic plan identifying actions and implementation using very specific metrics. Sharing implementation mechanism with grad council. Updating in accordance to Grad council feedback. Supplying resources as input comes from grad council
- Bill Wells, Chief Information Officer: Contacting listed individuals in regards to actions being implemented, template addresses goals that apply to numerous solutions.
- Janet Warnert, Associate Vice President for Finance and Administration: Developing three areas under finance and administration, student services, sustainability, student success centers. Janet and Bob establishing updated list of space and identify departments. Working on RFP to have research done on utilities. Forecasting energy costs. Refining reporting system on compensation. Strengthening service needs for students through out campus within Main Street, More timely financial aid award letters, touch net by June 30th
- Maggie Guzman, President of Student Government: Meeting with entire student senate. Appointing students to serve on task forces throughout group. Goal seven top priority, goal two and seven crossover. Assisting Meg with raising scholarships. Developing metric next week within grid.
- David Nutty, Chief Librarian: Lib and ITMS: Indentifying 23 actions, measuring progress in regard to strategic plan numeric figurative or action based
- Katherine Kuhn, Chair of Classified Staff Senate: Establishing three goals, objectives, metric, budgets accordingly Jim providing remote workshops. Increasing attendees on senate. Supplying training on leadership. Recruiting LAC students. Helping develop tools for student success.
- Ross Hickey, Chair of Professional Staff Senate: 10th of November John Wright addresses senate and then flowing plan into template.
- Michelle Drucker, Director of Leadership and Organization Employee Education & Development: Multiple goals see electronic version. Support of reorganization, review hiring objectives. Margaret developing hand book on hiring guidelines to follow.
- Craig Hutchinson, Vice President of Student and University Life: Student life template, “Book” need to refine further to reflect sp goals
- Joyce Gibson, Dean of Lewiston/Auburn College: Meeting in mid November to populate template,

4. **Role of the Steering Committee**
- Implementation side as leaders try to accomplish goals based off template. Tracking online through SP web page. Basing metrics for tracking from yearly accomplishments.
- Steering Committee: Developing Strategic Plan actions, objectives, addressing also new problems. Assuring goals coincide with SP goals. Identifying and refining process techniques. Designating groups to address aspects of SP goals in reference to template. Developing consensus from group to define what needs to be done this year and what can be done on a yearly basis. Identifying resources. Addressing subcommittee reports that add support to the established SP. Addressing list of all action items on SP and relate to the work of each task force.

5. **Open Forum**
- Defining SP as investments and disinvestments concept
- Building actions from plan and existing actions within SP.
- Prioritizing actions
- Globalizing actions embed in SP for greatest impact
- Reviewing actions within SP
- Identifying where each action exists currently (ownership)
- Identify gaps with actions without ownership
- Setting priorities (criterias) group
- Developing template to identify and award actions
  - John, Dahlia, Meg
- Identifying polycom users and scheduling accordingly
- More student perspectives better, each campus has a student government, appointments for each campus ~