Strategic Planning

Community Engagement Co-Chairs Meeting
September 21, 2012
11:00 a.m. MH-3318

Participants: Edee Benkov, Scott Burns, Ric Hovda, Ricardo Nemirovsky, Jim Herrick, Michelle Guerra, Reggie Blaylock, Jose Preciado, Steve Welter

Absent: Stanley Maloy

Note taker: Pam Cabal

Minutes

Scott called the meeting to order at 11:00 a.m. Agenda and handouts were given out. Introductions were made.

1. Brief status report on scheduled meeting/open forums
   Each working groups reported their own scheduled group meetings and open forums. (See the attached complete schedule). Group meetings do not have to be scheduled before the open forums. The co-chairs should decide on who should facilitate the open forum. Scott emphasized that minutes should be written for each meetings/open forums so that everyone can see what was discussed and how the work is progressing. This should be emailed to both Scott and Edee and copy Pam.

   The Community Engagement Open Forum is scheduled on October 5 at 9:00 a.m. in the Fowler Family Ballroom in the Alumni Center.

2. Review of charge letter
   The Charge letter is helpful in framing the conversation for each of the working group and task force. More discussion followed.

3. Open Forum ground rules/tips
   • May frame discussion with charge
   • Primarily listen and document issues/suggestions
   • Not a time for debate
   • May limit comment time depending on size and crowd

   The importance of the Open Forum is that other issues will arise and that it is a way for community engagement. It gives everyone a chance to give feedbacks on different topics. There was a suggestion that there should have multiple open forums; one for the upcoming one (scheduled on the first week of October) and one before the final reports
are submitted, where all the comments and recommendations have been compiled from the first open forum and also a chance discuss it with the community once again. One question is who will be invited to this open forum from the community/outside the University? Alumni Group responded that they would send invitation via email; for those who are interested, such as the Alumni Board, The Campanile Board, Parents Advisory Committee, and various campus groups, including the 1,200 alumni who are SDSU employees.

For the K-12 group, invitation will be to reach out to the school districts.

K-12 suggested putting up poster boards on the wall with the questions on each poster and providing markers so everyone can write their response, feedbacks, ideas and comments.

4. Website
   - Summary minutes of forums and activities will be posted
   - Website will have comment and email input
     - will be screened and forwarded as appropriate
   - Be timely

Website is currently up online. Pam to email the link to the co-chairs. Andrea Rollins originally emailed the link to the staffers. The process to get on the website is to get the documents, minutes and notes to Andrea. There will be a comment feature on the website and all comments will be screened before it gets posted online. Other pertinent information will also be posted online, including the Open Forums schedule.

5. Report Timeline
   - Working group final report due on December 14
   - Need to allow time to post a draft comment and incorporate any final edits
   - Consensus not mandatory

The working group draft reports will be posted online for public comments. The final reports are due on December 14 to the task force committee.

Consensus not mandatory. Choose from top 2-3 initiatives.

6. Interim updates to task force
The Task Force reports are due on February 1, 2013 to the Steering Committee. Edee suggested that the draft reports should be submitted and compiled during the month of January for review before the February 1st deadline.

7. Coordinating task force and working group interactions
The co-chairs meetings are to meet every 3 weeks. Edee and Scott will try to attend the working groups’ first meetings and open forums. Pam to send Doodle poll to the co-chairs for availabilities.

The next meeting will be the week of October 15th. Pam to send out Doodle poll to the co-chairs for availabilities.