Writing Committee Meeting Minutes

Date: Wednesday, June 22 from 3 p.m.-5 p.m. in Zoom

Attendance: Robert Wojtowicz, Kelly Rippard, Joshua Behr, Michelle Carpenter, Annette Finley-Croswhite, Ryan Mccann, Moustafa Moustafa, Cynthia Tomovic, Philip Walzer, Scott Harrison, Amy Kitts, Joleen Mcinnis, Ashley Schumaker

1. Today VP Ashley Schumaker attended our meeting and provided an overview of the current state of the committee’s reports.
   a. All committees have presented their reports.
   b. Reports now will be approved by the cabinet next week.
   c. After cabinet approval, the reports need to be approved by leadership.
   d. Reports will be available in Teams once they are approved.
   e. Our task is not to rewrite anything that has been approved but to edit and make the reports work together with one voice. We should also look for any repetition or redundancy, making sure everything is strategic not operational. Our goal is one coherent document.
   f. Current general reports with goals and strategies are in Teams.
      i. Yellow highlighting may be a section that needs editing.
      ii. Revisions on document is from the steering committee.
   g. Organization of our report should follow a verbal system for goals with numbers then strategic lettering (e.g. 1, 1a, 1b, etc).
      i. The strategic enrollment committee did use the system appropriately, so their document can be used as an example.

2. Our group assignments will remain the same:

<table>
<thead>
<tr>
<th>Strategic Enrollment Growth</th>
<th>Ryan, Amy, Joleen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Engagement and Success</td>
<td>Valeka, Michelle, Scott</td>
</tr>
<tr>
<td>Philanthropic Giving and Alumni Engagement</td>
<td>Annette, Moustafa, and Phillip</td>
</tr>
<tr>
<td>Corporate/Community Partnerships and Economic Development</td>
<td>Amber, Josh, Cynthia</td>
</tr>
</tbody>
</table>

3. Question about committees who prepared reports and if we could speak with them if needed- Yes, let Robert and Kelly know and they will help facilitate discussion if your group has questions.

4. Task List:
   a. Brief, not full reports are available in Teams.
   b. Before we meet again, we ask that your group meet and discuss any revisions to the goals and strategies. Invite Kelly and Robert, too.
   c. After the reports are approved by the leadership in July, we will have the full reports.

Next Meeting: Wednesday, July 6 from 3-5 p.m. in Zoom **(Moving to 2 hour meetings now)**.