

**INSTITUTIONAL REVIEW/STRATEGIC PLANNING COMMITTEE (IRC) MEETING**

Thursday, November 10, 2005, 8 – 9 a.m.

Yavapai College, ITS Conference Room (Prescott) and Room J-107 (Verde)

1100 E. Sheldon Street, Prescott, Arizona 86301

(Accepted 12/1/05)

THOSE PRESENT:

Barbie Duncan  
Scott Farnsworth  
Lisa Griest  
Carol Hammond  
Tom Hughes  
Bob Lynch  
Rick Marcum  
Diane Mazmanian

James Perey  
Tom Schumacher  
Sandra Thurman-Jackson  
Kalin Walker  
Terry Walsh  
Barbara Wing  
Marnee Zazueta

THOSE ABSENT:

Michael Dougherty  
Rick Giardini  
James Horton  
Sue Sammarco

- I. Review of Minutes from November 3, 2005 Meeting – All present were in favor of accepting the November 3, 2005 minutes, as presented.
- II. IRC Membership – Two of the Yavapai College employees groups, Professional Staff Association (PSA) and Operating Staff Association (OSA), have combined into one group: Yavapai College Staff Association (YCSA). Discussion ensued concerning YCSA representation on the IRC:
  - The objective of the IRC is to have wide representation on the committee; membership is selected by position rather than by person, i.e. the Faculty Association President changes every year; therefore, the person on the committee changes every year but the position is maintained.
  - It was decided to contact the co-chairpersons of the YCSA (Juanita Felix and Effie Hacklander) to invite them to have the YCSA determine whether they would prefer one or two IRC representatives and to name him/her/them.
  - It was decided to add another position to the IRC membership: Senior Research Analyst.
- III. Departmental Tactical Plan Timeline – Tom Hughes provided a conceptual drawing depicting the 2006-07 Departmental Tactical Plan Cycle (attached hereto and made a part of these minutes), which is to be provided to the budget managers.
  - Discussion ensued concerning adding two stages between stage five and six: one stage would provide the opportunity to amend/modify the departmental plan; the next would be forwarding new strategies and requests for funding to the President.

- The IRC needs to be watchful to not become a micromanaging committee. The IRC is charged with leading the strategic planning of the institution; the budget panel is charged with allocating funds in support of the strategic initiatives.
- Discussion ensued regarding new ideas – how do they fit into the process?
  - ❖ The budget panel meets quarterly to discuss funding; additionally, the panel is willing to convene for emergency meetings, if necessary, to discuss funding issues, i.e. if there are grant monies available and a specified window of time within which to respond.
    - ⊞ Information on the actions of the budget panel is available through posted minutes.
    - ⊞ It seems that there is a piece missing from the process: where in the cycle do we look at the resources spent, or proposed to be spent, to see if the activity actually enhanced/will enhance the institution? This element is covered during the discussions and actions of the budget panel.
    - ⊞ Suggestion: have two tactical plans – one for existing resources; one for new resources.
    - ⊞ Any new initiatives that veer away from the established strategic plan should come through the IRC.
    - ⊞ In Dr. Kinney's summary statement concerning the NCA focused visit, he acknowledged the unrealistic timelines set forth by the college in accomplishing all that was listed in the strategic initiatives. It is important for us/the institution to stay focused on the priorities that have been established for this year.
- It was agreed that there is a great deal of confusion about the terminology being used relating to the strategic plan, initiatives, tactical plans, etc. We need to be consistent in the use of words; the strategic planning handbook will assist in the standardization of terminology.

***ACTION ITEM: Tom Hughes requested that IRC members email him with feedback on the 2006-07 Departmental Tactical Plan Cycle.***

IV. Higher Learning Commission Meeting – tabled due to time restraints.

V. Institutional Strategic Planning Calendar – tabled due to time restraints.

The meeting adjourned at 9:05 a.m.

Respectfully submitted:

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Sandra Thurman-Jackson, Research Analyst  
Institutional Research, 928-776-2206