

## DRAFT CHARTER

**Team Name:** Strategic Planning Committee

**Team Sponsor:** Clint Ewell, VP FAS

**Team Chair(s):** Tom Hughes, Director IER

**Team Purpose –** The SPC is charged with the annual update of the College’s 3 year rolling Strategic Plan, to ensure the College’s limited resources are focused on activities that will make the largest positive impact on students and Yavapai County as we strive to fulfill our DGB Ends.

### Duration and Time Commitment

- The team meets every other week throughout the Academic Year
- Typically, the team meets for an hour and has 1-3 hours of work between meetings to research, think, communicate, and otherwise prepare for productive meetings
- Members are expected to attend 75% of meetings.

### Members

- Committee membership is recommended by the Director of Institutional Effectiveness and Research and approved by the Executive Leadership Team.
- Committee members will serve a one-year term, but may be asked to serve in consecutive terms to provide continuity.
- Membership shall consist of representatives from the primary YC planning teams, employee groups, and ad hoc members.
  - Tom Hughes (Chair)
  - Megan Crossfield (Academic Master Plan)
  - Clint Ewell or delegate (Financial Plan- Budget) (Sponsor)
  - Emily Weinacker or delegate (Human Resources Plan)
  - Brian Moultrup (SGA President)
  - Julie Galgano (YCSA President)
  - Marnee Zazueta (Faculty President)
  - Tania Sheldahl (Retention Plan)
  - Diana Dowling (Marketing & Recruitment Plan)
  - Richard Hernandez (REDC)
  - Patrick Burns (Technology Plan)
  - David Lawrence (Facilities Master Plan)
  - Mary Talosi (Development Plan)
  - Michael Pierce (Faculty/Program Director Verde)
  - Lauri Dreher (Faculty)

## Communication Plan

- Bi-weekly team meetings; Agendas distributed 48 hours in advance; approved minutes posted on website within 8 days
- Monthly updates of Sponsor
- Quarterly updates of College Council
- Annual updates with other College Planning Committees including SEM, AMP, Budget, Facilities & Technology, Foundation, & Auxiliary Enterprises.
- Post Agendas, Minutes, KPI's, readings and videos on SPC website
- Annual Data Summits with College stakeholders to share information & solicit feedback
- Annual written update of Strategic Plan

## Deliverables for FY2021-22

1. Update SPC timeline to update FY23 Goals & Initiatives by end of November 2021. This will allow funding requests for Departmental Action Plans (DAP) which support the Initiatives to be incorporated into the Budget request process SEP
2. Review major college planning initiatives (AMP, Retention, Marketing & Recruitment, Budget, Facilities, Technology, Development, & Human Resources) to ensure alignment with Strategic Plan. SEP-OCT
3. To the extent needed, integrate plans with one another. At a minimum, please ensure planning timelines integrate well with Budget timeline. OCT
4. Citing appropriate data, update SWOT matrix. Please don't go looking for something—try to find what's really out there. NOV
5. Review and recommend updates, as needed, to YC's Strategic Goals and Initiatives. Please focus on important changes that require a new Initiative or that do not fit reasonably within an existing Goal. NOV
6. Develop system to monitor key Annual Plans progress FEB
7. Recommend concise (<=12) list of leading and lagging Key Performance Indicators for the college as a whole. Please include Aspen measures as part of your final recommendation. APR