Strategic Planning Committee Charter

FY2026-27

Team Name: Strategic Planning Committee

Team Sponsor: Dr. Clint Ewell, Chief Operating Officer

Team Chair(s): Dr. Lauri Dreher, Associate Dean of Academic Partnership and Articulation
Ivonne Zuniga, Director of Strategic Initiatives & Special Projects

Team Purpose – The SPC is charged with the annual update of the College's 3-year rolling Strategic Plan to ensure the College's most valuable resources—our people-- are focused on activities that will make the largest positive impact on students and Yavapai County as we strive to fulfill our DGB Priorities.

Duration and Time Commitment

- The SPC will conduct its primary work from August through December through one ½-day kickoff retreat, three 90-minute information-sharing sessions, and one full-day SWOT retreat.
- Serving on SPC is a priority commitment. Members are expected to prioritize SPC meetings and activities, attend retreats in person, participate in other meetings in person when required or by Zoom, and may not send substitutes.
- Members are expected to come prepared, actively participate in discussions, and bring a college-wide perspective beyond their individual department, division, or area.
- Members are expected to serve as ambassadors of the Strategic Plan by communicating SPC's work and approved strategic priorities within their areas and helping maintain awareness across the College.

Members

- Committee membership is primarily role-based and is approved by the Executive Leadership Team.
- Committee members will serve in 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, key support departments, employee groups, and ad hoc members.
    - Dr. Lauri Dreher (Co-chair)
    - Ivonne Zuniga (Co-chair)
    - Dr. Clint Ewell (Sponsor)

Planning Teams

- Stacey Hilton, Dr. Brett Watts (Academic Master Plan)
- Megan Crossfield (Accreditation Liaison Officer)
- Liz Peters, Heather Mulcaire, Ashley Picard (Workforce Development, Health Science, and Public Services)
- James Crockett (Facilities Master Plan)
- Wendy Swartz (Financial Plan- Budget)
- Tania Sheldahl, Diana Dowling and Dr. Meghan Paquette (Strategic Enrollment Management Plan)
- Patrick Burns (Technology Plan)
- Jack Smith (Development Plan, YCF)

Key Support Departments

- Brittney Hollar (Human Resources)
- Robyn Bryce (WIN "What Is Next?" Coalition)

- Chris Minnick (Marketing)
- Dr. Michael Merica (Institutional Effectiveness & Research)
- Zac Moss (OKR Coach)

College Coun

- Shanna Collier (SGA Representative)
- Sarah Southwick (YCSA Representative)
- Dr. Heather Leavitt (FA Representative)

Collaborative Planning Framework

- SPC facilitates the strategic planning process and recommends strategic initiatives, Objectives and Key Results (OKRs), and Key Performance Indicators (KPIs).
- ELT reviews and approves the strategic initiatives, OKRs, and KPIs.
- After approval and announcement, SLT assumes responsibility for implementation, monitors progress through monthly meetings and helps initiative leads to address progress and barriers.
- The WIN process will be used to support and invite college-wide participation in future sightings and input.

Meeting Documentation

Agendas will be delivered before meetings.

Minutes and planning materials will be posted in the designated strategic planning location.

Primary Deliverables for Current Strategic Planning Cycle

1. Review and recommend Mission, Vision, Values, and Goals.
2. Recommend updated Initiatives.
3. Identify tools to develop, monitor, and manage OKRs.
4. Develop KPIs alongside the annual strategic initiatives for ELT approval.
5. Align major college planning timelines with the Budget timeline.
6. Communication Plan to improve awareness, transparency, and engagement.

Initiative Closure

Initiative leads will be informed at the beginning of the cycle that a final closure narrative is required. Closure expectations, measures, and deadlines will be incorporated into the OKR process, with sufficient notice provided before the end of the fiscal year.

Closure narratives will address:

- Progress against the initiative's original scope, milestones, and timeline;
- Evidence that planned activities and deliverables were completed;
- Measurable results or other indications of progress toward the intended outcome;
- Significant financial, staffing, technology, or operational implications; and

Barriers or changed circumstances affecting implementation.