STRATEGIC PLANNING COMMITTEE

Purpose

The purpose of the Strategic Planning Committee is to develop, revise, and evaluate the College’s Strategic Plan, drawing upon input from all stakeholders and integrating data collected throughout the planning process.

Scope of Work & Authority

The Strategic Planning Committee is responsible to develop the Strategic Plan and forward its recommendations and revisions to College Council for final approval by the President. The Committee is further responsible for the timely alignment of the strategic plan with the changing environment and the needs of our community and students. The Strategic Planning Committee will:

a. Oversee the development of the Strategic Plan, including Mission, Vision, Core Values, and broad strategic goals
b. Ensure broad-based input from and communication with the campus community
c. Prioritize strategic goals and objectives responsive to budgetary realities
d. Evaluate the College’s progress on achieving strategic initiatives
e. Measure the effectiveness of the strategic planning process and implement changes as appropriate
f. Provide college-wide educational opportunities for the YCCC community to learn about strategic planning, practices and the application of strategic goals.
g. Be responsible for aligning the College’s strategic plan with Maine Community College System strategic goals and objectives in collaboration with the Associate Dean of Institutional Research and Planning.

Bylaws of the Strategic Planning Committee

Article I: Membership

Section 1: Composition

- Academic Affairs representative, appointed by the Vice President/Dean of Academic Affair
- Finance representative, appointed by the Dean of Finance
- Student Affairs representative, appointed by the Dean of Student Affairs
- Associate Dean of Institutional Research and Planning
- 1-2 Faculty members
- 1-2 Staff members
- 1-2 Students
Section 2: Selection of Strategic Planning Committee Members

- Associate Dean of Institutional Research and Planning shall be a permanent member
- Faculty representation is determined annually by Faculty Senate
- Staff representation is determined annually by staff
- Student representation is determined annually by Student Senate
- The committee elects the chair

Section 3: Duties and responsibilities of Strategic Planning Committee members

- Be an active and informed committee member
- Communicate with division stakeholders representationally
- Collaboratively disseminate information and incorporate expertise to guide the Strategic Planning process
- Share information with the college community and seek to obtain constituent opinions for the purpose of deliberation
- Abide by Article VI: Code of Conduct
- Be familiar with the chosen model of parliamentary procedure

Section 4: Terms: Strategic Planning Committee members shall serve for one year. There is no limit on the number of terms served.

Section 5: Attendance: Attendance at Strategic Planning Committee meetings is required. Attendance shall be taken at every meeting and recorded in the minutes. Representatives missing two meetings during an academic year will receive an e-mail from the Chair inquiring into their ability to continue. Any representative unable to continue, they will be asked to resign. If the representative does not respond to the e-mail, that member may be removed from the roster after the third absence.

Article II: Officers of the Strategic Planning Committee

Section 1: The officer of the Strategic Planning Committee shall be the Chair. The Chair will be elected by majority vote of the Strategic Planning Committee.

Section 2: Duties and responsibilities of the Chair

- The Chair will review, set, and publish the agenda for each Strategic Planning Committee meeting
- The Chair will respond to originators of agenda items, as necessary
- The Chair will ensure that the Order of Business is followed
- The Chair will ensure that all Strategic Planning Committee seats are filled
- The Chair will assign duties to other committee members as appropriate
- The Chair will maintain the Year-to-Date Report
Section 3: Terms

The Chair may serve in that capacity for one year. The Chair may be re-elected for additional and/or succeeding years at the discretion of the Strategic Planning Committee which he/she serves.

Section 4: Vacancies

If a Committee member resigns, the Chair shall make a good-faith effort to replace the former member, consistent with Article I, Section 1.

In the event that the Chair becomes vacant, a new Chair will be elected by the Strategic Planning Committee members.

Article III: Strategic Planning Committee Meetings

Section 1: Regular Meetings

The Strategic Planning Committee meets at least twice a semester.

For meetings to take place, a quorum must be present. Special meetings may be called, meeting the same minimum quorum requirements, giving at least one week notice.

Section 2: Quorum

A quorum will be 2/3 of the voting committee membership. Student representation is not required to meet quorum.

Section 3: Meeting Access

In accordance with State of Maine open-meeting law (M.R.S.A. Sec. 403), Strategic Planning Committee meetings will be open. A specified amount of time will be set aside for public participation at each committee meeting.

Section 4: Discussion

In the interest of time and efficient decision-making, discussion of agenda items will be restricted to members of the Strategic Planning Committee and the presenting parties. Visiting members of the college community may not participate in discussion of agenda items, unless invited by the Chair.

Section 5: Voting Procedure

Decisions will be made by majority vote, after establishing a quorum. Voting will be conducted by a show of hands or by ballot as requested.

The Chair of the Strategic Planning Committee does not vote, except when it is necessary to break a tie.
Section 6: Order of Business

- Roll Call
- Approval of minutes of previous meeting
- Review of the agenda
- Reports of officers
- Public Comments
- Unfinished business
- New business
- Announcements
- Adjournment

Article IV: Operational Procedures

The Strategic Planning Committee will use Sturgis’ Standard Code of Parliamentary Procedure to facilitate the transaction of business and to maintain cooperation and collegiality.

Article V: Standing Rules

Section 1: Agendas

Agendas will be set and published at least seven days before the Strategic Planning committee meeting. Items may be submitted for inclusion on the agenda by committees, divisions, departments, individuals, or constituency senates. Items must be submitted in writing to the Strategic Planning Committee Chair at least ten days before the Strategic Planning Committee meeting.

The Strategic Planning Committee Chair will review all agenda items and determine if they are within the scope of the Strategic Planning Committee’s authority. If the item is not to be included on the Strategic Planning Committee’s agenda, the Strategic Planning Committee Chair will return the request to the originator with the reason for not including the item. The decision may be appealed by the originator.

According to parliamentary procedure, the Strategic Planning Committee may modify the agenda at the opening of a meeting.

Section 2: Minutes and the Duties of the Recorder

A recorder for Strategic Planning Committee minutes may be a volunteer. In the event that there is no volunteer, a recorder will be appointed by the President. The recorder will take accurate minutes of committee meetings and will deliver final documentation electronically to the Associate Dean of Institutional Research and Planning for publication on the Strategic Planning Committee’s Portal page.

The recorder is not a member of the Strategic Planning Committee and may not participate in discussion of agenda items, unless invited by the Chair.
Section 3: Year-To-Date Reports

The Strategic Planning Committee will maintain an ongoing Year-To-Date Report to record the recommendations forwarded to the College Council and their outcomes.

Section 4: Communication

The Strategic Planning Committee will utilize varied and appropriate forms of communication to keep the college community informed of their work. The Associate Dean of Institutional Research & Planning will publish final Strategic Planning Committee meeting minutes and other approved ancillary documents on a YCCC web portal page accessible to the public. The Strategic Planning Committee will be assigned a YCCC email address to be used as the official communication channel with the college community.

Article VI: Code of Conduct

Participants in the Governance process agree to the following:

Vision:
- Commit to achieving the college’s mission by embracing the institution’s vision and core values

Trust:
- Promote mutual respect and trust by expecting the best from other Council members.
- Uphold and expect the highest standards of performance and behavior.
- Act honestly and in good faith, be intentional in avoiding behavior that can undermine goodwill.
- Learn how to disagree vigorously while preserving a working relationship that values diverse viewpoints.
- Trust that knowledge and expertise are valued and relevant to the governance process.

Accountability:
- Devote knowledge and expertise as well as the necessary time, energy and study to the duties and responsibilities of governance.
- Make every effort to participate in the voting process, avoiding abstention. It is understood that a vote will be based on all available facts in each situation.
- Abide by and uphold the final majority decisions.
- Be courageous in identifying the real problems and discussing them candidly.

Communication:
- Actively seek and provide regular feedback to the constituency group represented.
- Welcome and encourage active participation by all members of the college community.
- Actively seek any appropriate information regarding the topics at hand.

Empowerment:
- Bring collective wisdom to bear on institutional problems.
- Be an informed and active participant.