

## **Dakota County Technical College Annual Planning Process**

Non-Instructional areas of the college (also known as student support administrative services units) are expected to participate in an annual planning process as part of the college's ongoing commitment to systematic, integrated planning and continuous improvement. This document has been created to guide the introduction and implementation of this process.

There are two parts of the annual planning process: the Initiatives and Results Plan and the Continuous Improvement Plan.

### **1. PART ONE: INITIATIVES AND RESULTS PLAN**

#### **Purpose**

The Initiatives and Results Plan is intended to outline all the initiatives, expected results and actual results of the department for the fiscal year as well as how each links to the college's long-term plans (College Strategic Plan, Master Academic Plan, Master Facilities Plan, Master IT plan, Master Diversity Plan, Strategic Enrollment/Retention/Student Success Plan). It is expected that the Initiatives and Results Plan be created by supervisors and/or directors in consultation with supervisees/team members. It is expected that the Initiatives and Results Plan be used by supervisors/directors to measure progress on initiatives and to develop goals for supervisees/team members.

Examples of *types* of initiatives include, but are not limited to, the following:

- student access and success
- customer service
- process efficiencies
- technology tools/applications
- communication and collaboration with both internal and external community members
- learning and growth of employees
- facilities
- collection and analysis of research/data

### **2. PART TWO: CONTINUOUS IMPROVEMENT PLAN**

#### **Purpose**

The Continuous Improvement Plan is intended to demonstrate the department actively reviews results of up to three initiatives identified in the Initiatives and Results plan each fiscal year. Ongoing review of results will result in continuous improvement across campus, ensuring the college continues to meet the needs of its constituents. Continuous improvement and the review of results is not designed as a punitive measure, it is intended to be a vehicle through which we can honestly evaluate the results of our efforts and use those results to continuously improve and inform.

### **ANNUAL PLANNING PROCESS CYCLE AND TIMELINE**

The annual planning process cycle is designed with the idea that plans are not static documents to be developed once a year and placed on a shelf until next year; plans are dynamic living documents that require review and adjustment throughout the year. The annual planning process is also designed to be proactive in that plans for the next fiscal year are drafted 10 months in advance of the beginning of the fiscal year. This cycle and timeline calls for the development of fiscal year plans prior to/in conjunction with the development of fiscal year budgets.

**Annual Planning Process Cycle FY2017 through FY2019**

	<b>FY2017 plan</b>	<b>FY2018 plan</b>	<b>FY2019</b>
March 2016	Create draft of FY2017 plan (due April 30)		
April 2016			
May 2016			
June 2016			
July 2016			
August 2016	Review and adjust FY2017 plan	Create draft of FY2018 plan	
September 2016			
October 2016			
November 2016			
December 2016	Review FY2017 plan with Cabinet		
January 2017			
February 2017		Review and adjust FY2018 plan	
March 2017			
April 2017	Closeout FY2017		
May 2017			
June 2017			
July 2017			
August 2017		Review and adjust FY2018 plan	Create draft of FY2019 plan
September 2017			
October 2017			
November 2017			
December 2017		Review FY2018 plan with Cabinet	
January 2018			
February 2018			Review and adjust FY2019 plan
March 2018			
April 2018		Closeout FY2018	
May 2018			
June 2018			
July 2018			
August 2018			Review and adjust FY2019
September 2018			
October 2018			
November 2018			
December 2018			Review FY2019 plan with Cabinet

After FY2017, the general cycle will be:

Month	JIRA Reference	Activity	Due Date
August	Plan Creation	Create plan for next fiscal year	Due to supervisor by August 31
February	Spring Review	Review and adjust plan	Due to supervisor by February 28
August	Fall Review	Review and adjust plan	Due to supervisor by August 31
December	Cabinet Review	Review with Cabinet	Selection of date and time by Nov. 1 Review occurs first and second weeks of December
April	Closeout	Closeout plans	Due to supervisor by April 30

**PLAN CREATION**

Starting with FY2018 plans, creation of plans will occur 10 months prior to the start of the fiscal year.

**SPRING REVIEW**

Starting with FY2018 plans, plans will be reviewed and adjusted in conjunction with budget development four months prior to the start of the fiscal year.

**FALL REVIEW**

Starting with FY2017 plans, plans will be reviewed and adjusted two months into the fiscal year. This review will allow the incorporation of necessary changes based on any budget adjustments that occurred between spring and fall.

**CABINET REVIEW**

The cabinet review is a mid-year check-in on the progress of the plan. The meeting will be with the College President, Chief Academic Officer, Chief Financial Officer, and Chief Human resources Officer. Discussion will focus on: What steps have you taken to reach goals? Who have you collaborated with? What results have you had to date? What obstacles are you facing? Is there a need to adjust the goals? What are your next steps?

**FY2017 anticipated dates for review with cabinet:**

DCTC: Tuesday, Dec. 6, 2016 and Friday, Dec. 9, 2016

**FY2018 anticipated dates for review with cabinet:**

DCTC: Tuesday, Dec. 5, 2017 and Friday, Dec. 8, 2017

**FY2019 anticipated dates for review with cabinet:**

DCTC: Tuesday, Dec. 4, 2018 and Friday, Dec. 7, 2018

**CLOSEOUT**

Results/Progress towards goals will be added to plans by April 30.

**PLAN TEMPLATES**

Part 1 and Part 2 plan templates will be accessible through the JIRA ticket created by the plan approver who oversees your area (this will be a link to the X drive, Annual Planning Tools, FY2017 Plans folder). Download a local copy of the templates, create your plans, and then attach the plans in the JIRA ticket to go back to the administrator for approval.

**PLAN DEVELOPERS AND APPROVERS**

<b>Department/Division</b>	<b>Plan Developer</b>	<b>Plan Approver</b>
CT/CE	Patrick McQuillan	Tim Wynes
Marketing and Public Relations Foundation and Advancement	Erin Edlund Michelle Krenzke	Tim Wynes Erin Edlund
Human Resources	Suzie Brusoe	Tim Wynes
Business Office Accounting Bookstore Facilities and Maintenance IT D2L	Scott Erickson Kirsten Olson David Schlosser Paul DeMuth Todd Jagerson Leah Dwinnell	Tim Wynes Scott Erickson Scott Erickson Scott Erickson Scott Erickson Todd Jagerson
Strategic Initiatives/Planning/IR IR	Carrie Schneider Wendy Marson	Tim Wynes Carrie Schneider
Academic Affairs Business, general education Allied Health Design and Technology Transportation and Industry	Mike Opp Gayle Larson Lynne Hvidsten Scott Determan Ron Erickson	Tim Wynes Mike Opp Mike Opp Mike Opp Mike Opp
Student Affairs Enrollment Services/Registrar Financial Aid and Scholarships Student Life/Athletics TRiO Career Services Admissions Center for Student Success Disability Services	Anne Johnson Jodie Swearingen Scott Roelke Nicole Meulemans Dora Schumacher Jessica Ayub Karianne Loula Patrick Lair Anne Swanberg	Tim Wynes Anne Johnson Anne Johnson Anne Johnson Anne Johnson Anne Johnson Anne Johnson Anne Johnson Anne Johnson Patrick Lair