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

<table>
<thead>
<tr>
<th>Month</th>
<th>FY2017 plan</th>
<th>FY2018 plan</th>
<th>FY2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2016</td>
<td>Create draft of FY2017 plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 2016</td>
<td>Due April 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 2016</td>
<td>Review and adjust FY2017 plan</td>
<td>Create draft of FY2018</td>
<td></td>
</tr>
<tr>
<td>September 2016</td>
<td>Review FY2017 plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 2016</td>
<td>Review FY2017 plan with Cabinet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 2017</td>
<td></td>
<td>Review and adjust FY2018</td>
<td></td>
</tr>
<tr>
<td>March 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 2017</td>
<td>Closeout FY2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 2017</td>
<td>Review and adjust FY2018 plan</td>
<td>Create draft of FY2019</td>
<td></td>
</tr>
<tr>
<td>September 2017</td>
<td>Review FY2018 plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 2017</td>
<td>Review FY2018 plan with Cabinet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 2018</td>
<td></td>
<td></td>
<td>Review and adjust FY2019 plan</td>
</tr>
<tr>
<td>February 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 2018</td>
<td>Closeout FY2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 2018</td>
<td></td>
<td>Review and adjust FY2019</td>
<td></td>
</tr>
<tr>
<td>September 2018</td>
<td>Review FY2019 plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 2018</td>
<td>Review FY2019 plan with Cabinet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
After FY2017, the general cycle will be:

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

**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

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