# NYCC Annual Strategic Planning Process

**Preparation for Strategic Planning**
College President sets Strategic Planning meeting date and determines who will be on the Leadership Team for the meeting.

In the planning of this meeting, at least 2 days off-site should be allotted

College President assigns "Where are we now?" topics to appropriate Sr. Staff

Topics include:
a. Degree granting programs
b. Facilities
c. Technology
d. Divisions/ Departments/Health Centers
e. Current Activities (i.e. accreditation reviews)
f. Changes/ new developments within the institution
g. An analysis of the marketplace and/or environmental scan
h. Current revenue dollars

Sr. Staff prepares reports on "Where are we now?" topics and distributes to Leadership Team 1 week before meeting

Sr. Staff reviews "Where are we going?" topics and has information with them for the Strategic Planning meeting

Topics include:
a. Quality; educational & Health Care
b. Target Students
c. Admissions
d. New degree/ certificate programs
e. Tuition
f. Professional associations related to degree/ cert. programs
g. Technical Services
h. Fund raising
i. New markets
j. The community served by NYCC
k. Benchmark data
l. Workforce; skills required, compensation, benefits, employee development
m. Revenue projections

Leadership Team Members are responsible for being prepared for the Strategic Planning Meeting by reviewing all appropriate documentation which may include appropriate ODPs, KIMs, topics from Sr. Staff & meeting agenda

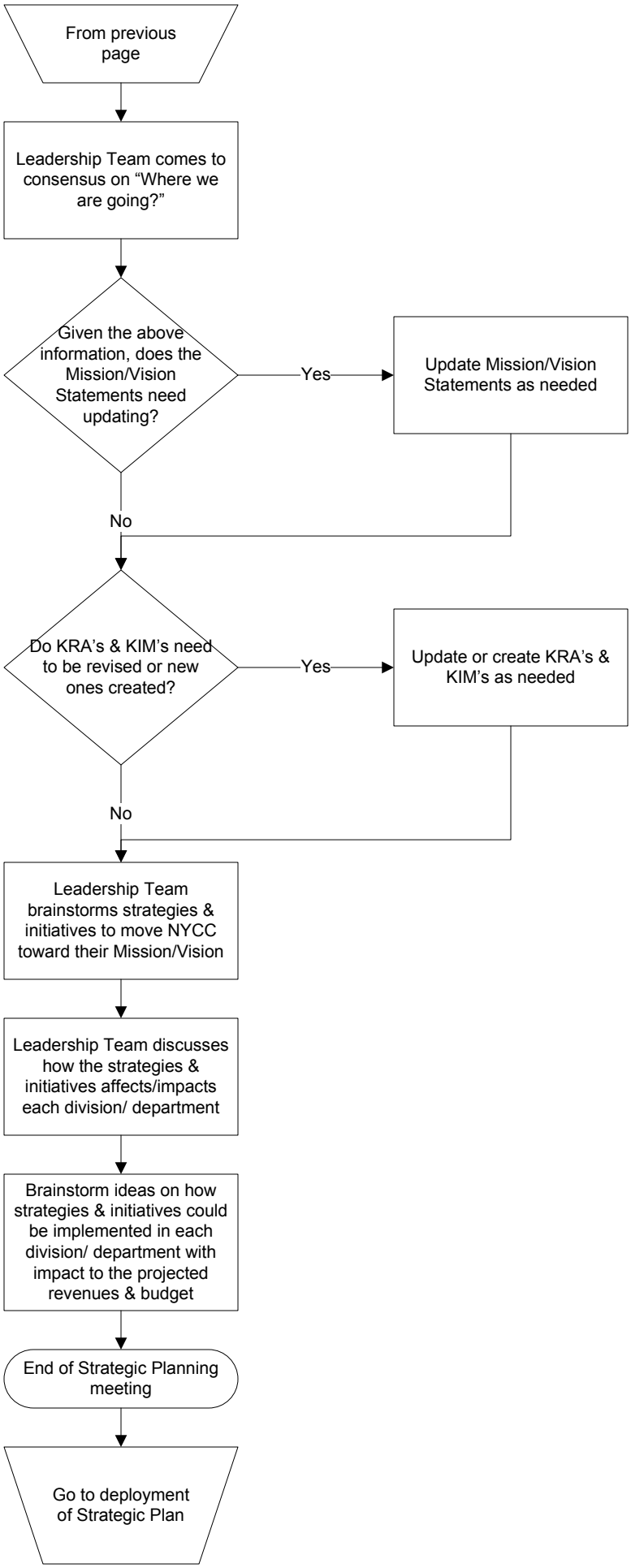
**Strategic Planning Meeting**
Discuss "Where we are now?" and "Where we are going?" along with Sr. Staff's ODP & KIMs

Leadership Team comes to consensus on "Where we are now?"

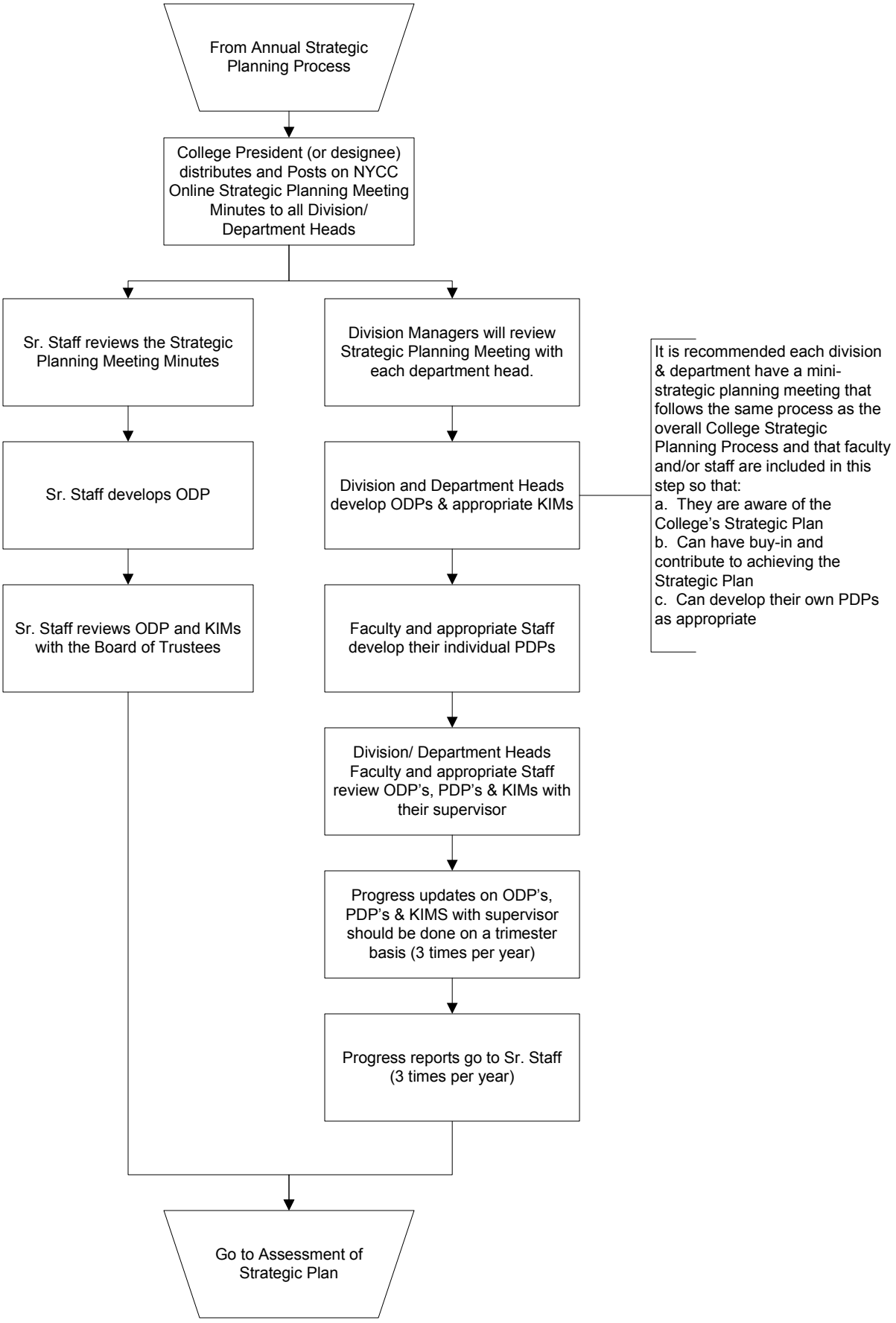
Leadership Team brainstorms NYCC's S.W.O.T

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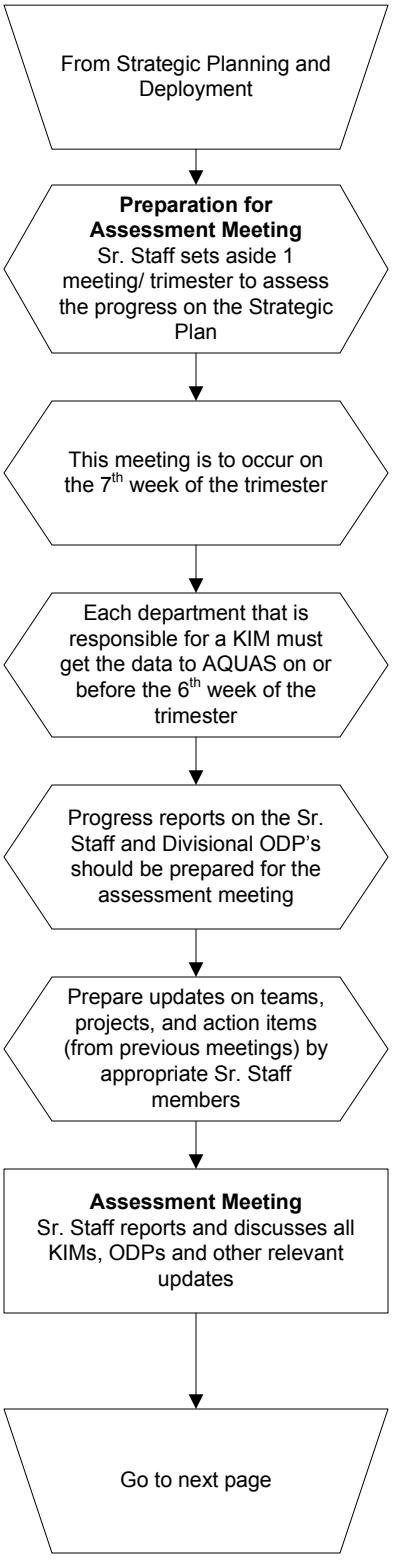
Note:
ODP - Overarching Development Plan
KIM - Key Indicator Measure
KRA - Key Result Area
S.W.O.T. - Strengths, Weaknesses, Opportunities & Threats

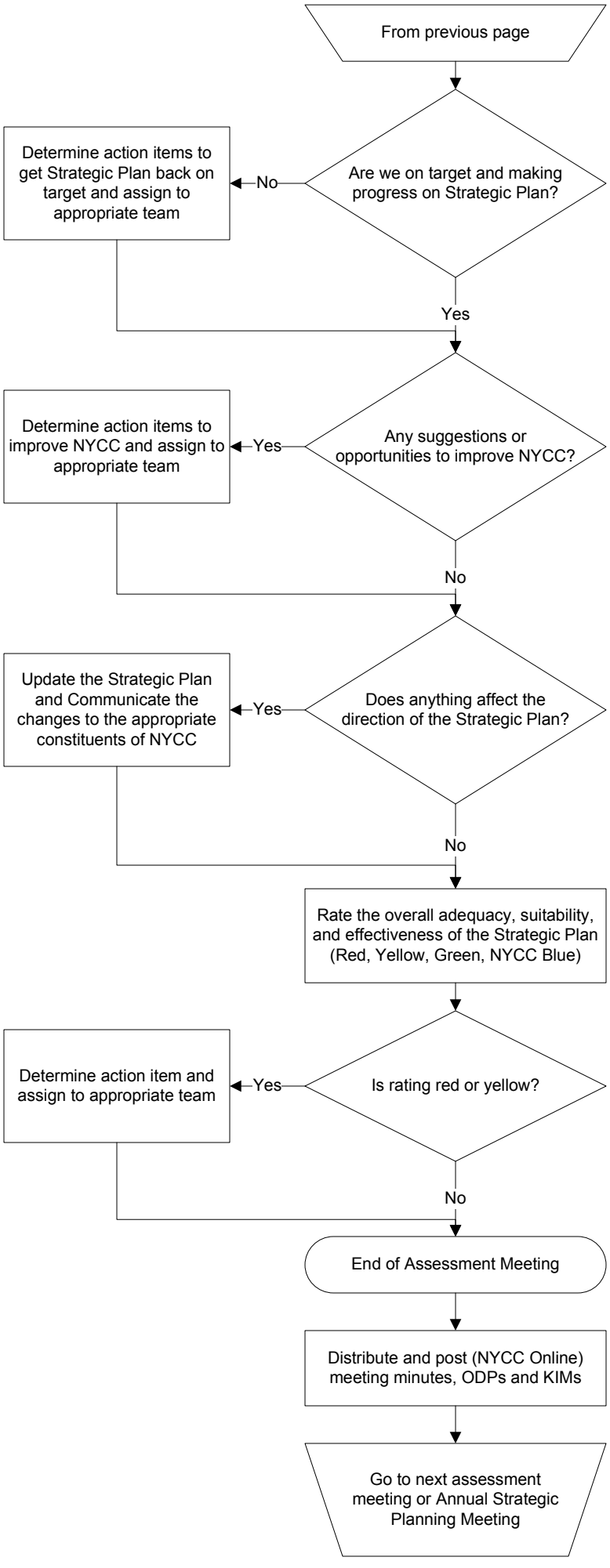

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Leadership Team comes to consensus on “Where we are going?”
Given the above information, does the Mission/Vision Statements need updating?
Yes
Update Mission/Vision Statements as needed
No
Do KRA’s & KIM’s need to be revised or new ones created?
Yes
Update or create KRA’s & KIM’s as needed
No
Leadership Team brainstorms strategies & initiatives to move NYCC toward their Mission/Vision
Leadership Team discusses how the strategies & initiatives affects/impacts each division/ department
Brainstorm ideas on how strategies & initiatives could be implemented in each division/ department with impact to the projected revenues & budget
End of Strategic Planning meeting
Go to deployment of Strategic Plan

# NYCC Strategic Plan Deployment Process



# NYCC Trimesterly Strategic Plan Assessment Process




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Are we on target and making progress on Strategic Plan?
No
Determine action items to get Strategic Plan back on target and assign to appropriate team
Yes
Any suggestions or opportunities to improve NYCC?
Yes
Determine action items to improve NYCC and assign to appropriate team
No
Does anything affect the direction of the Strategic Plan?
Yes
Update the Strategic Plan and Communicate the changes to the appropriate constituents of NYCC
No
Rate the overall adequacy, suitability, and effectiveness of the Strategic Plan (Red, Yellow, Green, NYCC Blue)
Is rating red or yellow?
Yes
Determine action item and assign to appropriate team
No
End of Assessment Meeting
Distribute and post (NYCC Online) meeting minutes, ODPs and KIMs
Go to next assessment meeting or Annual Strategic Planning Meeting