

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 3.2.3**

<b>Title: Strategic Planning Committee &amp; Strategic Planning</b>	
<b>Originated by:</b> Dr. Robert Edleston, <b>Revised by:</b> James Genandt (combined with 3.4.1)	
Signature	Date
<b>Reviewed:</b> James Genandt	
Signature	Date
<b>Approved:</b>	<b>Revised: 03/2017</b>

**COMMITTEE:**

**Policy Statement:** The Strategic Planning Committee is a representative group of MATC faculty and staff who advise the administration in matters relating to the ongoing strategic planning of the institution, including the mission and objectives, and recommends development of new and/or revision of current procedures to enhance the effectiveness of the organization. This committee assumes an advisory role to review and update the strategic plan.

**Rationale:** Planning is enhanced by a system that incorporates representatives of all sectors of the College community into the planning process. This committee will bring diverse perspectives and additional ideas to planning at the College.

**Procedure:**

1. The committee main functions will be to:
  - a. Perform a comprehensive annual review of the strategic plan.
  - b. Perform a quarterly review of the strategic plan for progress.
  - c. Report progress back to the President's cabinet via the cabinet-level representatives of the committee.
  - d. Provide recommendations for addition and removal of goals and objectives.
2. Composition:
  - a. Membership
    - i. Faculty and administration.
    - ii. Professional and classified staff
  - b. Method of Selection
    - i. The President of the College determines the makeup of the committee.

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- c. Offices of the Planning Committee
  - i. Chair. The chair will be appointed by the President.
  - ii. Duties
    - 1. Prepare and distribute agenda for all meetings at least one week in advance.
    - 2. Preside over all meetings.
    - 3. Call special meetings as needed.
    - 4. Serve as an ex-officio member of any subcommittees
    - 5. Appoint recorder for minutes at each meeting, which will be distributed to chair and committee members. Post copies of the minutes on the shared file, and place a copy on MATC online: Resources\Committees\Strategic Planning.
    - 6. Maintain a file of minutes, strategic planning forms, correspondence, and all other pertinent documents.
  - iii. Procedure for developing the Strategic Planning Committee agenda
    - 1. Quarterly meetings will be held throughout the year. Additional meetings will be held as needed.
    - 2. The Chair will distribute notification of the meeting as well as an agenda to members of the committee.
    - 3. The agenda will be distributed electronically to all MATC staff at least one week before the meeting.

**PLANNING:**

**Policy Statement:** Strategic planning determines where an organization is going over the next year or more, how it is going to get there, and how it will know whether or not it arrived. The focus of the strategic plan is the entire organization. The development of a strategic plan helps to clarify MATC's plans and ensure that all personnel are unified in their approach to goal attainment.

**Rationale:** Strategic planning serves a variety of purposes in an organization. At MATC it serves to:

- Clearly define the College's purpose and establish realistic goals and objectives consistent with its mission and within the organization's capacity for implementation.
- Communicate those goals and objectives in a defined timeframe to the organization's constituents.
- Ensure the most effective use is made of the College's resources by focusing resources on the key priorities.
- Provide a framework for achieving a competitive advantage.
- Provide a base from which progress can be measured, and establish a mechanism for informed change when needed.

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- Bring together everyone’s best and most reasoned efforts in building a consensus about where the College is going.
- Provide a clear focus for the College, producing more efficiency and effectiveness.
- Bridge the gap between the Board of Directors and MATC staff.

**Procedure:**

1. Strategic planning will be carried out once a year, in January, and will be done in a very comprehensive and detailed fashion (i.e., with attention to mission, vision, values, environmental scanning issues, goals, strategies, objectives, responsibilities, timelines, budgets, etc.).
2. The strategic planning process will utilize action planning, which includes the following:
  - a. Objectives, or specific results, for each strategic goal will be specified. Therefore, reaching a strategic goal will involve accomplishing a set of objectives along the way.
  - b. Each objective will be associated with one or more tactics, each of which will be a method utilized to reach an objective. Therefore, accomplishing the objectives will involve implementing a set of tactics.
  - c. Responsibilities and timelines will be established for each objective, and they will stipulate who needs to do what and by when.
  - d. Methods will be established to monitor and evaluate the plan, which includes knowing how the College will know who has done what and by when.
  - e. An annual plan (operational plan or management plan), which includes the strategic goals, strategies, objectives, responsibilities and timelines that should be done in the coming year, will be established. Work plans may be developed for each major function, division, department, etc.
  - f. Budgeting issues will be included in the strategic and annual plan, and for any work plans that are developed. Budgets will specify the money needed for the resources that are necessary to implement the annual plan.
3. Strategic planning will be conducted once a year in order to be ready for the coming fiscal year. As such, strategic planning will be conducted in time to identify the organizational goals to be achieved at least over the coming fiscal year, resources needed to achieve those goals, and funds needed to obtain the resources. Those funds are included in budget planning for the coming fiscal year.
4. Each year, action plans will be updated.

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5. During implementation of the plan, progress on the implementation will be reviewed at least on a quarterly basis by the Board of Directors. The specific frequency of review will depend on the rate of change in and around the College.

Strategic planning assumes the College must be responsive to a dynamic environment that is often changeable in unpredictable ways. The strategic planning process, then, stresses the importance of making decisions that will ensure the College's ability to successfully respond to changes in the