



# Administrative Procedure

Number:	022
Effective:	7/1/02
Supercedes:	4/20/84
Page:	1 of 5

**Subject:** STRATEGIC PLANNING

1.0. PURPOSE:

To establish the framework for developing a strategic planning process for the University.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, including Auxiliary organizations.

3.0. REFERENCES:

N/A

4.0. POLICY:

4.1. The University will develop and maintain a five-year institutional strategic plan that articulates the University's mission synopsis, strategy, culture and values, strategic initiatives, and 2 yr/5 yr objectives.

4.2. The strategic plan will inform all other subsidiary planning processes by providing direction and establishing priorities.

4.3. The strategic plan will be developed by the Strategic Planning Coordination Committee, following appropriate review and consultation. Membership on the committee will be as shown in section 5.1. Staff support to the committee will be provided as needed.

5.0. DEFINITIONS:

5.1. Strategic Planning Coordination Committee--Committee is charged with the development, review, and assessment of the strategic plan for the University. The role of the committee is to facilitate communication about the strategic planning process. Membership of the committee, which is appointed by and will be advisory to the President, will be:

**Approved:**

**Date:**

- 5.1.1. Provost and Vice President for Academic Affairs (Chair);
  - 5.1.2. Vice President for Information Resources Management (ex-officio);
  - 5.1.3. Vice President for Institutional Advancement (ex-officio);
  - 5.1.4. Vice President for Administration and Finance (ex-officio);
  - 5.1.5. Vice President for Student Affairs (ex-officio);
  - 5.1.6. Three College Deans/Central Academic Administrators, (minimum of one (1) College Dean) – two years, staggered;
  - 5.1.7. The Academic Senate Chair or designee from the Executive Committee, - one year;
  - 5.1.8. Seven faculty members, one from each College and DALSA selected by the faculty of the College or DALSA and serving as liaison to the College or DALSA governance body – three-years, staggered;
  - 5.1.9. President of the Associated Students, Inc. (or the President’s designee) – one year;
  - 5.1.10. Presidential Appointee from the Alumni Association, or Advisory Committee – one year;
  - 5.1.11. Staff Appointee, appointed by the President;
  - 5.1.12. Staff member will serve on an ad hoc basis as requested by the committee or committee chair.
- 5.2. Mission Synopsis, Strategy, Values, and Culture--General and explicit statements articulating the philosophy of the institution.
  - 5.3. Planning Assumptions--External environmental and organizational profile factors that impact, or may impact, enrollment, finances, facilities, programs, and the mission of the University or its units. Planning assumptions will be based on demographic and economic data, program quality, community attitudes on education and on the University, and political sociological, technological and other trends. Planning assumptions may be used to develop models for the future.
  - 5.4. Strategic Initiatives--Specific priorities that articulate identifiable areas in need of development, improvement, assessment and financial allocation to ensure success.

- 5.5. Objectives--Statements accompanied by the initiative(s) to achieve them, time frames for completion, and the primary unit responsible. Objectives should be measurable and produce quantifiable data.

6.0. RESPONSIBILITIES:

- 6.1. The Director of Personnel Management and Services will:

- 6.1.1. Sign for all claims, summonses, and subpoenas served on the University.
- 6.1.2. Maintain a log of services including:
- a. date and time served
  - b. authorized receipt signature
  - c. name(s) of plaintiff(s)
  - d. response deadline(s)
  - e. Personnel Office actions taken to date
- 6.1.3. Notify the President's Office and Office of the Vice President for Administration upon receipt of service including particulars a, c, and d above.
- 6.1.4. Develop in written form, proposed action steps and area or individuals responsible for responding to requirements of the claim, subpoena, or summons.
- 6.1.5. Ensure that timelines are established and monitored in developing the University's response. If it appears a deadline will be missed, advise the appropriate executive officer(s) prior to the response deadline.
- 6.1.6. Ensure that individual or privacy rights of employees are not violated in meeting the expectations of the summons or subpoena.

- 6.2. All University offices will refer process servers to the Office of Personnel Management and Services for signature of receipt.

6.3. The Office of the Vice President for Administration will:

6.3.1. Approve action steps prepared by the Director of Personnel Management and Services to meet the requirements of the court order.

6.3.2. Monitor completion of all action items.

7.0. PROCEDURES:

7.1. Individuals who indicate the intent to serve the University, President or other University officer with a claim, court order, summons, or subpoena will be directed to the Office of Personnel Management and Services for service and will be informed that Personnel is designated as the office of signature.

7.2. The Director of Personnel Management and Services will:

7.2.1. Sign the service.

7.2.2. Log all pertinent service information.

7.2.3. Direct a staff member in the office to contact and transmit a facsimile of the document(s) to the campus attorney at the Office of General Counsel in the Chancellor's Office.

If facsimile equipment is not operable, make arrangements for courier delivery.

7.2.4. Make and deliver a photocopy of the documents to the:

a. Office of General Counsel

b. President of the University

c. Vice President for Administration.

7.2.5. After a review of document(s), develop written action steps necessary to comply with the request and deadline.

7.2.6. Review with the Office of General Counsel any requests which appear to exceed normal or standard compliance procedures.

7.2.7. Forward proposed action steps and General Counsel advice to the Vice President for Administration for approval.

7.3. The Vice President for Administration will:

7.3.1. Approve action steps.

7.3.2. Inform the President of response steps.

7.3.3. Sign transmittal letters accompanying responses as appropriate.

8.0. APPENDICES:

N/A