President's Staff Charter

Purpose:
President's Staff serves as an advisory and decision making leadership group that supports the President in advancing the College's mission, vision, and strategic priorities. The group acts as a central hub for strategic planning, information sharing, policy review and approval, and collaboration across the institution to support decision making and operations. While individual members lead and manage departments or divisions, President's Staff collectively provides advice and guidance on institutional matters, fosters alignment, and supports effective communication.

Duration and Time Commitment:
President's Staff is a permanent institutional team. The team meets monthly, with a strategic planning retreat held annually in July. Individuals may serve on subcommittees as needed.

Membership:
Key leaders throughout the institution, including: President, VP of Administration, VP of Instruction, VP of Student Services, Chief Information Officer, Chief Communications Officer, Executive Director of Institutional Advancement, Director of Athletics, Director of Institutional Effectiveness, Dean of Strategic Enrollment Management, Dean of Academics, Dean of Military Academics, Technical Education and Outreach Programs, Dean of Workforce Training and Community Education, Chief Accreditation Officer & Director of Financial Aid, Director of Grants, Director of Human Resources, Assistant to the President, Senior Analyst for Institutional Initiatives, and Faculty Council Chair

Responsibilities:
- Lead the development of the strategic plan by managing the implementation and monitoring the progress.
  - Receive and provide feedback on Strategic Planning Initiative charters and progress reports.
  - Help remove barriers, clarify scope, and support readiness for integration into standard operations.
  - Promote alignment of initiatives with the College's mission, student success outcomes, and accreditation requirements.
  - Encourage evidence-based planning and continuous improvement using data such as program reviews, assessment results, enrollment trends, survey data, and student success indicators.
- Serve as the central forum for communicating key institutional updates, policy changes, risks, and opportunities.
- Ensure timely and accurate dissemination of information to divisions and functional areas, promoting consistent messaging and alignment.
- Advise on institutional priorities and collaborate on responsibilities that require cross-functional coordination.
- Provide informed advice to the President on policies, initiatives, and issues impacting multiple areas of the College.
- Offer perspectives that reflect operational realities, student success priorities, and institutional goals.

Boundaries & Limitations:
President's Staff's primary focus is supporting strategic plan development and implementation, policy development, and advisement on key issues. Final authority for decisions rests with the President and designated governance structures.

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