

Presidents Staff Charter

Purpose:

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

The group is responsible for developing the strategic plan, managing the implementation, and monitoring the progress. President's Staff receives and provides feedback and guidance on Strategic Plan Initiative project charters and updates from initiation through integration to ensure alignment with institutional goals, accreditation standards, and institutional effectiveness.

Duration and Time Commitment

The 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 Faculty Council President to ensure faculty have a voice in strategic planning and other key decisions.

Responsibilities:

- 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.
- 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.

Boundaries & Limitations:

Strategic plan development and implementation, policy development, and advise on key issues. Final authority for decisions rests with the President and designated governance structures.

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