Strategic Planning
Procedure Manual
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If you have additional questions after reviewing the manual or need assistance with submitting plans, please contact:

Trish Aumann  
Director of Planning and Outreach  
paumann@jeffco.edu  
(636) 481-3552
Mission Statement
Jefferson College is a student-centered comprehensive community college, committed to providing an accessible, quality college experience as it strives to meet the diverse needs of the students and the community. Superior teaching and services foster a supportive learning environment, which promotes intellectual, social, and personal growth. A strong general education curriculum, college transfer and technical programs, personal enrichment courses, and on-campus experiences prepare students to succeed in their careers, further their education, and prosper in a diverse world. Jefferson College’s ongoing assessment of students, programs, and services assures that it is a responsive and progressive community college.

Vision
Our shared vision for Jefferson College is to become widely recognized as a premier comprehensive community college where student achievement and student success are central to every endeavor. Led by highly qualified college trustees, administrators, faculty, and staff, students master knowledge, skills, competencies, and values in a participative, innovative learning environment. The institution will be a model for enlightened, shared governance and will continue to strive for accreditation with distinction attesting to the excellence of its policies, practices, and services.

Values
Student Growth
Balanced opportunities for all students to encourage intellectual, personal, and social growth and continued learning
Student Mastery of Skills
Mastery of intellectual and technical skills that will ensure career success
Student-Centered Services
A supportive and effective higher educational environment that enhances student learning
Diversity
Preparation of students for excelling in a world of cultural and intellectual diversity
Assessment
The use of assessment for continued student, personnel, and program improvement
Shared Governance
Enlightened and shared governance of the institution
Professional Growth
Continued professional growth within the college community that supports effective teaching and competent services
Academic Freedom
Academic freedom that challenges students and welcomes diversity of thought and discussion
Community Service
Leadership in the cultural, educational, economic, environmental, and social development within the community
INTRODUCTION

Jefferson College is committed to a comprehensive strategic planning process driven by our Mission, Vision and Values. The overall institutional strategic plan is developed using input from all of our stakeholders including the Board of Trustees, administrators, faculty, staff, community members and employers. In addition, the annual action planning process ensures we advance institutional effectiveness in alignment with the College’s strategic aims and objectives.

The goal of the Strategic Planning Committee is to ensure the integration of our overall strategic planning efforts with annual action planning, capital request processes and assessment. Our planning processes align our actions with our Key Performance Indicators, the Higher Learning Commission (HLC) Criteria and the state performance funding measures. Each member of the College community has an important role in making the planning process successful to help us strategically meet student needs now and in the future.

This manual is designed as a guide to planning processes at Jefferson College. Department managers, supervisors and committee chairs will find details on processes, key terms and deadlines to help them implement planning activities successfully throughout the college.

Strategic Directions 2015-2020

Strategic Aim 1: Student Learning and Support

Jefferson College will facilitate positive learning outcomes through quality curriculum, excellent instructional strategies, and comprehensive support services.

Strategic Aim 2: Community Collaboration

Jefferson College will collaborate with the community to promote the intellectual, economic, and cultural enrichment of its diverse residents.

Strategic Aim 3: Support for Employees

Jefferson College will provide services, programs, and policies necessary to enable a diverse faculty and staff to contribute to the fulfillment of Jefferson College’s mission.

Strategic Aim 4: Environment and Infrastructure

Jefferson College will provide relevant, safe, energy efficient, and accessible environment, and use it to maximum efficiency to meet the needs of the students, faculty, staff, and community now and in the future.

Strategic Aim 5: Financial Responsibility

Jefferson College will maintain fiscal responsibility through a financial management system that promotes stability, flexibility, and transparency.
Our planning process focuses on the College’s Mission and Vision. It consists of two parts:

1. **Strategic Plan** – A new strategic plan is created every five years. The current plan is 2015-2020. Annual planning efforts tie to the institutional strategic plan.

2. **Annual Planning** – Departmental Planning and Institutional Planning

The 2015-20 Strategic Plan includes the aims and objectives that each program and department’s annual planning efforts should focus to establish action plans. This process includes both institutional action planning and departmental planning. Institutional Action Plans are tracked through the Strategic Planning Committee to provide documentation of our strategic focus to stakeholders, employees, Board members and accreditors. A copy of the plan is available on the College Reports tab in MyJeffco and on the college website at www.jeffco.edu under Strategic Planning.

**INSTITUTIONAL ACTION PLAN DEFINITION**

Action Plans should be submitted through this process if they meet at least one of the following conditions:

- More than one department is involved in the design and implementation of the project(s).
- Plan involves changes to current institutional practice or direction.
- Plan proposes a new process or significant change to the College’s programs or procedures.
Plans proposed by an institutional committee are submitted through the Institutional Action Plan process after approval is obtained from the committee’s administrative liaison. Departmental plans filed for a Capital Project Request should also be submitted on the same form, in addition to the Capital Request Form.

Institutional Action Plans are submitted on the approved form (see Appendix I). Forms and instructions are found on MyJeffco on the College Reports tab in the section “Institutional Action Plans”. The approval process is detailed below. Feedback is important to shaping high quality initiatives and is a continuous part of each level of the action plan approval process. The final step in the process will be a summary of feedback from the Administrative Team and Strategic Planning Committee that will be shared with the Project Manager for consideration in shaping implementation of the action plan.

Annual updates will be requested by the Strategic Planning Committee in April. Updated spreadsheets for archived Action Plans and current Institutional Action Plans with updated progress will be published and maintained on MyJeffco and www.jeffco.edu.

**Departmental Plans/Goals:** May involve one department and/or focus on standard department projects, responsibilities or updates. They are submitted by departments to the appropriate supervisor at their request. They do not need to be submitted to the Strategic Planning Committee. Progress is reported each year in the department’s Annual Report. The Strategic Planning Committee will utilize the Annual Report to track progress on departmental plans/goals for reference in the Strategic Plan Gap Analysis each year. The exception to this process is any plan associated with a Capital Project request—those action plans should be submitted to the Strategic Planning Committee on one of the applicable deadlines either before submitting a Capital Request or at the same time as the request is submitted.

### INSTITUTIONAL ACTION PLAN STANDING DEADLINES

Institutional Action Plans are accepted twice a year. Departments and committees can plan ahead using these established due dates for each round. The deadlines are:

**First Round:** Plans addressing Capital Project Requests/Institutional Action Plans *for current Academic Year (AY) or next AY are DUE*—

- 2nd Tuesday in September  
  Institutional Action Plans (IAP) submitted by Project Manager to Vice President
- 4th Tuesday in September  
  IAPs due to Administrative Team from Vice Presidents for review
- 2nd Tuesday in October  
  IAPs due to Strategic Planning Committee from Administrative Team for review

**Second Round:** Plans addressing next AY or any future AY are DUE—

- 2nd Tuesday in February  
  Institutional Action Plans submitted by Project Manager to Vice President
- 4th Tuesday in February  
  IAPs due to Administrative Team from Vice Presidents for review
- 2nd Tuesday in March  
  IAPs due to Strategic Planning Committee from Administrative Team for review

*Please note: Deans/Directors may set an earlier internal deadline to allow Action Plans to be reviewed and sent to the appropriate Vice President’s office by the deadline above.*

*Projects requesting funding for the next Fiscal Year must be submitted during the first round due on the 2nd Tuesday in September to the appropriate Vice President. This will allow review and decision-making to happen along with the development of the new FY budget assumptions.*
Communication and feedback are key to the success of our planning process. All action plans submitted to the Strategic Planning Committee will be reviewed using the approval process above. Project managers will receive notice of the action plan’s status and any feedback from the Board of Trustees, Administrative Team or Strategic Planning Committee within two weeks of the Board of Trustees review. The Strategic Planning Committee will request annual updates on all action plans in April each year. Tracking progress on action plans is the way we track our progress on our Strategic Aims and Objectives. Follow the process above for Departmental Plans that accompany a Capital Request (filed separately).
CAPITAL REQUEST PROCESS

Capital Project Requests may be submitted annually for all projects with a cost over $15,000. Submissions are reviewed and ranked by the Strategic Planning Committee and presented to the Administrative Team for approval. The deadline for submission is set by the Vice President of Finance and Administration. It coincides with the first round of Institutional Action Plans. For planning purposes, the second Tuesday in September is the goal to submit the Capital Project Request Form unless a different date is communicated to campus.

Capital projects are tied to the Strategic Planning process through your area's action plans. An action plan must be prepared and submitted for all capital requests. This gives us alignment of the processes and ensures capital expenditures follow the College’s strategic directions.

The following is a general timeline for the Capital Project Review/Approval Process:

- **2nd Tuesday in September** – All project submissions are completed and submitted to the appropriate supervisor/ budget manager and/or division chair.
- **3rd Tuesday in September** – Budget Managers/Division Chairs submit approved requests to Deans (if applicable)
- **4th Tuesday in September** – Approved requests are submitted to the appropriate Vice President.
- **1st Tuesday in October** – Approved requests are reviewed by the Administrative Team.
- **2nd Tuesday in October** – Vice President of Finance and Administration submits a list of projects approved by the Administrative Team to the Chairpersons of the Strategic Planning Committee who will communicate to the appropriate project requester.

The project requester will receive instructions and a timeline for presenting the Capital Request to the Strategic Planning Committee for ranking. A preliminary list of projects will be reported to the Board of Trustees in November. See Appendix II for Presenter Forms and Guidelines.

A list of projects receiving funding will be shared with project managers/presenters and announced on campus in January each year. Feedback will be provided for each project request, including those not ranked for funding.

**STRATEGIC PLANNING COMMITTEE ROLE AND ANNUAL TASK TIMELINE**

Strategic Planning Committee meetings are generally held during the 2nd week of the month, September through May. The purpose of the Strategic Planning Committee is to ensure that Jefferson College maintains its Strategic Plan consistent with the Mission, Vision, and Values of the College.

Advisory recommendations from the Strategic Planning Committee are forwarded to the College President through the Vice President of Finance and Administration, the Vice President of Instruction, and the Associate Vice President of Student Services.

The Strategic Planning Committee’s charge is to: (a) Periodically review the Strategic Plan and make any necessary revisions to the mission, aims, and objectives; (b) Conduct periodic forums to solicit the ideas and opinions of faculty, staff, advisory groups, and the general public about the direction and future of the College; (c) Conduct an annual environmental
scan to determine relevant internal and external conditions that may affect the plan; (d) Centralize the maintenance and monitoring of the Key Performance Indicators and metrics, including the College dashboard; (e) Make annual budget recommendations to the Administrative Team for capital projects priorities; (f) Make annual budget recommendations to the Administrative Team for institutional action plans and priorities.

Committee Members include the following:
Director of Planning & Outreach, Permanent Committee Co-Chair
1 Online Learning & Educational Technology representative
2 Arts & Science Education faculty members
2 Career & Technical Education faculty members
1 Arts & Science Education Division Chair
1 Career & Technical Education Division Chair or Director
1 Institutional Research representative
1 Information Technology representative
1 Director of Learning Services or representative
1 Library representative
1 Student Services representative
1 Business Office representative
1 Human Resources representative
Director of Buildings and Grounds
1 Student Representative

Ex officio members include: Vice President of Finance & Administration; Vice President of Instruction; Associate Vice President of Student Services; Dean of Arts & Science Education; and Dean of Career & Technical Education.
# Strategic Planning Committee Annual Task Timeline

**August**
- Chairs present at Opening Session
- Action Plan Due Date Reminder and Instructions posted and sent to administrators, faculty and staff
- Chairs create preliminary Gap Analysis document and send to committee

**September**
- Institutional Action Plans and Capital Projects Forms DUE
- SPC Meeting: Gap Analysis Discussion
- SPC Chairs schedule Capital Project Presentations for Nov. meeting

**October**
- SPC reviews Capital Project Ranking Process
- Unique Project Identifiers assigned to each IAP
- SPC Chairs publish updated Action Plan spreadsheet

**November**
- Capital Project Presentations and Initial Rankings

**December**
- Capital Project Discussion and Final Rankings; Final Rankings sent to Administrative Team for review and feedback

**January**
- Administrative Team presents Capital Project Rankings/Recommendations to Board of Trustees
- SPC reviews Action Plan process and form(s)
- SPC receives status updates on Previous FY Capital Projects
- Spring Action Plan Due Date Reminder and Instructions posted and sent to administrators, faculty and staff

**February**
- Institutional Action Plans DUE
- SPC reviews and submits proposed IAPs to Administrative Team
- SPC Meeting: Discuss new initiatives and improving processes as needed

**March**
- IAP Spreadsheet Updated/Unique Project Identifiers assigned
- Review/Update Procedure Manual
- Discuss new initiatives/Plans for next year as needed

**April**
- SPC chairs request feedback on all current IAPs
- SPC reviews/approves revised Procedure Manual

**May**
- Updated Institutional Action Plan spreadsheet/database published w/ committee feedback
- SPC chair(s) elected
- New initiatives discussed as needed

**June**
- SPC Chairs request and review updates on Departmental Goals/Plans from the Annual Report

**July**
- SPC Chairs prepare updated spreadsheets/databases and plan Opening Session presentation
FREQUENTLY ASKED QUESTIONS

Q: Can I write an action plan that will be accomplished in phases over a several year period?

A: Yes, multi-year plans are an excellent way to accomplish a larger project. This also allows the project budget request to be split into multi-year phases that may be easier to fund. Consult with your supervisor or division chair for more information on getting budget requests approved.

Q: Can I submit an action plan for future academic years (instead of the next year)?

A: Yes! Our goal is to forecast out several years for projects. The more time there is to prepare, lay groundwork, assess funding options, the more likely the plan is to succeed.

Q: I have a great idea that would involve several departments. How do I start the planning process?

A: Talk to your supervisor or division chair to find out how to proceed. They will know who to involve from other departments to ensure support for the project.

Q: I submitted a Capital Project Request. How will I find out if the project receives approval?

A: The Strategic Planning co-chairs will send you a memo with notification of the approval status within two weeks after the Board of Trustees reviews the project rankings each year.

Q: My Capital Project Request was approved. How do I proceed with it to make sure it gets started/completed during the new fiscal year?

A: Check with your supervisor or division chair to see what you need to get plans in place. Contact Sheree Bell in the Business Office to coordinate the bidding process. You will need to contact other departments such as Information Technology or Maintenance. Even if they signed off to approve the action plan, you will need to get in touch to find out what steps are needed to get bids, set timelines, etc.

Q: I am proposing a project that will cost less than $15,000 but I don’t have enough funding in my departmental budget to do it. How do I request additional funds?

A: Schedule a meeting with your supervisor or division chair can meet with you to discuss options. Submitting ideas as soon as possible gives time for options to be explored. If additional funds are approved, they need to be included in the annual budget assumptions given to the Board of Trustees. Contact the Vice President of Finance and Administration for information on deadlines.

Q: What is the difference between an Institutional Action Plan and a departmental plan or goal?

A: See page 5-6 of this manual for the definitions. If these don’t clarify for you, check with your supervisor or division chair or contact one of the Strategic Planning co-chairs. We’ll be happy to help you figure it out. Generally, if a project involves multiple departments AND is a new initiative or significant change it will be an Institutional Action Plan.
APPENDIX I: Action Plan Worksheet and Instructions Sample

A link to the most up-to-date form is e-mailed prior to each Action Plan Deadline. The form is also available on MyJeffco, College Reports tab.

Institutional Action Plan Worksheet

Action plans fall in the Institutional category if one or more of the following applies: more than one department is impacted or involved; it is a change to institutional practice or directions; it is a new process or way of doing business; or it is submitted by an institutional committee.

Your username (paumann@jeffco.edu) will be recorded when you submit this form.

1. Submitting Org Code: *
   Enter Org Code associated with plan here. Use project manager's Org Code if no other applies.

2. Primary Strategic Aim: *
   Select the Strategic Aim that plan primarily addresses.
   - Student Learning and Support
   - Community Collaboration
   - Support for Employees
   - Environment & Infrastructure
   - Financial Responsibility

3. Objective(s): *
   List the objectives under the Primary Strategic Aim that this plan addresses (Ex. Objective 1.2 Provide support services to facilitate student success).

4. Secondary Aims: *
   Select any additional Strategic Aims that apply to this plan.
   - Student Learning and Support
   - Community Collaboration
   - Support for Employees
   - Environment and Infrastructure
   - Financial Responsibility
   - No additional Strategic Aims apply.

5. Additional Objectives Addressed (skip this question if you checked "No additional Strategic Aims apply" above):
If you chose any Secondary Strategic Aims above, list by any objectives that this plan addresses. (Ex. Objective 2.1 Promote the life-long learning of residents).

6. Institutional Strategies Addressed by Plan: *
List any Institutional Strategies under the Primary and Secondary Strategic Aims listed above that this plan will address. (Ex. 2.1.A. Offer diverse educational opportunities (credit and non-credit).)

7. Action Plan Description: *
Please limit response to 400 characters.

8. Indicators: *
Choose Indicators that will measure the impact of this Action Plan from the AY2015-20 Strategic Plan or other more specific measures that apply. (Ex. General Education Competencies and Fall-to-Fall Persistence Rates, Strategic Aim 1 Indicators)

9. Additional resources needed (if applicable): *
Check any or all categories that apply to this plan.
   o ☐ No additional resources needed. Plan requires no additional funding or will be funded through existing budgets.
   o ☐ One-Time Expenditure required for plan start-up.
   o ☐ New Annual Expenditures required.

10. Estimated Budget Amounts:
Fill this out for your estimated budget for this Action Plan, if applicable. List by type of expenditure/budget category and amount (Ex. One-Time Expenditure, Construction -- $8,000)

11. Funding Source: *
Check the categories you will pursue to fund the resource needs listed above.

- [ ] Existing Departmental Funds
- [ ] Capital Projects (Plant) Funds ***Must submit separate forms through the annual Capital Project Request process in addition to this Action Plan form.
- [ ] Grants
- [ ] No additional resources needed.
- [ ] Other: __________

12. Desired Implementation Year: *
Fill in with desired Academic Year for implementation of this action plan.

- [ ] AY2016
- [ ] AY2017
- [ ] AY2018
- [ ] AY2019
- [ ] AY2020

13. Project Manager: *
List first and last name, title/position and/or committee represented.

________________________

14. Project Manager E-mail: *

________________________

15. Institutional Action Plan--Required Approvals: *
Required approvers may include other department faculty/staff who are involved in the project; your supervisor/division chair/director; dean or Vice President. Mark all that apply and discuss the project with them to obtain approval. ***Institutional Committee Chairs should get approval of any committee plan from the appropriate Institutional Committee Liaison.

- [ ] Department Faculty/Staff
- [ ] Division Chair/Director
- [ ] Dean
- [ ] V.P./Associate V.P.
- [ ] Institutional Committee Liaison
- [ ] Other: __________

16. Name and E-mail for Approvers (as checked above in #15): *
After you have approval, fill in this question with the name and e-mail address of each approver listed in Question 15. Feedback on the proposed action plan from approvers is encouraged. Please share any feedback, questions or concerns you received from each approver (if applicable). You can copy and paste from e-mail or Word documents if needed.

17. **Additional Approvals (check any or all that apply):**
Check each category below for necessary approvals that apply to this Action Plan. Many projects require review by Disability Support Services to ensure ADA requirements are met. Information Technology and Buildings and Grounds may need to approve if the plan will affect those areas. Project Manager: If you are uncertain if approvals are needed, discuss with your Dean and/or VP prior to submitting the Action Plan form.

- [ ] Disability Support Services (Christine Platter)
- [ ] Buildings and Grounds (Ed Tomaszkiewicz)
- [ ] Information Technology (Tracy James)
- [ ] Other: 

19. Please list any questions or suggestions you had while completing this process:

Thank you for completing the Action Plan Worksheet. Check the box "Send me a copy of my responses." then click "Submit" to receive a copy of your form to share with your approvers. All project managers will receive communication from the Strategic Planning Committee within two weeks following review by the Committee and the Administrative Team. The review process will take approximately 4-6 weeks.

Use the e-mail link to the form to complete Questions 16 and 17 after you receive approvals for the action plan to be submitted. All plans must be approved by September 22, 2015. Deadlines for submission for approval to Deans and Vice Presidents have been set by those offices.

- [ ] Send me a copy of my responses.

100%: You made it.
Institutional Action Plan Worksheet Instructions (Sample)

A link to the most up-to-date form is e-mailed prior to each Action Plan Deadline. The form is also available on MyJeffco, College Reports tab.

STANDING DEADLINES

First Round: Plans addressing Capital Project Requests/Institutional Action Plans for current Academic Year (AY) or next AY are DUE—

- 2nd Tuesday in September  Institutional Action Plans (IAP) submitted by Project Manager to Vice President
- 3rd Tuesday in September  IAPs due to Administrative Team from Vice Presidents for review
- 2nd Tuesday in October  IAPs due to Strategic Planning Committee from Administrative Team for review

Second round: Plans addressing next AY or any future AY are DUE—

- 2nd Tuesday in February  Institutional Action Plans submitted by Project Manager to Vice President
- 3rd Tuesday in February  IAPs due to Administrative Team from Vice Presidents for review
- 2nd Tuesday in March  IAPs due to Strategic Planning Committee from Administrative Team for review

Please note: Deans/Directors may set an earlier internal deadline to allow Action Plans to be reviewed and sent to the appropriate Vice President’s office by the deadline above.

Be sure to check the actual submission dates for the current round of submissions each semester.

INSTITUTIONAL ACTION PLAN DEFINITION

Action Plans that should be submitted through this process meet the following conditions:

- More than one department is impacted or involved in the project(s).
- Plan involves changes to current institutional practice or direction.
- Plans proposes a new process or significant change to the College’s way of doing business
- Plans submitted by an institutional committee.
- Plans that correspond to a Capital Project Request.

Departmental Plans should continue to be submitted to supervisors as requested.

DIRECTIONS FOR COMPLETING THE INSTITUTIONAL ACTION PLAN WORKSHEET

Question 1: Enter the Org Code associated with the plan or the project manager’s department.

Question 2: Enter the Strategic Aim from the Jefferson College 2015-20 Strategic Plan that BEST FITS this action plan.

Question 3: List the objectives under the primary Strategic Aim in Question 2 that this plan addresses. Include the # designation and description found in the Strategic Plan.
Question 4: Select any additional Strategic Aims that apply to this action plan.

Question 5: If any secondary Strategic Aims were chosen in Question 4, list the Objectives that apply in this box. Include the # designation and description found in the Strategic Plan.

Question 6: List any Institutional Strategies under the Primary and any Secondary Strategic Aims listed in Questions 2-5. Include the # designation and description as found in the Strategic Plan.

Question 7: Include the description of the proposed Institutional Action Plan. Limit to 400 characters. This is the description that will appear in the database documenting the College’s planning efforts and it may be published on the College website or used in other publications.

Question 8: List indicators that will measure the impact of the Action Plan. Indicators can be found in the AY2015-20 Strategic Plan or you can submit other more specific measures that apply.

Question 9: Check any or all categories that address the financial resources needed to complete the project.

Question 10: Include the estimated project budget for this Action Plan and list it by type of expenditure/budget category and amount needed. This will provide clear information for project approvers.

Question 11: Check any categories that apply to indicate the funding source(s) for amounts listed in the budget in Question 10.

Question 12: Choose the desired Implementation Year for this Action Plan. Use Academic Year designation.

Question 13: List first and last name of Project Manager and their Title/Position and/or Committee Represented.

Question 14: List Project Manager’s e-mail address.

Questions 15-17: Approvals – The Project Manager is responsible for obtaining approval of all action plans from their appropriate supervisor, dean/director and vice president. Question 15: Check all approvers that apply to this project. Question 16: Type in the name and e-mail for approvers listed in 15. Copy and paste any feedback you received for your approvers (if applicable). Question 17: Project Managers are responsible for obtaining all additional approvals that apply to the proposal, including Disability Support Services, Buildings and Grounds and Information Technology. If you are uncertain whether approvals apply, contact your Dean and/or Vice President. CLICK on ALL that apply. Approvals will be checked prior to presenting proposed plans to the Administrative Team.

Typing the approvers into Question 16 is accepted in place of the approver signature. It is very important that you discuss your action plan with each approver and get their approval to submit.

Question 19: Optional area for any feedback, questions or suggestions you have for the Strategic Planning Committee to assist us in continuing to improve the process.

WRAP UP:
• Submit the Worksheet using the button at the bottom of the form. CLICK the box “Send me a copy of my responses.” Then “Submit.”

• You will receive an e-mail summary page with a link to edit submission that you can forward to your approvers for review.

If you have questions about these instructions or the Institutional Action Plan worksheet, please contact:

Trish Aumann
Director of Planning and Outreach
Strategic Planning Committee Co-Chair
paumann@jeffco.edu
Ext. 3552
APPENDIX II: Capital Project Request Form Sample

BUDGET PLANNING
JEFFERSON COLLEGE

Please complete this form for anticipated projects

furniture or other item with an estimated cost of over $15,000

<table>
<thead>
<tr>
<th>DATE OF REQUEST:</th>
<th>DEPARTMENT:</th>
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<tbody>
<tr>
<td></td>
<td>REQUESTING PARTY:</td>
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<table>
<thead>
<tr>
<th>REQUIRED DELIVERY DATE:</th>
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<table>
<thead>
<tr>
<th>TYPE OF REQUEST:</th>
<th>LOCATION OF WORK:</th>
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</table>

<table>
<thead>
<tr>
<th>NEW EQUIPMENT</th>
<th>BUILDING:</th>
</tr>
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<tbody>
<tr>
<td>REPLACEMENT EQUIPMENT</td>
<td>ROOM NUMBER:</td>
</tr>
<tr>
<td>NEW CONSTRUCTION</td>
<td></td>
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</table>

(Or Ind. Name Receiving Equipment)

<table>
<thead>
<tr>
<th>DISPOSITION OF OLD EQUIPMENT:</th>
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</table>

DESCRIPTION/JUSTIFICATION OF EQUIPMENT OR WORK TO BE ACQUIRED:

<table>
<thead>
<tr>
<th>Strategic Aim:</th>
<th>Objective</th>
<th>Action</th>
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<tr>
<td></td>
<td></td>
<td>Plan:</td>
</tr>
</tbody>
</table>
## Quantity:

### Funding Source:

### Account:

### Unit Cost Estimate:

### Primary (%):

### Total Cost Estimate:

### Matching (%):

### Annual Savings (If Applicable):

### Other (%):

### Payback (In Years) = Total Cost / Annual Savings:

Will this purchase require any physical changes (electrical, plumbing, renovation, etc.) to the building or room?

- Yes [ ]
- No [ ]

If yes, please contact the Director Building and Grounds at Ext 3501 to coordinate construction bidding and project management.

<table>
<thead>
<tr>
<th>Signature of Requesting Party:</th>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>Signature of Budget Manager</th>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>Signature of Dean:</th>
<th>Date:</th>
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Capital Projects Presentation Guidelines and Sample Memos

This information is given to Strategic Planning Committee as Guideline for ratings and process:

Capital Projects Review Process

Rubric for Project Request Review

Review Process:

- Presentations will be made to the full committee in November.
- Committee members will have 1 week after close of presentations to submit to the committee chairs a ranking, 1 through x, of all proposals, with 1 the highest priority and x being the number of presentations. Additionally, any questions regarding a proposal can be submitted at that time. Those questions will be forwarded to the appropriate requestor with responses required prior to the February committee meeting.
- The chairs will tally the initial rankings and bring that along with answers to any additional questions to the February meeting.
- The committee will discuss the initial rankings in light of the rubric and any additional information requested and provided. Consensus will be used to determine the top 10-15 proposals.
- Committee member will individually re-rank the reduced list of proposals, 1 to 10 (or 15). A tally of all results will be used to prioritize the capital requests.

The following rubric is intended as a guide to the review, prioritization, and decisions regarding which capital projects will move forward in the capital projects process. It is intended …

- to be clear and transparent for the evaluation of proposals
- to articulate the expectations for a proposal by listing the criteria, or what counts
- to objectively rank levels of quality from excellent to poor.

Stated Objectives for the Rubric:

1. Prior to proposal submittals, the rubric is used to clarify expectations and evaluation methods. As a result, project proposers can perform a self-assessment prior to submission of their work. It also informs presenters of the criteria upon which proposals will be evaluated.
2. During the proposal assessment presentations, the rubric helps evaluators to remain focused on the preset standards of excellence and objectively assess the proposals.
3. Post-assessment, the evaluated proposals are available for oversight review.

Rubric for Rating Proposals: A score of 15 is the highest and 0 is the lowest.
<table>
<thead>
<tr>
<th>REQUIRED CRITERIA</th>
<th>SCORE</th>
</tr>
</thead>
</table>
| **Strategic Value**  
*student learning, student support, community collaboration, support for employees, facilities and infrastructure, financial responsibilities, assessment* | 3: The evidence indicates a wide array of strategic value in the project, is linked to priorities and plans with a strong rationale  
2: The evidence indicates some areas of strategic value in the project, moderate linkage to priorities and plans with some rationale.  
1: The evidence indicates limited amount of strategic value in the project, negligible linkage to priorities and plans with limited rationale.  
0: There is not a tie to the strategic plan or college priorities. |
| **Internal & External Benefit**  
*who does the project serve? Number of students? Faculty/Staff? Community?* | Benefit to substantial number of students or the College as a whole  
Benefit to a moderate number of students or multiple departments  
Benefit to a small number of students or few departments  
Benefit to one department |
| **Budget Impact/Sustainability**  
*Low or modest one-time expenditure* | Low or modest one-time expenditure  
High one-time request; Modest 2-3 year commitment with no annual maintenance costs  
One-time start-up cost with low annual maintenance;  
Requires increase to annual budget indefinitely |
| **Health, Safety & Infrastructure**  
*Addresses a clearly identified and critical health, safety, or infrastructure need.* | Addresses a clearly identified and critical health, safety, or infrastructure need.  
Addresses a moderate health, safety, or infrastructure need.  
Addresses a minor health, safety, or infrastructure need.  
Minimal or no impact on health, safety or infrastructure needs. |
| **Measurable Outcomes**  
*Has clearly identified and easily measurable outcomes to assess success of project.* | Has clearly identified and easily measurable outcomes to assess success.  
Limited outcome measures suggested to assess success.  
Vague or not easily measurable outcomes suggested to assess success.  
No measurable outcomes to assess success. |
# SAMPLE SUMMARY RANKING SHEET

*Return to Sue Lerch  
no later than xxxxx*

<table>
<thead>
<tr>
<th>Capital Project</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Theater Upgrades</td>
<td></td>
</tr>
<tr>
<td>Engineering Program Upgrades</td>
<td></td>
</tr>
<tr>
<td>Redesign Classroom to Expand Academic Success Center</td>
<td></td>
</tr>
<tr>
<td>Bulk Gas Distribution System</td>
<td></td>
</tr>
<tr>
<td>Second ADA Accessible Testing Station at JCH</td>
<td></td>
</tr>
<tr>
<td>Security System for JCA &amp; JCH Testing Centers</td>
<td></td>
</tr>
<tr>
<td>Create New Computer Classroom in TC211</td>
<td></td>
</tr>
<tr>
<td>Fitness Center Upgrades</td>
<td></td>
</tr>
<tr>
<td>Baseball Field Upgrades</td>
<td></td>
</tr>
<tr>
<td>Anatomical Models</td>
<td></td>
</tr>
<tr>
<td>ATS Culinary Arts Kitchen Upgrades</td>
<td></td>
</tr>
</tbody>
</table>
## SAMPLE RATING SHEET

<table>
<thead>
<tr>
<th>Required Criteria</th>
<th>Notes</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal &amp; External Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Impact/Sustainability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health, Safety &amp; Infrastructure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measurable Outcomes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:**
MEMORANDUM

To: Faculty & Staff Who Submitted Capital Project Requests

From: Strategic Planning Co-Chairs (on behalf of the Strategic Planning Committee)

Date:

Re: Capital Project Presentations

Attached is information on the Capital Project Presentations, which will take place in October in the Viking Room. Please note the following information which is fully outlined in the attached documentation:

- **Please contact Sue Lerch at ext. 3401** to reserve your time. Because of teaching schedules, *faculty will have priority in reserving presentation times and can contact Sue immediately.* We ask staff to wait one week from the date on this memo and then call Sue to reserve their times.
- Each capital project will be given five (5) minutes for the presentation to the Strategic Planning Committee (SPC). An additional three minutes will be allowed for questions.
- A one-page summary is due to Sue Lerch (slerch1@jeffco.edu). This will be distributed to the SPC for review prior to the presentations.
- Previous year requests yet to be funded will also present any new or updated information.
- All presentations will be recorded so that the entire Committee can review the information prior to making recommendations.

The College usually has approximately $xxx,xxx per year for annual allocations for capital projects, technology and furniture with approximately $xxx,xxx to be allocated annually for capital projects.

At the conclusion of the presentations, the SPC will forward funding recommendations for Fiscal Year xxxx to the Administrative Team for discussion and approval.

Please let me know if you have any questions. Thanks so much!
Capital Projects Process (General)

Required Project Description and Presentation Information; Specific timeline and instructions will be e-mailed and posted each year on MyJeffco.

Capital project proposals will be presented to the Strategic Planning Committee. Any item presented in the past, must be re-presented to the Strategic Planning Committee at this meeting.

Each presenter will be given five (5) minutes to outline their proposal and three (3) minutes to answer questions. Presenters are welcome to stay for all the presentations, but are not required to do so.

Presenters are asked to submit a brief overview outlining the ways that the capital project meets the four (4) areas of required criteria being evaluated (see attached grading rubric). This will ensure that the Strategic Planning Committee members have background related to the request prior to the presentation day. Email this information to Sue Lerch, slerch1@jeffco.edu. This should be no longer than one page.

Suggested Format for Presentations

Justification Statement (Required), addressing:

Fit with Strategic Plan (which strategic aim and objectives?)

Needs (why this project is proposed)

Documents alternative solutions (are there other solutions?)

Justifications (why is this project the appropriate solution?)

Positive and negative components of the project (what are the pros and cons?)

Impact to stakeholders (who does this project affect? How? Why?)

Budget Impact (how will this project impact the budget? What is the expected expense? Are there savings (energy, etc.) associated with the project?)

Note: the following may be reviewed and considered:

Supporting Data / Statistics, if any (preferred)

Sketches/drawings (if available; optional)

Grading Rubric

Please see document titled Grading Rubric Guideline and Process
Capital Projects Review Process

Rubric for Project Request Review

Review Process:

- Presentations will be made to the full committee in November.
- Committee members will have 1 week after close of presentations to submit to the committee chairs a ranking, 1 through x, of all proposals, with 1 the highest priority and x being the number of presentations. Additionally, any questions regarding a proposal can be submitted at that time. Those questions will be forwarded to the appropriate requestor with responses required prior to the February committee meeting.
- The chairs will tally the initial rankings and bring that along with answers to any additional questions to the February meeting.
- The committee will discuss the initial rankings in light of the rubric and any additional information requested and provided. Consensus will be used to determine the top 10-12 proposals.
- Committee member will individually re-rank the reduced list of proposals, 1 to 10 (or 12). A tally of all results will be used to prioritize the capital requests.

The following rubric is intended as a guide to the review, prioritization, and decisions regarding which capital projects will move forward in the capital projects process. It is intended ...

- to be clear and transparent for the evaluation of proposals
- to articulate the expectations for a proposal by listing the criteria, or what counts
- to objectively rank levels of quality from excellent to poor.

Stated Objectives for the Rubric:

4. Prior to proposal submittals, the rubric is used to clarify expectations and evaluation methods. As a result, project proposers can perform a self-assessment prior to submission of their work. It also informs presenters of the criteria upon which proposals will be evaluated.

5. During the proposal assessment presentations, the rubric helps evaluators to remain focused on the preset standards of excellence and objectively assess the proposals.

6. Post-assessment, the evaluated proposals are available for oversight review.

Rubric for Rating Proposals: A score of 15 is the highest and 0 is the lowest.

To maintain a fair and transparent process, Strategic Planning Committee members who submit a Capital Project Request will abstain from ranking their own project. Rankings will be calculated from the other committee members’ compiled rankings.
SAMPLE E-MAIL TO PRESENTERS AFTER PRESENTATIONS

---------- Forwarded message ----------
From: >
Date:
Subject: Capital Project Presenters
To: >

Sent on behalf of Strategic Planning Co-Chairs

Presenters:

Thank you so much for presenting your capital project proposal to the Strategic Planning Committee. We wanted to share with you the next steps/timeline for making decisions regarding these proposals.

Based on the rubric that was given to you previously, each member of the Strategic Planning Committee is currently ranking the proposals. Our next committee meeting is scheduled for month/date. At that meeting, the committee will discuss the proposals, additional feedback received, and make a final recommendation to the Administrative Team for approval.

We expect the Administrative Team to discuss by the end of month and make a decision by early- to mid-March. It is expected that we will then be able to share the decision at that time. If for any reason the process is going to take longer than this, we will let you know.

Please let us know if you have any questions. Thank you very much.