



NEW MEXICO
Junior College

TO: Larry Hanna, NMJC Board Chair
Dr. Steve McCleery, NMJC President

FROM: Larry Sanderson, Director of Institutional Effectiveness

DATE: October 12, 2009

RE: Update on Strategic Planning Activities and Timetable

Update on activities:

As of today, we have completed an extensive series of listening sessions involving virtually all managers, department directors and Deans. Our objective with regards to these meetings was to have those folks most directly involved with college operations offer their views concerning two topics: 1) what accomplishments and major activities have occurred during the past 2-3 years, and 2) what activities do these leaders see as priorities for their particular areas over the coming 2-3 years. The meetings were all very positive and informative.

Following those meetings, I had a meeting with Dr. McCleery, Dr. Organ, Dr. Gratton and Mr. Hardin for the purpose of reviewing key themes that emerged from our listening sessions. The objective of this meeting was to identify key themes and issues as brought forth by the operational leaders.

On Friday, October 9 we began sending out invitations to a wide variety of community, government, and business leaders. These invitations ask individuals to join the NMJC Board members at planning sessions scheduled for Nov. 3 and 4 (see details below). The purpose of these meetings will be to solicit comments and ideas from important NMJC constituencies with regards possible priorities and activities to be included in our forthcoming plan.

White Paper Briefing

Prior to the Nov. 3-4 meetings, I will be sending a white paper briefing to the community members who will be attending. This white paper will be based on the briefing I gave to the Board last April (although updated). The purpose of this activity is to inform process participants on key activities and status of college operations. We want all participants to have as much factual information as possible prior to their sessions. This will help to ensure that their comments and ideas are focused on current college realities. We believe this will help add value to this important activity.

Community and Stakeholder Meetings with Board (Training and Outreach, Rm. 122)
Tuesday, November 3: 8 AM – 4:30 PM

8 – 10 AM	Meetings with school district leadership
10 – 12 Noon	Area business and economic development leaders
12 Noon – 1:30	Lunch with Legislators and Executive Leaders
1:30 – 3:30 PM	Meetings with legislative members
3:30 – 4:30 PM	[possible meeting via Polycom with HED and legislative staff]

Community and Stakeholder Meetings with Board (Training and Outreach, Rm. 122)
Wednesday, November 4

8 – 10 AM	Meetings with local elected officials
10 – 12 Noon	Area Chamber leaders
12 – 1 PM	Lunch
1 – 3 PM	Meetings with internal groups (staff, faculty)

White Paper Briefing for Board Members

Prior to the Board Prioritizing session it is my intent to develop a white paper briefing for Board members. The purpose of this paper will be to document comments, themes and suggestions that have been presented throughout our many campus and community conversations. My intent is not to suggest priorities or outcomes. Rather, I want to support the Board deliberations by providing some documentation and organization of comments received over the preceding weeks.

Board Prioritizing Session (Moran Multi-Purpose Room)
Thursday, November 19: 12 Noon – 4 PM

The Board will hold an open session for the purpose of discussing the planning information that has been gathered and to set key priorities for NMJC for the coming five year period (2010-2015).

Draft Strategic Plan Document

Based on the key priorities as established by the Board, my intent is to collect all available information for the purpose of developing a draft of a detailed strategic plan. This detailed plan will be developed in concert with members of the executive leadership and it will be based on: a) Board priorities, b) inputs from internal operations leaders and community members, and c) key input from division leaders. After an initial review by Dr. McCleery, my plan would be to post the document on the NMJC website and ask for final comments from NMJC community (internal and external members). A final, edited version of the draft will be presented to the Board at the December meeting for final review and, hopefully, approval.

Thank you all for your continued support of this important process.