

2019 GRCC Team Charter

Team Name: Strategic Leadership Team

Team Leader: SLT Executive Team and Donna Kragt

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (What is this team expected to accomplish?)

The purpose of the Strategic Leadership Team (SLT) is designed to provide a forum that will enable a wide variety of college constituency groups the opportunity to provide input into the present and future direction of the College. This team will guide the development and on-going implementation of our strategic plan, review benchmarking data, study budget realities and offer recommendations to the President. (From SLT Bylaws)

2. Decision-making Context and Scope (What level of decision making authority does this team hold?)

Section 1: A majority vote of the SLT is required to move recommendations forward. In addition to in-person voting, members will be able to vote on recommendations using electronic voting processes.

Section 2: Once the SLT has reached a decision on an issue, the Executive Committee will prepare a recommendation for the President. The President will be responsible for responding in writing to the Executive Committee. The response must occur within twenty working days after receipt of the recommendation.

Section 3: At this point the President has two options:

- a. The President can concur with the recommendation and begin implementation.
- b. The President can send the recommendation back to the Strategic Leadership Team for re-evaluation. The re-evaluation process will require the Team to send the issue back to the Council along with the President's concerns and questions to begin the process anew. The issue will then follow the normal procedures outlined in these Bylaws to reach the recommendation stage again. At that point, a majority vote of the SLT would be required to reach a decision.

3. Team Goals, Action Projects, and Timelines (How will this team proceed to accomplish their purpose? I.e. what will they do?)

Meetings:

Section 1: The Strategic Leadership Team shall meet in regular session a minimum of twice each semester

Section 2: Special Meetings. Special meetings may be called by the Chair or the Executive Committee.

Section 3: Notice. Notice of each meeting shall be given to each member, by e-mail, not less than seven days before the meeting.

Standing Committees

Section 1: Standing Committees of the Strategic Leadership Team shall include, but not be limited to, the following:

- a. Student Success End Committee
- b. Workforce Pathways End Committee
- c. Transfer Pathways End Committee

Section 2: Each standing committee shall include a minimum of one staff support member from each of the following college departments: Technology, Facilities, Budget Office, Institutional Research and Planning. These staff support members may or may not be members of the Strategic Leadership Team

BOT Monitoring report schedule for 2018-19:

- Monday, Oct. 15, 2018 Teaching and Learning
- Monday, Nov. 19, 2018 Completion and Transfer
- Monday, Feb. 18, 2019 Infrastructure and Sustainability
- Monday, March 18, 2019 Community Impact
- Monday, May 20, 2019 Equity

4. **Stakeholders and their Key Requirements** (*For whom is this team doing their work? What do they want?*)

Board of Trustees; GRCC students, faculty, and staff; community; accrediting bodies

5. **Resources Needed** (*both people and budget*)

This team needs the full support of the President's office, as well as specific support from LRTS for meetings and presentations. Monetary support for CAP is desired to show commitment to Strategic Planning process.

6. **Troubleshooting Path** (*How will unresolved issues or roadblocks be handled?*)

SLT process does not allow for issues to remain unresolved. The process has a circular decision making model that encourages compromise and consensus on all issues.

7. **Requirements for Integration with other Departments or Teams** (*How does this Team interface with others doing concurrent work?*)

The nature of this body allows for concurrent work to take place under the auspices of the SLT. This group also works closely with Cabinet.

8. **Review Progress** (*How and when will the work of this team be reviewed?*)

The SLT Executive Team plans to survey members regarding SLT in Spring 2019. Team facilitator meets with President annual to discuss viability of team.

9. **Team Leader, Current Members, and Membership Specifications** (*Are team members appointed? Volunteers? Is team membership permanent? Term-limited?*)

The following is taken from SLT Bylaws:

The SLT will be broadly representative of the college community. Membership is tied to positions held at the college as well as representatives from a wide variety of current campus teams. Other members will be appointed by the President. Staff appointments by the President will be for 3-year terms. Student appointments will be for 1-year terms. (Initially, appointees will be randomly assigned to a 1, 2 or 3-year term to provide membership continuity by minimizing the number of members leaving the Team in any given year.)

SLT Leadership

The Officers of the Strategic Leadership Team will be included in an Executive Committee comprised as follows:

1. The Dean of Institutional Research and Planning is appointed by the President to chair the Executive Council
2. Five additional members from the Strategic Leadership Team will be selected by the members of the Team. Elected officers shall serve two-year terms with no term limit imposition. A minimum of two Executive Committee members must hold faculty positions. (Initially, two of the Executive Committee members will be selected for a 1-year term to provide membership continuity by minimizing the number of members leaving the Executive Committee in any given year.)

Duties, responsibilities, and authority of the Executive Committee shall include the following:

- a. Preside at all meetings of the SLT
- b. Schedule meetings and prepare the agenda for all SLT meetings
- c. Appoint the Chairpersons of all standing and ad-hoc committees
- d. Serve as ex-officio members of any and all sub-Team committees
- e. Serve as a liaison between the Strategic Leadership Team and the President
- f. The Executive Committee will be responsible for keeping all records (including minutes and committee reports) available for review on a college website.
- g. Elected officers may be removed from office for dereliction of the duties outlined above. Those officers appointed by the President can be removed by the President at will. Those members elected require a majority vote of the SLT membership for removal.

Standing Committees

Section 1: Standing Committees of the Strategic Leadership Team shall include, but not be limited to, the following:

a. Goal teams.

Section 2: Each standing committee shall include a minimum of one staff support member from each of the following college departments: Technology, Facilities, Budget Office, Institutional Research and Planning. These staff support members may or may not be members of the Strategic Leadership Team.

Strategic Leadership Team Roster as of August 2018

	Members Representing Cross College Teams	Team Leader	Standing Member (S)/or Term (T)	If Term, # of years	Continuing?	Notes:
	Bargaining Units					
B	Faculty Association Chair	Frank Conner	S			
B	CEBA Chair	Tom Voss	S			
B	CEBA Appointment	Greg Stoike	T	3 yr term	Replace Summer 2020	
B	APSS Chair	Sandy Gregory	S			
B	APSS Appointment	Chris Remley	T	3 yr term	Replace in Summer 2021	
	Campus Police	Tony Myers	T	3 yr	Replace in Sumer 2020	
	Board of Trustee Members					
BOT	BOT Liaison	Cynthia Bristol	S		Y	
	BOT Liaison	Richard Stewart				
BOT	BOT Liaison	Deb Bailey				
	BOT Admin Asst	Misty McClure Anderson				
	GRCC Departments					
D	Employee Professional Development	Jessica Berens	S			
D	Workforce Development Operations	Pam Miller	S			
D	Student Financial Services	Ann Isackson	S			
D	Workforce Development Dean	Amy Mansfield	S			
D	Human Resources	Cathy Kubiak	S			
D	Diversity Learning Center	B Afeni McNeeley Cobham	S			
D	Outreach Centers Dean	Dan Clark	S			
D	Information Technology	David Anderson	S			
D	K-12 Liaison	David Selmon	S			
D	Registrar	Valerie Butterfield	S			
D	Inst Research and	Donna Kragt	S			

	Planning					
D	Assoc. Dean/Enrollment	Eric Mullen	S			
D	Student Success and Retention Dean	John Cowles	S			
D	Grants Office	Judith Larson	S			
D	Tassell MTEC/Training Solutions	Julie Parks	S			
D	Labor Relations	Kathy Keating				
D	College Advancement	Kathy Mullins	S			
D	Academic Applications	Kurt Meinders	S			
D	Provost	Laurie Chesley	S			
D	Communications	David Murray	S			
D	Arts and Sciences Operations	Laura Kennett	S			
D	Business and Financial Services	Lisa Frieberger	S			
D	Counseling	Lynnae Selberg	S			
D	Media Technology	Mark Vogel Jim Schafer	S			Jim replaces Mark on a year to year basis.
	Media Technology	Klaas Kwant	T			Term expiring in Summer 2020
D	Administrative Applications	Mike Passer	S			
D	Arts and Sciences Dean	Mike Vargo	S			
D	Director of ADA/Title 9	Kimberly DeVries	S			
D	Exec Director Financial Services	Nathaniel Lloyd	S			
D	Director – CTE	Christina McElwee	S			
	Exec Director of DLIT	Bill Knapp	S			
D	Library and Learning Commons	Brian Beecher	S			
D	Interdisciplinary Studies Dean	Sheila Jones	S			
D	Assoc Dean/ Student Success & Retention - Operations	Raynard Ross	S			
D	Campus Police	Rebecca Whitman	S			
D	Student Life	Lina Blair	S			
D	Student Affairs Dean	Tina Hoxie	S			
D	Facilities	Jim VanDolkumberg	S			
D	Operational Planning	Victoria Janowiak	S			
D	Faculty Evaluation and Hiring/Arts and Sciences	Christopher Johnston	S			
D	Faculty Evaluation and Hiring/Workforce Development	Jimmie Baber	S			
D	Cashier's Office	Erica Brown	S			
	Faculty Standing Positions					

F	Workforce Development Computer Information Systems	Andrew Rozema	S		Y	
F	Workforce Development - Culinary	Werner Absenger	S		Y	
F	Workforce Development – Business	Felix Pereiro	S		Y	
F	Arts and Sciences Dept Chair - Social Sci	Mike Light Dillon Carr	S		Y	
F	Arts and Sciences Dept Chair – English	Susan Mowers	S		Y	
F	Arts and Sciences Dept Chair – Lang and Thought	Mary Lucas	S		Y	
F	Arts and Sciences Dept Chair – Math	Barbara Bouthillier	S		Y	Permanent sub for this academic year.
	Developmental Education	Vicki Cooper	S		Y	
	Faculty Appointments by the Provost					
F	Faculty Appointment #1	Oscar Neal	T	3 yr term	Replace in Summer 2019	
F	Faculty Appointment #2	Emily Nisley	T	3 yr term	Replace in Summer 2019	
F	Faculty Appointment #3	Nick Pinckney	T	3 yr term	Replace Summer 2021	
F	Faculty Appointment #4	Dan Sullivan	T	3 yr term	Replace in Summer 2020	
F	Faculty Appointment #5	Lynnell Talbert	T	3 yr term	Replace Summer2018	
F	Faculty Appointment #6	Scott Garrard	T	3 yr term	Replace in Summer 2020	
F	Faculty Appointment #7	Brent Spitler	T	3 yr term	Replace Summer 2020	
F	Faculty Appointment #8	Mike Klawitter	T	3 yr term	Replace in Summer 2019	
F	Faculty Appointment #9	Brian Daily	T	3yr term	Replace Summer 2021	
F	Faculty Appointment #10	Michelle Allen	T	3 yr term	Replace in Summer 2021	
F	Faculty Appointment #11	Anwar Thomas	T	3 yr term	Replace Summer 2021	
	Student Representatives					
S	Campus Activities Board President	Tina Poulias	T	1	Replace Summer 2019	
S	Student Alliance	Elizabeth Nguyen	T	1	Replace	

	representative #1				Summer 2019	
S	Student Alliance representative #2	Dylan Evans	T	1	Replace Summer 2019	
	Cross Functional Team Leaders					
T	Academic Governing Council	Nick Antonakis	S			
T	Default Management Team	Ann Isackson	S			
T	Curriculum Operations Support Team	Matt Novakoski	S			
T	Equity and Inclusion Team	Open position	S			
T	Institutional Review Board	Vicki Maxa	S			
T	Employee Wellness Team/Employee Enrichment Team	Angela Salinas	S			
T	New Employee Orientation Team	Angela Salinas	S			
T	Supplier Inclusion Team	Mansfield Mathewson	S			
T	Deans Council	Donna Kragt	S			
T	Student Feedback Management Team	Cathy Noviskey	S			
T	Drug and Alcohol Prevention Team	Tina Hoxie	S			
T	Student Behavior Intervention Team	John Cowles	S			
T	Emergency Planning & Preparedness Team	Victoria Janowiak	S			
T	Risk Management Oversight team	Victoria Janowiak				
T	Health and Safety Team	Victoria Janowiak				
T	Learning Environments Team	Michael Schavey				
T	Accessibility Team	Kimberly DeVries				
T	Clery Compliance Team	Robin Kritzman				
		CAP Champions (not already on SLT)				
		Jody Gee				
		Christina McElwee				
		Megan Lockard				
		Jennifer Batten				
		Yolanda Duncan				
		Matt Novakoski				
		Michael Couch				
		Jenna Hess				
		Kimberly Olushola				
		Sophia Brewer				
		Tamber Bustance				
		Lyttron Burris				

		Gayl Beals				
		Erin Van Egmond				
		John Van Elst				
		Travis Stephens				
		Nikki Banks				
		Theresa Kent Williams				
	Goal leaders					
		Dillon Carr				
		Jennifer Knauf				
		New Director of Equity				
		Sophia Brewer				

S – Standing appointment based on the position that the person holds at GRCC. If person were to leave and position re-filled, the new person in the position would become a member of the SLT.

T – Term position appointed by the President for a specified number of years (1, 2, 3). Terms are staggered in order to balance continuity of membership across years with new members.

SLT Executive Team:

- Brian Beecher: Term expires, July, 2020
- James Schafer: Term expires, July, 2020
- Theresa Kent Williams: Term expires, July 2020
- Vikki Cooper: Term expires July, 2019 (F)
- Oscar Neal: Term expires July, 2019 (F)

CAP Budget Allocation Committee	
Donna Kragt	CAP Budget Allocation
Kathy Mullins	CAP Budget Allocation
Felix Periero	CAP Budget Allocation
Mike Passer	CAP Budget Allocation
Pam Miller	CAP Budget Allocation
Raynard Ross	CAP Budget Allocation
Rachel Bower	CAP Budget Allocation
Vicki Janowiak	CAP Budget Allocation - Chair
Laurie Chesley	Ex Officio to all Subcommittees
Donna Kragt	Ex Officio to all Subcommittees

10. List the major team accomplishments over the past year. (*What are your outcomes?*)

- Ongoing Implementation of GRCC Strategic Plan including Indicators of Success
- Analysis of Environmental Scanning Reports
- Disbursement of budget funds to support CAP projects