

**COLUMBIA COLLEGE**  
**“BUSINESS PLAN” timeline**  
**(For Business Activity that will Begin August 1, 2021)**

<p><b>NOTE:</b>  <b>Must; Shall; Will:</b>  <b>Should:</b>  <b>May or Could; Can:</b></p>	<p><u>Clarification of Terms</u>          These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i>.          This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.          These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.</p>
---	---

This document is designed to help managers/chairs and their team members develop a program/department Business Plan Timeline for the corporate year beginning August 1, 2021.

Programs, such as CSSD, that are required to follow a different fiscal year than the rest of the college should meet with the President or designate to discuss alternate timelines.

<u>Item</u>	<u>Start</u>	<u>End</u>	<u>Activity</u>
1	Jun. 1	Sep. 1	The Survey Coordinator will be created by the Registrar’s office to prepare the: <ol style="list-style-type: none"> <li>1. <u>Annual Customer Satisfaction Survey</u> and</li> <li>2. <u>Key Performance Indicator Report</u></li> </ol> for the college and present the results to the next AC meeting
2	Sep. 1	3 <sup>rd</sup> Thurs in Nov.	Managers/chairs and team members will be asked to review the new <u>Annual Report, Customer Satisfaction Survey Results</u> . This review will help to identify general changes that both the College and individual programs should undergo. The documents will be reviewed at the AC meeting each month starting in September
3	Sep. 1	Oct. 1	<u>VP Accounting and Finance reviews fall enrollments</u> in all programs and makes final adjustment to the current year budget and presents to the President.
4	Oct. 1	Nov. 1	Managers/chairs will review and recommend changes to the <u>forms</u> that were used to build their program’s marketing plan for the current year. These include: <ul style="list-style-type: none"> <li>• Yearly Planner Format</li> <li>• Marketing Plan format</li> </ul>
5	Nov. 1	Dec. 15	Managers/chairs will receive their copy of the <u>approved new forms listed in item #4 above the President</u> These <u>forms</u> will be used to help build their marketing plan for the next corporate year.

6	Dec. 1	Jan. 1 Start  May 1 Completed	Academic Council as well as each Department will normally complete a <u>SOAR analysis</u> every third year as part of their marketing plan. See Marketing Plan document for steps that will need to be followed. The SOAR will begin in January and should be completed by May
7	Jan. 1	Feb. 1	Department Managers/Chairs and their team will <u>conduct an “Annual Workplace Inspection”</u> by filling out the related form. It is located as an Attachment in the college’s Occupational Health and Safety Manual. They will report their department’s findings to the Facility Manager who will present noted issues and concerns to the Occupational Health and Safety Committee for review and possible action/recommendations.
8	Feb. 1	Mar. 1	Managers/Chairs will recommend changes for next corporate year for the <u>“Business Plan timeline” and AC Agenda Planning documents.</u>
9	Mar. 1	May 1	Managers and Chairs will review all position descriptions in their area and recommend changes to the President.
10	Mar. 1	May 1	President will prepare the Business Plan timeline and AC Agenda Planning documents for the next corporate year.
11	Apr. 1	Jun. 1	Manager/Chairs and their team will review the <u>College’s Marketing Plan</u> and, if applicable, their <u>Department</u> or Strategic Business Unit (SBU) and <u>Marketing Plan Documents</u> and recommend any changes to the President for the next corporate year. The College’s Marketing Plan will be located: S:\CC Marketing Documents
12	Apr. 1	May 1	The Registrar will prepare a report on behalf of all professional programs, licensed by the Private Institutions, <u>the Annual Program Report</u> on student retention and placement.
13	Apr. 1	Jul. 1	VP Finance or Designate will arrange and meet with Program Managers of Professional and Pre-Career Programs to discuss any changes within the program budget, any wish list items to be considered when building the next year budget for each program. Based on the information gathered from each program, a draft budget will be prepared.

14	Apr. 1	May 15	The President with input from the Registrar and V.P. Accounting and Finance to <u>determine tuition and other fees</u> for all programs for next September.
15	Apr. 1	Aug. 1	<p>Chairs and faculty will review the following documents which relate to operations of the specific program(s) or departments for the next corporate year. Please refer to the specific document in the Document Manager as indicated below:</p> <ul style="list-style-type: none"> <li>15.1 Program Planning for the Next Academic Year Document (ADM-P110);</li> <li>15.3 Textbook and Course Syllabus Review Process (ADM-P109);</li> <li>15.3 Course Delivery Schedule Update (ADM-P107);</li> <li>15.4 Textbook Ordering and Returns (ADM-P106);</li> <li>15.5 Lab Schedules and other labs needs;</li> <li>15.6 Department manuals;</li> <li>15.7 Department documents/forms</li> </ul>
16	Apr. 1	Jun 30	Supervisor and team members review the Columbia College – Performance Management Process (Document Number: ADP-P364). Supervisor and each team member complete steps #1 through #7.
17	May 1	Jun. 15	Managers, chairs and their team members will submit to the President recommended changes to any other <u>college documents and forms</u> not previously requested in this year’s Business Plan Timeline (See Footnote 1).
18	May 1	Jun. 1	The Marketing Department will prepare the <u>next corporate year marketing objectives</u> (program enrollment objectives and the market share) section of next year’s Marketing Plan based on the projection provided by chairs in their proposed program/department budget recommendations, and comparable number of full time seats available through major local competitors.
19	May 1	Jun. 30	Managers/chairs and employees will review changes to the Business Plan timeline and AC Agenda Planning and then develop their <u>Yearly Planner</u> for the following corporate year and submit to the President.

20 Jun. 1	Aug. 1	The President in consultation with the VP Accounting & Finance will <u>review the proposed Marketing Plan changes</u> for the college and each Department and approve or modify them based on the individual programs and an overview of the college. This is part of the next corporate year Marketing Plan for the college.
21 Jun. 1	Each Quarter or Future quarter	Managers and chairs will review vacation time off request in Payworks and ensure employees have submitted their requests for the next quarter or future quarters.
22 Jul. 1	March 31 Next Year	Performance Management Process. Supervisor and each team member complete steps #8 through #11
23 Aug. 1	Sept. 1	Managers and chairs to submit to the President a list of recommended <u>short-term corporate goals</u> for their areas of responsibility that they and their team wish to complete during the next corporate year. This will become a section in the College Marketing Plan.
24 Aug. 1	Sep. 1	Once the President, and where required the Board, has approved the Marketing Plan for the college and each department, the Marketing Coordinator will establish a <u>calendar of scheduled events and actions</u> . See Marketing Plan documents for a copy of the template to be used.
Who needs help?	Please contact the President or designate if assistance is required in the development of this Business Plan Timeline.	
Footnote:	1. Recommendation for document changes – Managers should keep folders	