

Northland Pioneer College Strategic Plan 2008-2011

Key to Abbreviations

AAS – Associate of Applied Science	HLC – Higher Learning Commission
ATO – Automotive Technology	IC – Instructional Council
BOC – Construction Technology	IMO – Industrial Maintenance and Operations
CRM – Constituent Relationship Modules	ITV – Independent television
DGB – District Governing Board	JICS – Jenzabar Internet Campus Solution
DRA – Disability Resource and Access	LCC – Little Colorado Campus
EDUCAUSE – Non-profit, higher education information technology organization	LMS – Learning management system
FDLP – Federal Depository Library Program	PDC – Painted Desert Campus
FRS – Fire Science	SBDC – Small Business Development Center
FTSE – Fulltime student equivalent	S-STEM – (National Science Foundation) Science – Science, Technology, Engineering, Math

Pillar 1: Advance High Quality and Accessible Learning Opportunities

Overall Responsibility: Vice President for Learning

Priority 1: Establish a “Culture of Success” through student support systems including a student-centered service ethic

Next Major Milestone: *May 30, 2009*
Responsibility: *Vice President for Learning, Vice President for Student Services, Director of Information Services, Academic Deans, NPC Faculty Association*

Goals:

1.1.1 Continue improvement of distance education delivery systems

Supports HLC Core Components 3bcd, 4bd

- Open new distance class sites
- Implement Jenzabar Learning Management System (JICS-LMS)
- Provide training to all employees
- Provide Google email and applications for students and adjunct faculty
- Convert all courses from WebCT to JICS-LMS, Moodle or other approved platform (by May 2010)

1.1.2 Emphasize advising and course selection based on placement testing

Supports HLC Core Components 3abcd

- Develop a plan to improve advising through analysis of data
- Review and revise placement system through analysis of student performance data

1.1.3 Improve web-based classes

Supports HLC Core Components 3bc, 4d

- Develop priorities for new online courses
- Revise guidelines for online course development
- Deliver new online courses in Structured English Immersion and Software Quality Assurance

1.1.4 Improve pedagogical strategies and techniques

Supports HLC Core Components 2b, 3d, 4abcd

- Identify and prioritize types of professional development activities needed
- Create additional “in-house” development opportunities

1.1.5 Improve tutorial support

Supports HLC Core Components 2b, 3bcd, 4d, 5a

- Implement tutor training course
- Evaluate web-based tutoring service
- Develop recommendation to expand and/or restructure tutoring services

Priority 2:**Expand curriculum (programs) and course offerings in response to community and workforce needs and student interests**

Next Major Milestone:

May 30, 2009

Responsibility:

Vice President for Learning, Academic Deans, Vice President for Student Services, Instructional Council (IC), Faculty

Goals:**1.2.1 Expand AAS & Certificate of Applied Science programs & improve/revise existing programs**

Supports HLC Core Components 2abd, 4c, 5abcd

- Complete needed program reviews
- IC to develop plan for initiating & prioritizing new programs
- Revise BOC, IMO, and ATO curricula
- Explore AAS in behavioral health; forestry/natural resources/horticulture; “green” energy curriculum; Allied Health areas
- Expand FRS infrastructure
- Initiate ATO at LCC if facility acquired *(by August 2009)*
- Initiate FRS at PDC in conjunction with NAVIT *(by August 2009)*
- Construct BOC facility *(by June 2010)*

1.2.2 Develop new courses in conjunction with the S-STEM grant

Supports HLC Core Components 2b, 3cd, 4bc, 5abcd

- Recruit and retain cohort of 24 S-STEM students
- Explore student special interests
- Create course to meet those needs *(by August 2010)*
- Develop additional course *(by June 2011)*

1.2.3 Expand short-term curriculum and short turnaround class offerings

Supports HLC Core Components 1e, 2ad, 3c, 4c, 5abcd

- Pilot at least three new short-term or short turnaround class offerings
- Evaluate results and make recommendations

1.2.4 Expand internship opportunities

Supports HLC Core Components 2a, 3c, 4d, 5abcd

- Identify partners and programs for internships
- Develop agreements
- Revise internship handbook
- Develop internship in sciences
- Promote internship opportunities among students *(by August 2009)*
- Initiate apprenticeships with industry partners *(to begin by August 2009)*

Priority 3:**Document learning in all courses and programs**

Next Major Milestone:

May 30, 2009

Responsibility:

Vice President for Learning, Academic Deans, Faculty, Student Services staff

Goals:**1.3.1 Participate in HLC Assessment Academy***Supports HLC Core Components 1e, 2c, 3abcd, 4abcd, 5d*

- Align departmental and program missions with college mission
- Examine general education course outlines to align specific course outcomes with general education program outcomes
- More clearly and explicitly define measurable general education student learning outcomes
- Assess critical thinking component of the general education program with a sample of students
- Sponsor a faculty general education forum

1.3.2 Revise and improve program review*Supports HLC Core Components 1e, 2c, 3abcd, 4b, 5ac*

- Develop an internal program review academy
- Implement new program review cycle with annual reports and full-scale program reviews every three years
- Revise program review reporting/documentation template
- Develop training activities for program chairs in the program review process

1.3.4 Strengthen departmental assessment of student learning*Supports HLC Core Components 1e, 2c, 3abcd, 4b, 5ac*

- Continue current program of a one year cycle of departmental assessment of student learning while developing multiple measures of student learning
- Assessment of Student Knowledge Committee members will work with individual departments to improve the design and measurement of student learning outcomes
- Promote faculty journaling to document teaching innovation and learning outcomes

1.3.5 Work more with advisory committees on documenting learning outcomes*Supports HLC Core Components 1e, 2bc, 3a, 4acd, 5abcd*

- Focus on more consistent and effective use of advisory committees
- Establish advisory committees for new programs
- Establish system of documentation and archive of results

Pillar 2:**Strengthen Institutional Planning and Accountability**

Overall Responsibility:

President

Priority 1:**Determine service area needs**

Next Major Milestone:

May 30, 2009

Responsibility:

President, Campus and Center Managers, Executive Team, Institutional Research

Goals:**2.1.1 Increase utilization of Community Advisory Council**

Supports HLC Core Components 1de, 2ad, 5abcd

- Schedule Community Advisory Council meetings at least three times per year
- Bring recommendations forward to appropriate college committees

2.1.2 Conduct survey of local business and industry to determine if the college is meeting their present and future needs

Supports HLC Core Components 1de, 2ad, 5abcd

- Increase feedback between advisory committees and appropriate faculty
- Compile list of surveys already conducted in service areas and evaluate for usefulness

Priority 2:**Enhance enrollment, recruitment and management procedures**

Next Major Milestone:

May 30, 2009

Responsibility:

Vice President of Student Services, Director of Enrollment Services, Director of Marketing and Recruitment, Enrollment Management Committee, Executive Team, Campus and Center Managers

Goals:**2.2.1 Develop FTSE growth strategy**

Supports HLC Core Components 1abcde, 2abcd, 3c, 4d, 5abcd

- Obtain Master Facilities Plan
- Invite community participation through focus groups and community councils
- Incorporate program growth capacity through Academic Deans, faculty and advisory committees

2.2.2 Identify resources needed to achieve departmental annual goals based on strategic plan

Supports HLC Core Components 2abcd

- Involve faculty and staff in setting annual goals for their departments and for the college
- Define resource needs
- Improve the process of involvement

2.2.3 Set annual FTSE goals

Supports HLC Core Components 2ab, 5a

- Review past performance in all programs
- Formulate goals by departments and groups
- Disseminate data by groups and set goals
- Review progress and make adjustments as needed *(2009 – 2011)*
- Consider changes in summer school format and other offerings to include senior college or summer college *(2009 – 2011)*

2.2.4 Increase pool of qualified adjunct faculty

Supports HLC Core Components 2b, 3bc, 4ad

- Increase interactions with local high school faculty
- Identify major areas lacking qualified adjuncts
- Increase contact between college and high school faculty in dual enrollment course offerings

Priority 3: Review and implement enhanced marketing and public relations initiatives

Next Major Milestone: May 30, 2009

Responsibility: Marketing and Recruitment Director, Executive Team, Academic Deans, Enrollment Management Committee

Goals:

2.3.1 Create a competitive, informative, industry standard web presence at www.npc.edu

Supports HLC Core Components 1a, 2b, 5d

- Contract with an outside vendor to rebuild NPC's website from the ground up
- Deploy a web content management system to allow all faculty and staff to manage their NPC information on the public website through an approval and posting process
- Work with IS to conduct training sessions

2.3.2 Work to increase enrollment in transfer degree courses

Supports HLC Core Components 3acd, 4bc

- Emphasize cost savings
- Conduct timely postcard campaign
- Advise and encourage various departments on letter writing campaigns they could conduct
- Create a pool of student success stories for use with target audience
- Create a list of "talking points" to distribute to faculty and staff
- Increase fun and enticing promotional items available to give away

2.3.3 Work to increase numbers of Native American students

Supports HLC Core Components 1b, 2a, 3d, 5c

- Increase recruitment efforts on reservation school sites
- Emphasize cost savings
- Create a pool of student success stories for use with target audience
- Increase fun and enticing promotional items available to give away
- Contact tribal education departments for increased funding

2.3.4 Create dual enrollment campaign for parents of area high school students

Supports HLC Core Components 1b, 2a, 3d, 5c

- Emphasize cost savings
- Conduct timely postcard campaign to parents of potential dual enrollment students
- Advise and encourage dual enrollment departments on letter writing campaigns they could conduct
- Create a pool of student success stories for use with target audience

2.3.5 Increase marketing for area vocational skills programs, job retraining, and skills enhancement

Supports HLC Core Components 1b, 2a, 3d, 5c

- Emphasize cost savings
- Create a pool of student success stories for use with target audience
- Increase fun and enticing promotional items available to give away
- Create a Career Guide to help advertise these programs

2.3.6 Increase community awareness of NPC locations and offerings

Supports HLC Core Components 2ad, 5bd

- Change and refine NPC's slogan/tag line to "Quality education you can afford"
- Conduct a media survey of NPC students to assess favored media outlets
- Build community relations through increased advertising of art and cultural events
- Meet with Academic Deans to decide on key programs to market
- Purchase live radio time to allow dean and faculty to speak about their programs
- Conduct direct mail campaigns that announce registration dates
- Create a general information brochure that will be placed in local community businesses around our campuses and centers in 4 color
- Publicize technology improvements
- Hire a professional photographer to create a library of images for the college
- Purchase advertising time on movie theater screens in Show Low and Pinetop

Pillar 3: Strengthen Technology to Support Learning and Service

Overall Responsibility: Director of Information Services

Priority 1: Develop and maintain a reliable, safe, progressive and efficient infrastructure to support the essential functions of the college.

Next Major Milestone: May 30, 2009

Responsibility: Director of Information Services, Director of Systems and Networks

Goals:

3.1.1 Enhance technology resources and infrastructure to increase and improve support for college operations while reducing the college's impact on the environment

Supports HLC Core Components 1ce, 2abd, 4d

- Upgrade college local and wide area networks to improve voice, video and computer data transmission speed, capacity, reliability and management
- Develop a standard procedure for all constituents to be part of decision-making with technology
- Purchase equipment and software to implement document-imaging projects (by December 2009)
- Coordinate implementation and design of JICS, LMS and CRM (by January 2009)
- Coordinate purchase/lease of supported hardware and software for entire college
- Optimize purchasing power by coordinating group purchases
- Align technology with college and industry standards
- Establish replacement cycles for all equipment and software
- Ensure all computer and communications systems comply with federal and state laws, regulations and policies
- Upgrade college web site and administrative systems
- Upgrade telephone and fax system at all campuses and centers (by June 2010)
- Expand wireless capabilities college-wide
- Develop intra-campus kiosks with video and audio information about events and registration
- Develop security and recovery plans that include redundancy and backup at remote locations

Priority 2:**Provide technological solutions to increase instructional effectiveness and administrative support**

Next Major Milestone:

May 30, 2010

Responsibility:

Director of Information Services, Director of Systems and Networks

Goals:**3.2.1 Enhance technology resources and infrastructure to increase and improve support for classroom instruction, including all areas of distance learning**

Supports HLC Core Components 1c, 2bd, 3bcd

- Upgrade and expand systems to provide minimum standard multimedia functionality in one or two classrooms at all campuses and centers each year *(through June 2011)*
- Provide at least one library computer at each location that will comply with the FDLP requirements
- Provide libraries with the capability to print to color printers at a centralized location within each campus or center
- Provide scanners in each library
- Expand and develop instruction resources department, to support all classroom modes of technology and instruction assistance
- Establish library of audio textbooks for DRA students
- Explore sharing integrated library catalog system with public library system
- Enhance library services to include easy access to subscription databases and delivery of materials to distance students
- Explore ways to provide computerized testing for students at campuses and centers, as well as dual enrollment students at local high schools
- Provide email for students and adjunct faculty
- Expand resources for disability services
- Establish procedure for purchasing DRA texts that includes verification of alternative text availability
- Provide notebook computers for student use
- Develop policy and technology for all media presented in class to be universally accessible
- Support opportunities for NPC students to learn applicable technology to gain NPC employment

3.2.2 Provide administrative and student services with increased efficiency, scope and reach through technology

Supports HLC Core Components 1ce, 2ad, 4d

- Install desktop conferencing systems
- Implement an emergency notification system
- Evaluate and install access control and monitoring for buildings, labs, ITV classrooms and parking lots
- Expand online services for career assistance
- Provide online forms and maps to allow for access to disability services, filing grievances and allowing uploading of documentation

3.2.3 Establish, develop and deliver training

Supports HLC Core Components 1ce, 2abd, 4ad

- Develop technology training and tutorial specific to faculty and student needs
- Provide continuous training for Information Services staff
- Train Support Room staff to assist people using remote methods
- Establish professional educational organization memberships, such as EDUCAUSE

Pillar 4: Strengthen Human Resources and Employee Relations

Overall Responsibility: Vice President of Administrative Services

Priority 1: Create and Implement a Master Human Resources Plan

Next Major Milestone: January 1, 2009

Responsibility: Human Resources Director, Employee Relations Committee, Executive Team

Goals:

4.1.1 Develop a master plan to transition from Personnel to Human Resources services

Supports HLC Core Components 2abcd, 4d, 5d

- Develop a plan that includes maintenance of current services, and expansion of services
- Maintain and streamline current processes

Priority 2: Establish stability, consistency and excellence in college staff and services

Next Major Milestone: June 30, 2009

Responsibility: Human Resources Director

4.2.1 Update policies and procedures

Supports HL Core Components 1abcde, 2d

- Revise the Lateral Move procedure
- Revise the Drug/Alcohol procedure
- Review all annually

4.2.2 Create employee orientation program

Supports HLC Core Components 1ce, 2bcd, 4ad

- Review prior orientation programs
- Consult with all major functions in the college
- Set up timely and comprehensive orientation sessions
- Evaluate and revise the program as needed

4.2.3 Create an employee mentoring program

Supports HLC Core Components 1ce, 2bcd, 4ad

- Research current practices and needs in NPC departments
- Create a comprehensive plan for college-wide mentoring
- Implement initial phase of plan (by August 2009)

4.2.4 Provide training appropriate for all employees

Supports HLC Core Components 1ce, 2ab, 5c

- Provide opportunity for new and current employee training for Jenzabar, JICS, Drupal and Outlook at least four times a year
- Provide specialized technology training for specific departments and specific jobs
- Create, revise, maintain and disseminate employee handbooks and office procedure handbooks
- Review and revise faculty and adjunct faculty handbooks
- Work with Academic Deans and faculty to create and provide workshops to facilitate teaching effectiveness

4.2.5 Present college-wide symposia on compliance with legal issues

Supports HLC Core Components 1cde, 3bd, 4ad, 5c

- Provide mandatory training regarding legal issues in the workplace
- Provide training on diversity at All College Convocation (August 22, 2008)

Priority 3:

Strengthen hiring, evaluation and compensation standards

Next Major Milestone:

May 30, 2009

Responsibility:

Executive Team, Director of Human Resources, Academic Deans, Campus and Center Managers

Goals:

4.3.1 Create and maintain an equitable and transparent compensation structure

Supports HLC Core Components 1e, 2bd

- Evaluate all budgeted positions, current position descriptions and current compensations schedules
- Evaluate recommendations and recommend updates to the compensation process (by January 2009)

4.3.2 Create plan to enhance procedures that foster the hiring of quality personnel

Supports HLC Core Components 1e, 2ab, 5abcd

- Work with all departments to formulate a plan for enhancement
- Submit plan for 2009-10 budget consideration (by January 2009)

4.3.3 Revamp adjunct faculty employment standards, hiring procedures and compensation

Supports HLC Core Components 1e, 2ab, 5abcd

- Investigate creating a salary schedule similar to fulltime faculty
- Actively recruit new adjunct faculty, particularly in the science and math areas

4.3.4 Evaluate and assess job performance

Supports HLC Core Components 1de, 2c, 3b, 4bd

- Conduct annual performance evaluations for all employees
- Review, evaluate and revise evaluation tools and procedures

Priority 4: Foster an institutional environment that encourages teamwork, pride in job and institution, and professional growth and development

Next Major Milestone: May 30, 2009
 Responsibility: Director of Human Resources; Executive Team

Goals:

4.4.1 Develop programs that recognize individual and group achievement

Supports HLC Core Components 1d, 2c, 5ad

- Re-establish college service awards
- Propose a plan of compensation for achievement awards

4.4.2 Promote professional development opportunities for staff and faculty

Supports HLC Core Components 1de, 2b, 3b, 4abd

- Expand adjunct faculty participation and recognition
- Actively recruit in-house talent to present professional development workshops

4.4.3 Enhance and maintain employee reference resources

Supports HLC Core Components 1cd, 2b, 4d, 5a

- Create employee directory for website
- Provide email addresses for all adjunct faculty teaching each semester
- Investigate use of web-based vehicle scheduling

Pillar 5: Strengthen Fiscal Resources to Support Critical Programs & Services

Overall Responsibility: Vice President of Administrative Services, President

Priority 1: Identify and develop a variety of funding alternatives

Next Major Milestone: May 30, 2009
 Responsibility: Vice President of Administrative Services, Director of Financial Services, President, NPC Foundation Executive Director, SBDC, Dean of Workforce Development

Goals:

5.1.1 Seek grant opportunities

Supports HLC Core Components 2ab, 3bc, 4, 5abcd

- Identify available federal and state grants
- Develop grant management procedures (by May 2010)
- Apply for applicable grants
- Determine annual grant target funding level

5.1.2 Enhance awareness and effectiveness of NPC Foundation

Supports HLC Core Components 1cd, 2d, 4a, 5abcd

- Review governance structure
- Develop recruitment of membership plan
- Develop publicity plan
- Develop fund-raising targets
- Solicit funds from local communities and national philanthropic organizations *(begin May 2009)*

5.1.3 Support community development to maximize assessed valuation

Supports HLC Core Components 1d, 2abd, 4cd, 5abcd

- Provide business and community-based training and support
- Develop and monitor key performance indicators *(by May 2010)*
- Develop multi-year targets for assessed valuation growth *(by May 2010)*
- Cultivate partnerships with business, industry, governments and other entities

5.1.4 Expand operating and capital state aid through enrollment growth

See Pillar 2, Priority 2

5.1.5 Seek support for capital funding

Supports HLC Core Components 1ce, 2bd, 3cd, 4a, 5ad

- Obtain Master Facilities Plan and Technology Plan *(in progress)*
- Develop a capital funding plan linked to Strategic Plan
- Solicit local and other funds *(by December 2009 and ongoing)*
- Increase partnerships with business, industry, governments and other entities

5.1.6 Protect equalization aid

Supports HLC Core Components 1e, 2abd, 3d, 5bd

- Develop a supporting document of current laws (completed)
- Create an association with other beneficiaries
- Maintain DGB and legislative liaison awareness

5.1.7 Develop a revenue resource analysis

Supports HLC Core Components 1e, 2abcd, 4ad, 5bc

- Obtain Master Facilities Plan and Technology Plan
- Develop cost/resource analysis *(by September 2009)*
- Develop a third-party financing plan *(by December 2009)*

Priority 2:

Improve financial planning

Next Major Milestone:

May 30, 2009

Responsibility:

President, Vice President of Administrative Services, Director of Financial Services

Goals:

5.2.1 Strengthen linkage between the budget process and strategic planning

Supports HLC Core Components 1d, 2abcd

- Use strategic plan to prioritize resource allocation during budget process
- Compare requested budgets to plans for a determination of appropriate allocation of financial resources

5.2.2 Provide budget managers the ability to track expenditures through the financial management system

Supports HLC Core Components 1de, 2acd, 3d

- Develop and implement procedures for full use of Jenzabar budget module
- Develop and implement procedures for Jenzabar requisition and purchase order processing (in process)
- Train all Budget Managers to use Budget Review and Purchase Order Approval (in process)
- Develop useful budget reports

5.2.3 Develop multiple year capital budget plans linked to technology and facility plans

Supports HLC Core Components 2abcd, 3cd, 4ad, 5bc

- Obtain Master Facilities Plan
- Develop a Facilities Maintenance Plan
- Develop departmental capital needs plans
- Develop a resource analysis
- Link all plans with resource analysis

5.2.4 Link program review and assessment to budget development

Supports HLC Core Components 1de, 2bcd, 3cd, 4abcd, 5ac

- Identify benchmarks and key indicators
- Use program review to analyze present and future allocation of resources (by December 2009)
- Identify risks and opportunities during budget development and reviews
- Link operational accomplishments to budget
- Develop a cost model for current programs
- Refine and make mandatory a business plan for new proposed programs (by January 2009)

Priority 3:

Improve accountability and transparency

Next Major Milestone:

May 30, 2009

Responsibility:

President, Vice President for Administrative Services, Director of Financial Services, Director of Human Resources, Director of Marketing, Audit Committee

Goals:

5.3.1 Define and document policies and procedures for a comprehensive system of internal controls

Supports HLC Core Components 1acde, 2cd, 4d, 5bc

- Determine best practices for internal control systems
- Assess current internal control systems
- Document current practices
- Compare current systems with best practices (by May 2010)
- Develop plans to implement best practices (by September 2010)
- Document changes as best practices are implemented (by December 2010)

5.3.2 Enhance disclosures, including a report on the effectiveness of internal controls and procedures for financial reporting along with the external auditor attestation of that report

Supports HLC Core Components 1acde, 2cd, 4d, 5bc

- Develop report on internal controls effectiveness
- Develop report on financial reporting status
- Obtain external auditor
- Determine and develop other information that would enhance distribution of disclosure information *(by May 2010)*

5.3.3 Develop community and management reports and a reporting calendar

Supports HLC Core Components 1e, 2d, 5bcd

- Determine and develop appropriate reports
- Develop a reporting calendar
- Obtain feedback from communities and management on effectiveness of reports and additional information needs *(by May 2010 and ongoing)*

5.3.4 Develop procedures for the Audit Committee to address risk management and financial report monitoring

Supports HLC Core Components 1e, 2cd, 5c

- Determine best practices for financial report monitoring and risk management in conjunction with Audit Committee

5.3.5 Post all public data for access to statistics

Supports HLC Core Components 1ae, 2c, 3a, 5bc

- Determine availability of existing data *(completed)*
- Provide existing data for posting *(in process)*
- Determine additional needed data and make available
- Publicize availability of information
- Track use of information

Pillar 6

Strengthen Facilities through Planning and Development

Overall Responsibility:

President, Vice President for Administrative Services

Priority 1:

Investigate and pursue funding options for capital and facilities development

Next Major Milestone:
Responsibility:

May 30, 2010
President, Campus and Center Managers, Executive Team Institutional Research

Goals:**6.1.1 DGB, President, Foundation reach consensus on a capital campaign for construction of CTE facilities in two district locations**

Supports HLC Core Components 1cd, 2abcd, 3cd, 4acd, 5abcd

- Board approval of a capital campaign *(by September 2009)*
- Incorporate CTE facilities construction into Master Facilities Plan *(by May 2009)*
- NPC foundation prepares capital campaign, include endowed scholarships/planned giving
- Identify current and potential grant/partnership opportunities to assist with construction and operation costs

Priority 2:**Expand facilities to accommodate growth while developing functional facilities for end users**

Next Major Milestone:

May 30, 2010

Responsibility:

Vice President of Administrative Services, Executive Team, Campus and Center Managers, Academic Deans

Goals:**6.2.1 Develop and implement Master Facilities Plan that responds to current needs and provides capacity for growth**

Supports HLC Core Components 2ad, 3c, 4ac, 5abcd

- Include two CTE skill centers as a central focus of Master Facilities Plan *(by May 2009)*
- Identify specific facility needs for existing and future programs through the district *(by May 2009)*
- Explore partnership options for skill centers development
- Investigate capital funding options for implementation of Master Facilities Plan
- Explore options for potential land acquisitions based on Master Facilities Plan

6.2.2 Establish a preventative maintenance cycle for consumable equipment

Supports HLC Core Components 2ad, 3c, 4ac, 5abcd

- Establish definition of "consumable equipment"
- Receive DGB approval for establishing dollar value and age of items identified as "capital"
- Inventory existing equipment and identify equipment categories
- Establish planned maintenance cycle as appropriate
- Establish costs for maintenance based on planned cycle
- Incorporate consumable equipment maintenance plan in operational budget

6.2.3 Expand storage space for existing programs as needed

Supports HLC Core Component 2b

- Evaluate storage needs of existing departments
- Develop and implement retention or disposal plans for dormant program materials
- Include evaluation of storage needs in development of new programs or departments
- Address storage needs of three items above in Master Facilities Plan performance in all programs

6.2.4 Develop Construction Trades program focused on hands-on experience through construction of college facilities

Supports HLC Core Components 2b, 3bcd, 4ac, 5abcd

- Identify relevant priority building projects from the Master Facilities Plan within the capacity of Construction Trades students *(by September 2009)*
- Redesign the Construction Trades Program to operate as a hands-on building program *(by September 2009)*
- Assess any liability and other institutional risks associated with this process *(by October 2009)*
- Implement program given the above parameters *(by August 2010)*

Priority 3: Prepare, disseminate, and implement safety and emergency plan for natural disasters, manmade events, health threats, and hazmat events

Next Major Milestone: May 30, 2009

Responsibility: Vice President for Administrative Services, Director of Human Resources, Director of Information Services, Director of Marketing and Recruitment

Goals:

6.3.1 Utilize existing draft crisis plan as basis for broader plan

Supports HLC Components 1e, 5c

- Add in new elements, including hazmat and other emergency response plans
- Implement ongoing crisis/safety training for all employees

Priority 4: Evaluate and implement the Higher Education Presidents Climate Commitment

Next Major Milestone: May 30, 2009

Responsibility: President

Goals:

6.4.1 Develop a plan to move the college toward climate neutrality

Supports HLC Core Components 1d, 2a, 4b

- Form a climate commitment committee
- Obtain recommendations
- Evaluate the current carbon footprint
- Implement one recommendation to move toward climate neutrality

6.4.2 Develop methods of dissemination

Supports HLC Core Components 1a, 2bc, 3b, 4ac, 5bc

- Develop sustainability curriculum
- Partner with energy entities to promote and grow sustainability of resources