

**Office of the President's Departmental Action Plan
2008-2009**

2008-09 Goals	Projects to be accomplished in 2008-09.	Ongoing Projects	Supports College Strategic Initiatives
<p>Build capacity within our team through honest, direct, respectful and regular communication without blame or judgment.</p>		<p>Continuous Communication Goal.</p>	<p>1, 4, 5, and 6</p>
<p>Support the President and Direct Reports in accomplishing the Strategic Priorities 2008-09 when established.</p> <ul style="list-style-type: none"> • Students seeking transfer to universities will have the qualifications to make a successful transition. Develop strategies and targets to increase the number of Yavapai College students transferring to four-year colleges and universities. Initiative 1. • Strengthen and develop intervention programs and services to increase student retention to assist students in completing a degree or achieving their individual academic and/or social goals. Initiative 1. • Integrate learning outcomes assessment into all instructional programs, course, and initiatives to 	<p>Provide staff support as needed to accomplish the Strategic Priorities of 2008-09 when established.</p>	<p>Provide staff support as needed to the direct reports of the President.</p>	<p>1, 3, 4 and 7</p>

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<p>document student achievement of learning outcomes. 100% completion of year-end assessment reports.</p> <p>Initiative 1.</p> <ul style="list-style-type: none">• Encourage and support scholarly inquiry. Implement Centers for Excellence and Learning with locations on the Prescott and Verde Valley campuses. Initiative 1.• Implement a new enterprise resource planning (ERP) software system to include student, finance/HR/payroll, alumni development and housing modules. Initiative 7.• Develop a culture of customer service to support student recruitment and retention, and effective internal operations. Initiative 1 and 4.• Develop long-range expansion plans for Yavapai College. Elements of the plan should include possible land acquisition and programmatic emphasis for each campus. Initiative 1 and 3.			
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The President's Office will continue to be the primary resource for the Board, students, college staff and faculty and the community.		Provide exceptional customer service to the college and community.	5 and 6
Assist the Board orienting new Board member.	Compile information to orientate the new Board member. Provide training on OurBoardroom™ software, provide information and research workshops on policy governance		2
Define job parameters and strengthen the team by assuring that there is knowledge of all job responsibilities to assure smooth job succession.	Every staff member will continue to update the best practice manual.	Continue to support each other in our job responsibilities.	4

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Provide professional growth opportunities for staff to better support the college's vision, goals and strategies.	Each staff member will define and achieve 1 – 2 areas of growth and outreach.		4 and 1
Provide continuous education on Open Meeting Laws and Legal Compliance.		Staff will continue to research educational opportunities on open meeting law and legal compliance.	1
Assure that an emergency plan is implemented and updated annually with routine practice exercises and contacts.		The staff will work directly with the Emergency Preparedness Committee in implementing the safety activities of the college.	1
Provide support to Arizona Community College Association (ACCA) and the President of the organization	Provide support for the President of ACCA.		1 and 6
Improve the archival system of past records.		Staff will work toward reviewing past documents and determine a system of how to archive them in an orderly fashion.	1