



**LARAMIE COUNTY
COMMUNITY COLLEGE**

OFFICE OF THE PRESIDENT

Dr. Joe Schaffer

MEMORANDUM

TO: LCCC Board of Trustees

CC: Peggie Kresl-Hotz, Executive Director of Human Resources

FROM: Dr. Joe Schaffer, President

DATE: July 16, 2014

RE: FY15 Personal Goals

The following are my proposed personal goals for the FY/AY 2014-2015 year:

FY15 Personal Goals

1. Improve Internal Communication and Messaging

Significant change will continue at LCCC over the next year and possibly longer. We have accomplished much and successfully navigated change in the previous year. Yet, if the pace of change is to continue, there needs to be improved communication, especially from the President, the President's Cabinet, and key managers (e.g., Deans and Directors) in order for individuals to keep abreast and positively contribute. This communication needs to be clear, consistent, reinforced and validated across the campus, and the appropriate background and context for the changes needs to be provided. I will work in this regard to implement both formal communication expectations and to participate/create informal communication venues.

2. Improve Human Resource Functions and Responsiveness

First and foremost I want to work with our HR department to help provide ways to increase the actual and perceived responsiveness of the unit to the campus. A campus wide position analysis needs to be conducted under the new HR classification framework. In addition, a compensation model needs to be revamped and implemented, and the new performance management system needs to be finalized and fully deployed.

3. Reinvent the College's Program Offerings to be Designed for Student Success

This year the focus will be on bringing all academic programs into compliance with the Degrees and Certificates Policy and Procedure, which are intended to provide student success-oriented parameters for programs to be structured in clear, coherent, and completion-focused pathways. This will require significant time by the faculty and other academic leadership to redesign programs, move away from "general studies" degrees to more focused "meta-majors," and to facilitate program articulation agreements with our university partners where we preserve majors.

4. Continue to Advance the “Building Forward” Facilities Plan

We are making great progress and will likely have both our Flex Tech and Student/University Center buildings under construction over the course of FY15. But our work on the *Building Forward* plan and our campus master plan must continue. I will remain focused on ensuring we advance planning on the Performing and Fine Arts Building, implement the first stages of the campus wayfinding plan, and seek to move on other projects as we are able (e.g., the Ludden Library and Learning Commons renovation and expansion, PE Building renovation, student housing, etc.).

5. Develop Mechanisms to Better Implement, Manage and Monitor the Strategic Plan

Our strategic plan is the guiding document behind the changes and initiatives we should be focusing on at all levels of the College. Many of the plan’s strategies are embodied in these goals. To ensure successful implementation we need to implement a system for managing and monitoring projects related to these strategies. I will work with the campus to implement this mechanism, as well as to create ways to communicate and report on the progress we are making on the strategic plan.

6. Make Substantial Progress on the Assessment of Student Learning

The College is off to a good start on the assessment of student learning, and progress is being made at the institution, program, and course level. This year, though, we must implement a structure for the development of assessment plans at each of these levels, collect student-learning evidence, and transform that into actions we deploy to improve our instructional effectiveness.

7. Implement Methods for Academic and Co-Curricular Program Review

The College is making great strides towards a culture of systems-thinking and continuous improvement. We need to continue that progress by ensuring we implement mechanisms for the frequent review of our academic programs, as well as our key co-curricular and non-academic service areas. This coming year we will initiate a new academic program review process and develop a process for the review of non-academic areas.

8. Continue to Improve and Add Needed Policy and Procedures

Policy and procedure work must continue at the College. This will certainly include those areas referenced in the HR goal above, as well as numerous other areas spanning academic affairs, student services, continuous improvement, and administration and finance.