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| jscc logo | **Goal Progress Report** |

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| **Program:** | **Campus Services** | **Report period:** | **2015-2016** |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **Evaluate current copier leases and upgrade as necessary** | The copiers under lease that are used throughout the campus community must be evaluated and upgraded as needs dictate.  **Estimated Cost**: $5,000 | This department upgraded two leased copiers based on the demands for the affected areas.  We continued to monitor the print services from the outside contractor and determined that no changes were needed. | The unit will continue to monitor equipment and print needs and adjust services as appropriate. |
| **Maintain continuing legal education requirements** | Historically, the unit dean has obtained continuing legal education credits required for licensure through the military at no cost to the college. This arrangement will become increasingly difficult and may cease altogether, at which point funds might be needed for seminars or other methods of obtaining credit.  **Estimated Cost**: $1,500 | The dean has been able to maintain current licensure without requiring the use of college resources. | The dean will continue to seek opportunities to maintain currency and rely on college resources as required. |
| **Maintain appropriate levels of insurance commensurate with anticipated risk** | Review policies and limits for appropriate insurance coverage and maintain coverage as warranted.  **Estimated Cost**: $80,000 | We procured general liability, automobile and commercial risk insurance as required. We were able to eliminate the separate liability policy for the police department as that risk is now insured by the general liability policy. | We will continue to monitor risks and procure insurance as appropriate. |
| **Develop legal training program for FERPA compliance** | The college has not placed as much emphasis on FERPA training as in years past and instead has relied on OJT for new employees. Developing an online training program for complying with FERPA will enable more systematic training for all employees. | We were not able to develop an online program but are in discussion with outside vendors to incorporate this training into current offerings. | We will develop or procure FERPA training in the next academic year. There will likely be a cost associated with this objective. |
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| **Submission date: August 31, 2016** | | **Submitted by: Keith Brown** | |