**Unit Goal Revisions**

**2015 - 2016**

Every two years, during spring semester, programs/departments/service units are asked to develop Unit Strategic Plans. These plans need to be closely aligned with the Institutional Action Priorities, the College’s Long Range Goals, and the College’s five year strategic plan. The Strategic Plans incorporate and reflect the operation of that unit at all campuses and instructional sites. Each unit’s budget needs to reflect the fiscal implications associated with the unit’s identified goals and objectives.

Following the first year each unit submits a goal progress report and revises their unit goals for the second year.

**Name of Program/Department: Campus Services**

**2015-2016 Accomplishments:**

* **Developed a Facility Master Plan to guide large-scale maintenance and facility improvements**
* **Reviewed liability insurance and determined that a separate policy for law enforcement was unnecessary, thereby reducing overall insurance costs**
* **Began a review of the college handbook and assigned policies for review by affected areas; approved a committee to develop a new evaluation instrument for faculty**
* **Placed all networked college printers under a maintenance contract with outside vendor, resulting in cost savings to the college**

**Unit Goals (2016-2017):**

**Goal 1**: **Evaluate current copier leases and upgrade as necessary**

**Objective**: The copiers under lease that are used throughout the campus community must be evaluated and upgraded as needs dictate.

**Method of Assessment:** Review of copier leases and copy data.

**Estimated Cost**: $5,000

**Goal 2**: **Maintain appropriate levels of insurance commensurate with anticipated risk**

**Objective**: Review policies and limits for appropriate insurance coverage and maintain coverage as warranted.

**Method of Assessment:** Review of applicable insurance coverage.

**Estimated Cost**: $80,000