Strategic Planning Results

Sorted By: Institutional Goal

Planning Year: 2015-2016

Institutional Goal: 5 - Strategic Goal #5

Unit Code:	Planning Unit:		Unit Manager
20000	President's Office		Allbright, A. Rodney

Obj ID	Objective	Objective Purpose	Objective Status
1801	Improve campus physical environment	Operational	Ongoing

Objective Description

Improve College of the Mainland's Image and Presence:Continue to make positive changes to the campus' physical environment and promote a collegial culture.

Responsible unit: Objectives pertaining to this process can be found in the unit plans for Facility Services, managed by Charles King, and Student Success Council Committee #5, co-chaired by Jim Hackett and Angela Dampeer.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5
14-17 SG-6
6 Strategic Goal #6

Assessment Measures

Date	Description
01/23/2015	Number of completed projects directed toward improvement of the campus physical environment.

Intended Results

Date	Description
01/23/2015	Improved campus physical environment which results in an improved community image.

Obj ID	Objective	Objective Purpose	Objective Status
1803	Serving North County residents	Developmental	Ongoing

Objective Description

Improve College of the Mainland's Image and Presence: Determine the best methods for serving North County residents.

Responsible unit: An objective pertaining to this process can be found in the unit plan for Student Success Council Committee #5, co-chaired by Jim Hackett and Angela Dampeer.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5
14-17 SG-6
6 Strategic Goal #6

Assessment Measures

Date	Description
01/23/2015	The ability to meet the needs and demands of North County residents.

Intended Results

Date	Description
01/23/2015	Solution developed to effectively serve North County residents.

Unit Code:	Planning Unit:		Unit Manager
20100	College Annual Plan		Sewell, Steve

Obj ID	Objective	Objective Purpose	Objective Status
1608	Develop a campus facility master plan which identifies and prioritizes campus improvements regarding aesthetics, functionality, safety and technology. (Supports Strategic Goal #5)	Operational	In Progress

Objective Description

Develop a campus facility master plan which identifies and prioritizes campus improvements regarding aesthetics, functionality, safety and technology. (Supports Strategic Goal #5)

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
09/29/2014	Actual implementation of recommendations coming out of SSC Committee #5.

Intended Results

Date	Description
09/29/2014	Implementation of recommendations coming out of SSC Committee #5.

Actual Results

Date	Description
09/30/2016	Five recommendations of SSC #5 were approved. (1) A budget line to fund Student Success Council recommendations was established and incorporated into the 2016-2017 budget. (2) Initiative to improve signage around campus was launched. The BOT approved funding from the Fund Balance for this initiative. (3) A recommendation to improve signage on the elevators in the LRC building was approved and elevator signage was improved. (4) A recommendation to align building and classroom designations with what appears in the schedule was approved and completed. (5) A recommendation to revise DEB (Local) policy, allowing employees to take their free class during work hours was approved by the Cabinet, but the BOT has yet to approve the policy change.

Use of Results

Date	Description
09/30/2016	A budget line to fund Success Council recommendations is now established and available. The initiative to improve signage on campus is underway. The signage in both LRC elevators has been corrected. The building and room designations have been changed so that they now match building and room designations in the schedule. Revision of DEB (Local) is awaiting BOT approval.

Unit Code:	Planning Unit:		Unit Manager
21000	Internal Auditor		Scheidler, Frank

Obj ID	Objective	Objective Purpose	Objective Status
1786	Advisory Services	Operational	Ongoing

Objective Description

For advisory (consulting) services I perform various types of engagements that are unplanned and are intended to add value. Management Requests address risks regarding operatons, compliance, and other issues that may result in improvement to internal controls. Investigations examine suspicions of financial impropriety or fraud. Fraud, Waste, and Abuse Hotline tips are addressed and are received confidentially online, by phone, or in person. External Assistance is time provided to external auditors, consultants, and others to expedite their services and to reduce costs to COM. Other Requests review general inquires from employees as clarifying college policies, etc. Services are performed without the internal auditor assuming management responsibilities. Internal auditing services are described in CDC (LOCAL) and CDC (REGULATION).

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
09/01/2014	Track actual direct audit hours used in performing advisory services described in the Annual Audit Plan to provide baseline data for analyzing audit activity and time management and for accountability relative to accomplishing the intended results of the objective.

Intended Results

Date	Description
09/01/2014	The Internal Auditing Department's Annual Audit Plan for fiscal year 2015, which was approved by the Board of Trustees on August 25, 2014, will be implemented.

Obj ID	Objective	Objective Purpose	Objective Status
1787	Assurance Services	Operational	Ongoing

Objective Description

For assurance (audit) services I perform Operational Reviews that concern high risks that adversely impact a department's ability to meet objectives, Compliance Reviews that determine adherence to laws, regulations, standards, guidelines, and college policies, and Follow-Up Procedures and Reporting that monitor and ensure that management actions from prior audit recommendations have been effectively implemented or that management has accepted the risk of not taking action. These services assist COM in evaluating risks and the adequacy of controls in areas of reliability and integrity of financial and operational information, effectiveness and efficiency of operations, safeguarding of assets, and compliance with laws, regulations, policies, and contracts. Internal auditing services are described in CDC (LOCAL) and CDC (REGULATION).

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
09/01/2014	Track actual direct audit hours used in performing assurance services described in the Annual Audit Plan to provide baseline data for analyzing audit activity and time management and for accountability relative to accomplishing the intended results of the objective.

Intended Results

Date	Description
09/01/2014	The Internal Auditing Department's Annual Audit Plan for fiscal year 2015, which was approved by the Board of Trustees on August 25, 2014, will be implemented.

Unit Code:	**Planning Unit:**		**Unit Manager**
22000	Human Resources		Bush, Lonica

Obj ID	**Objective**	**Objective Purpose**	**Objective Status**
1860	100% Positions Filled	Operational	Ongoing

Objective Description

Open full-time positions will be filled according to acceptable standards outlined by College policy and procedures and the Society of Human Resources Management best practices guidelines.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
08/14/2012	Random audit of 10% of filled positions.

Intended Results

Date	Description
08/14/2012	100% of positions filled in accordance with COM policies and SHRM.

Obj ID	Objective	Objective Purpose	Objective Status
1861	Increase Cross Cultural Competency	Operational	In Progress

Objective Description

Offer educational and training experiences to expand awareness, knowledge and cultural competencies that aid in the understanding and management of institutional diversity.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Intended Results

Date	Description
10/06/2015	Employees will have greater awareness and understanding of diversity issues and cultural awareness in the workplace.

Obj ID	Objective	Objective Purpose	Objective Status
1862	Increase Diversity and Inclusion	Operational	In Progress

Objective Description

Promote policies, practices and procedures that provide opportunities to increase underrepresented populations of staff, faculty and administrators.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Intended Results

Date	Description
10/06/2015	Increase underrepresented populations in staff, faculty and administrative positions.

Obj ID	Objective	Objective Purpose	Objective Status
1863	Monitor Employee Count Reduction	Operational	In Progress

Objective Description

Monitor the reduction of full-time employees through attrition, retirement incentives, and reorganization when appropriate.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Intended Results

Date	Description
10/06/2015	Reduce the number of full time employees when and where appropriate.

Obj ID	**Objective**	**Objective Purpose**	**Objective Status**
1864	Employee Wellness Programming	Developmental	In Progress

Objective Description

Offer a Healthier You program trainings and information to employees that will nurture their overall well being and enhance the quality of life.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Obj ID	Objective	Objective Purpose	Objective Status
1865	WebTime Entry Campus Wide Implementation	Developmental	In Progress

Objective Description

Assist with the successful implementation of the WebTime Entry electronic timekeeping for full-time, part-time and adjunct employees.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Obj ID	Objective	Objective Purpose	Objective Status
1866	Streamline and Automate Onboarding Process	Developmental	In Progress

Objective Description

Offer trainings to administrative support staff and supervisors on the proper workflow for onboarding full and part time new hires. Collaborate with ITS on electronic personnel action approvals and workflow.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Unit Code:	Planning Unit:		Unit Manager
28000	Emergency Management		McIntosh, Trish

Obj ID	Objective	Objective Purpose	Objective Status
1771	Continuity	Operational	No Status

Objective Description

Continuity is the capacity to continue the critical activities of the College during and after major disruptions due to emergency, infrastructure failure, or other causes. Developing a continuity program will be a long term project carried out over several years.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
01/12/2015	Documentation of training attendance on Continuity Planning.
09/16/2015	Document plan for COOP program.
09/16/2015	Document orientation and data collection meetings with departments.
09/16/2015	Should we be so lucky - document completed COOP plans.

Intended Results

Date	Description
09/22/2014	Emergency Management Coordinator will seek and obtain additional training on continuity planning. (Ideally with an emphasis on higher education.)
	This year we will begin the process of developing the continuity plans for all college processes. This will include establishing a schedule/flow, orienting executive staff, orienting departments to the COOP development process, and the collection of information from all departments.
	If plans are actually written by the end of the year that would be awesome. I dont really expect us to get finished this school year.

Actual Results

Date	Description
09/07/2016	Training accomplished above and beyond expectations.
09/07/2016	Base Plan drafted and submitted to President.
	This was the last time the issue was raised. Rapidly evolving circumstances at college interfered with executive initiatives.

Obj ID	Objective	Objective Purpose	Objective Status
1772	Emergency Management Training	Operational	No Status

Objective Description

Deliver training primarily to internal stakeholders to enhance the culture of preparedness and capacity to respond to emergencies at College of the Mainland.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
06/23/2014	Evaluate descriptions and sign in lists of delivered training to determine dates, target audiences, and attendees.

Intended Results

Date	Description
06/23/2014	To that end, each year the Emergency Management Unit will deliver at least 4 trainings to include at a minimum: 2 training with staff/faculty target audience. 2 training with a student target audience. (Additional training support will be provided to GCSI and other community focused efforts.)

Actual Results

Date	Description
09/07/2016	5 Trainings for Faculty and Staff 6 Trainings for Students 8 Trainings for Community/Public/Peers

Obj ID	Objective	Objective Purpose	Objective Status
1773	Exercises	Operational	No Status

Objective Description

Prepare, conduct and summarize emergency management exercises to allow consideration of and practice with preparedness, response, recovery and mitigation ideas, protocols, and plans.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5
14-17 SG-6
6 Strategic Goal #6

Assessment Measures

Date	Description
06/23/2014	Exercise documentation will include sign-in sheets to show participants and After Action Report. After Action Report and Improvement Plans will show: - Exercise type, - Exercise content, - Attendees, - Outcomes.

Intended Results

Date	Description
06/23/2014	Prepare and deliver at least one per year - Can include seminar, tabletop, functional, or full scale exercises.

Actual Results

Date	Description
11/20/2015	Active Shooter Full Scale Exercise with IMAS - community wide participation. COM Gym.
01/08/2016	Active Shooter - Library
05/20/2016	Active Shooter Drill in Administration Building
05/20/2016	Active Shooter Drill in Human Resources building.

Obj ID	Objective	Objective Purpose	Objective Status
1774	Fire Drills	Operational	No Status

Objective Description

Perform fire drills of campus buildings. This is consistent with COM Policy CGC (Legal and Local), and in collaboration with all COM Units.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
06/23/2014	A summary of the fire drill program is generated once the drill season has concluded. This document indicates successes and needs for improvement in the future.

Intended Results

Date	Description
06/23/2014	A fire drill will be conducted in every occupied COM facility at least one time per planning year.

Actual Results

Date	Description
09/03/2015	Fall Daytime fire drills
04/25/2016	Evening Fire drills

Unit Code:	**Planning Unit:**		**Unit Manager**
29100	Institutional Research		Walker, Teri

Obj ID	**Objective**	**Objective Purpose**	**Objective Status**
1877	Update IR Website	Operational	In Progress

Objective Description

Increase user friendliness of IR website by adding trend data, survey results, and dashboards by end of Dec. 2017.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
03/22/2016	Number of hits to website per month will increase as more information is updated

Intended Results

Date	Description
03/22/2016	Add 5 yr trend data to website. Add CCSSE results and overview to website. Add NLSI results and overview to website. Add dashboard to website -w, contact hrs, enrollment, and completion data.
03/22/2016	Increase IR website traffic and decrease ad hoc requests for enrollment type information.

Actual Results

Date	Description
09/23/2016	This is ongoing project.

Obj ID	Objective	Objective Purpose	Objective Status
1923	Provide Professional Development and Training	Operational	Ongoing

Objective Description

The IR staff will provide ongoing training relating to Informer reporting, Microsoft Excel -intermediate and advanced usage, SPOL and utilizing data to support decision making.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
08/13/2016	Completed Presentations # of Participants
08/13/2016	Satisfaction level with presentation.

Actual Results

Date	Description
09/23/2016	During the AY15-16 team members conducted 10 presentations/training sessions. Topics included Informer Training, Excel-Basic and Intermediate, Live Excel, Planning and Goal Setting.

Use of Results

Date	Description
09/23/2016	The department will continue providing training on the effective use of Microsoft Excel, Live Excel tables and during the 16-17 year expand training to include strategic planning and assessment topics.

Unit Code:	Planning Unit:		Unit Manager
30000	Instruction		Templer, James

Obj ID	Objective	Objective Purpose	Objective Status
1654	Offer a First-Year Experience Seminar Series for New Faculty and Instructional Staff.	Operational	In Progress

Objective Description

New full-time faculty and identified instructional staff will be required to attend a monthly seminar series focused on topics pertinent to instruction. Topics will include pedagogy, assessment, professional development, and more. Faculty will develop a sense of community by experiencing the seminar series as a cohort.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
04/30/2014	The FYE Seminar Series for New Faculty will be offered and administered by the VPI.

Intended Results

Date	Description
04/30/2014	The FYE Seminar Series for New Faculty will be offered and administered to new full-time faculty and instructional staff by the VPI.

Unit Code:	Planning Unit:		Unit Manager
30100	Library		Park, Kathryn

Obj ID	Objective	Objective Purpose	Objective Status
1634	Appropriate Facilities & Learning Resources	Operational	Ongoing

Objective Description

Provide facilities and learning/information resources that are appropriate to support the College of the Mainland teaching, research, and service mission. (SACS 3.8.1)

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
09/28/2012	Budget analysis.
09/28/2012	Student survey.

Intended Results

Date	Description
09/28/2012	Acquisition of resources by subject will be in line with circulation of resources by subjects.
09/28/2012	90% of students will indicate that they found the information needed for their research using COM Library resources.

Actual Results

Date	Description
09/04/2015	Survey responses indicate that 90% of students surveyed found the information needed for their research using COM Library resources. Most library book expenditures align with circulation within 1-2%.

Use of Results

Date	Description
09/04/2015	The library will continue to align resources and services with the core curriculum. The library will continue to analyze the circulation of materials in relation to purchasing. The library will continue to survey students on library services and resources.

Obj ID	Objective		Objective Purpose	Objective Status
1638	Sufficient Staff		Operational	Ongoing

Objective Description

Provide a sufficient number of qualified staff—with appropriate education or experiences in library and/or other learning/information. (SACS 3.8.3)

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
09/28/2012	-Analysis of current staff credentials. -Analysis of peer institution data.

Intended Results

Date	Description
09/28/2012	-Number of library staff will meet or exceed the average per FTE number of staff of local peer community college libraries. -100% of library staff will meet SACS education/experience criteria.

Actual Results

Date	Description
09/04/2015	Current library staff have adequate credentials. As to sufficient staff, using the Association of College and Research Library data of community colleges with FTE similar to ours (1,038-3,981), the average is 8.10 staff and the median is 7.02 staff. COM Library has 6.5 staff, putting COM Library below average and median staff levels. Compared to our local peers where average staff is 5 and median 6, COM Library has considerably more demand placed on staff by COM students and faculty who request more help with research and reference, library instruction classes and the checkout of library materials. Combing the provided services of reference help, library instruction presentations and checkouts of library items, COM Library provided 12,494 last year, while the average of our local peer libraries was 3,879 and the median was 1,449. It should also be noted that COM Library has functions that these other institutions do not have, such as: COM History, to which the .5 staff is strictly dedicated, as well as consuming the time of several other staff members; Collegiate High School books, where COM library is responsible for cataloging, organizing, distributing and checking out to CHS students; the Virtual Librarian program in which COM librarians are embedded in online COM courses to inform students of relevant library resources and help them as needed.

Use of Results

Date	Description
09/04/2015	Library staff will continue to be monitored for adequacy as compared to peers, while including as part of the consideration the services provided by the library to our students.

Unit Code:	Planning Unit:		Unit Manager
31210	Art Gallery		Ono Gray, Mayuko

Obj ID	Objective	Objective Purpose	Objective Status
1769	Increase visitors	Operational	Ongoing

Objective Description

Increase visibility and exposure to art exhibits at College of the Mainland.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
08/29/2012	Guest list/ number of visitors signed in. Note that not all visitors sign in, so this date is not completely accurate, but is the only assessment measure available.

Intended Results

Date	Description
09/08/2015	Increase the visitors to the gallery by 10%. Additional locations for art displays are added.

Actual Results

Date	Description
09/09/2016	Guest sign in sheet was always placed at the entrance of the gallery and encouraged visitors to sign in, but no exact count is recorded. The cell phone photo exhibition brought many first time visitors to the gallery, and was a great success. Student exhibition always bring their family members to the gallery as well.
09/09/2016	Satellite location (in the enrollment center) and J. Palmer Exhibition space were established and exhibition proposals were announced. Many artists applied to have the exhibition- letting the art community know of our exhibition spaces and opportunities available, especially to emerging artists in Houston area.

Use of Results

Date	Description
09/09/2016	Continue to make an effort to keep the sign in record. Satellite location is closed due to the use for 50th year anniversary, but continue to accept exhibition proposals for the J. Palmer Exhibition space from various artists (especially from emerging artists).

Obj ID	Objective	Objective Purpose	Objective Status
1770	Exhibit artwork of multiple genres for the enrichment of the COM community and service area	Operational	Ongoing

Objective Description

Exhibit artwork of multiple genres for the enrichment of the COM community and service area

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Intended Results

Date	Description
09/08/2015	Exhibitions which reflect the objective are planned and executed. Multiple genres of exhibitions. Continue to have a student show, and also plan/execute an exhibition which reflects the community service area.

Actual Results

Date	Description
09/09/2016	Exhibitions during 2015-2016 reflected the objective- Student show, exhibitions by artists of various cultural background. Also hosted another cell phone photography competition open to the public which brought many community members to the gallery.

Use of Results

Date	Description
09/09/2016	Continue to plan exhibitions with a student show and artists by various cultural backgrounds which enrich the COM community and service area.

Unit Code:	Planning Unit:		Unit Manager
31400	Math & Science		Richardson, Leslie

Obj ID	Objective	Objective Purpose	Objective Status
1691	Faculty Professional Development	Operational	Ongoing

Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

This objective supports the following primary function:

Ensure all faculty (full-time and part-time) have adequate training to teach.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
09/01/2015	Percentage of full-time faculty who • had an approved plan on file by October 31, 2015 • had reported the results for the 2014-2015 year by October 31, 2015.

Intended Results

Date	Description
09/01/2013	100% of all full-time faculty members will have an approved professional development plan on file with the department chair and will have completed that plan within the appropriate time frame. (It is expected that all full-time faculty will complete a professional development plan annually; however, some professional development goals may require more that one year to achieve.)

Actual Results

Date	Description
09/08/2016	100% of the full-time faculty had a professional development plan for 2015-2016 on file with the department chair by 10/31/2015. 100% of the full-time faculty had a completed professional development plan for 2014-2015 on file with the department chair by 10/31/2015.

Unit Code:	Planning Unit:		Unit Manager
35300	C.E. Life-long Learning		Vardeman-Aulds, Alesha

Obj ID	Objective	Objective Purpose	Objective Status
1610	Facility Upgrade	Developmental	In Progress

Objective Description

To move the location of the Lifelong Learning program by 2016 to a new facility, to be named the Center for Lifelong Learning, both for the growth of the program and for the safety of the students/instructors/staff.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
10/09/2014	Actual number of classes offered
10/09/2014	Actual number of students

Intended Results

Date	Description
10/09/2014	Number of Classes will increase by 25%
09/04/2015	Number of students will increase by 10%

Obj ID	Objective	Objective Purpose	Objective Status
1611	Financial Strategy	Developmental	In Progress

Objective Description

Improve the financial performance of the program using creativity such as Extended Travel Programs and collaborations with outside companies like SER Jobs for Progress setting up business contracts for short term training modules for seniors.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
08/31/2012	Cost ratio analysis of the program using Datatel figures.

Intended Results

Date	Description
08/31/2012	The revenue will cover 60% of the cost of instruction for all Lifelong Learning courses

Obj ID	**Objective**	**Objective Purpose**	**Objective Status**
1613	Operating Procedures	Developmental	In Progress

Objective Description

Increase the stability and longevity of the Lifelong Learning and 50 Plus Programs by developing written standard operating procedures and program evaluation components.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
08/31/2012	Existence of Standard Operating Guidelines and Program Evaluation Components.

Intended Results

Date	Description
08/31/2012	Standard Operating Guidelines for the Program will be completed by Aug 2016, with ongoing updates as needed.

Unit Code:	Planning Unit:		Unit Manager
35900	Public Services Careers		Anderson, Carla

Obj ID	Objective	Objective Purpose	Objective Status
1898	EMS - Accreditation Visit	Operational	Not Started

Objective Description

Conduct the accreditation visit as scheduled by CoAEMSP, date to be determined through Fall 2015.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
10/15/2014	Criteria determined by the accrediting body for each program standard.

Intended Results

Date	Description
10/15/2014	The EMS program will meet the standards and thresholds for reaccreditation.

Actual Results

Date	Description
09/09/2016	The EMS program has received reaccreditation. The final report included two recommendations: obtaining computers for students' use; and involvement of the Medical Director in the curriculum and other duties. Five computers and desks were obtained and installed in August 2016. The Medical Director has reviewed curriculum, attended the April 2016 EMS Advisory Committee meeting and met with the Director on EMS program related issues.

Use of Results

Date	Description
09/04/2015	We will use all comments and suggestions to modify the curriculum and procedures accordingly to maintain accreditation standards.

Unit Code:	Planning Unit:		Unit Manager
36230	Welding		Woods, Victor

Obj ID	Objective	Objective Purpose	Objective Status
1620	Ventilation Improvement	Developmental	In Progress

Objective Description

Ventilation has been installed in both welding labs to bring up to OSHA standards. Plan on working with maintenance department to insulate the building to get A/C working better. This summer after the new units were installed the labs were still 97 degrees.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
10/01/2014	Successful inspection by professional enviromental and testing firm.

Intended Results

Date	Description
10/01/2014	Ventilation in the welding labs will meet OSHA standards.

Actual Results

Date	Description
09/09/2016	Ventilation meet the OSHA standards

Use of Results

Date	Description
09/09/2016	will continue to make sure it meets OSHA standards

Unit Code:	Planning Unit:		Unit Manager
41000	Registrar		Musick, Kelly

Obj ID	Objective	Objective Purpose	Objective Status
1728	Data Cleanup	Operational	In Progress

Objective Description

Implement a data cleanup process utilizing informer reports to improve internal and external reporting.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
10/03/2014	Internal and external reports have fewer discrepancies and state reporting errors.

Intended Results

Date	Description
10/03/2014	To improve the accuracy of data collected for reporting.

Actual Results

Date	Description
09/23/2016	Institutional Research has worked with the Registrar and Assistant Registrar to develop informer reports for data clean up. IR has provided reports for the office and a schedule has been set up for the staff to run.

Use of Results

Date	Description
09/23/2016	Since the use of the reports for data clean up, the staff is reviewing processes and addressing any gaps in order to improve data entry errors.

Obj ID	Objective	Objective Purpose	Objective Status
1729	Record Retention Management	Operational	In Progress

Objective Description

Maintain and store all student records in an electronic format.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
10/03/2014	All student records will be maintained electronically and will be accessible through webnow campus wide.

Intended Results

Date	Description
10/03/2014	To improve the maintenance and security of student records.

Actual Results

Date	Description
09/04/2015	Received new scanners and an additional scanning station to continue working toward filing all student records electronically,

Use of Results

Date	Description
09/04/2015	We will continue to expand the scanning of student documents and work with IT to improve the processes and training.

Unit Code:	Planning Unit:		Unit Manager
50000	Fiscal Affairs		Burton, Clen

Obj ID	Objective	Objective Purpose	Objective Status
1797	Annual Financial Report	Operational	Ongoing

Objective Description

Every year the college is required to produce an Annual Financial Report. The report is audited by an independent third-party auditor. Auditor comments are used to asses the employees of the fiscal affair's department and members other department's compliance with applicable laws and standards. This report is also used to asses the college's financial health by the Board of Trustees and other parties to asses the college's financial health.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
09/18/2015	The completed report is submitted to the relevant funding and administrative agencies in a timely manner.

Intended Results

Date	Description
09/18/2015	The intended result is to have no adverse findings disclosed in the audit report. If there are findings then make certain that the findings are corrected.

Obj ID	Objective	Objective Purpose	Objective Status
1805	Increase Department Wide Understanding and Utilization of the College's Enterprise System	Operational	Ongoing

Objective Description

Increase fiscal affair employee utilization and knowledge of the College of the Mainland's enterprise system, specifically the Ellucian Datatel enterprise system.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
09/18/2015	Increase participation in employee training and increase usage of various modules.

Intended Results

Date	Description
09/18/2015	Increase efficiency and self-reliance in producing day to day accounting outputs.

Unit Code:	Planning Unit:		Unit Manager
56000	Purchasing		Blinka, Sonja

Obj ID	Objective	Objective Purpose	Objective Status
1790	Central Mailroom Charge Back Tracking	Operational	Complete

Objective Description

Increase accuracy in charge backs to individual department budgets.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
08/22/2012	Pitney Bowes mail report to assess charges reported from mail machine each month and reconcile with mail request forms where discrepancies are identified.

Intended Results

Date	Description
08/22/2012	Accurate department charge back for mail outs by department per month.

Actual Results

Date	Description
09/16/2016	Purchased a new Pitney Bowes mailing machine with more accurate charging tools. Complete.

Use of Results

Date	Description
09/16/2016	Using reports from the new hardware/software procured to support the charge back G/L accounts.

Obj ID	Objective	Objective Purpose	Objective Status
1791	Launch Purchasing Website	Developmental	Complete

Objective Description

Create a Purchasing Department webpage on College website for internal and external customers to advertise Purchasing tools and Bidding opportunities.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
08/22/2012	Enhance and update the Purchasing website information to provide current data relating to contracts, bids, and Procurement services.

Actual Results

Date	Description
09/16/2016	Obtained training from IT to upload new RFP requirements to post for public bidding. Additionally worked with Marketing department for website updates.

Use of Results

Date	Description
09/16/2016	Provides information to internal customers regarding Purchasing policies, processes, forms and state contracting opportunities. In addition, informational tool to vendors regarding how to do business with COM and Inter-Local Agreement opportunities.

Obj ID	**Objective**		**Objective Purpose**	**Objective Status**
1793	Plan for Efficiency		Operational	In Progress

Objective Description

Prepare, pland and coordinate in advance regarding upcoming requirements to increase efficiency in the Procurement process and allow for further efficiencies with vendors.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
09/18/2015	Track training attendance and survey feedback.

Intended Results

Date	Description
10/07/2014	Provide better communication and planning across all areas while allowing for better vendor relations and negotiations for cost effectiveness.

Actual Results

Date	Description
09/16/2016	Training was made mandatory and as a result, all staff is being provided training which resulted in more efficiencies.

Use of Results

Date	Description
09/16/2016	More efficient use of tools and compliance in accordance with Government regulations.

Obj ID	Objective	Objective Purpose	Objective Status
1794	Purchasing Training	Developmental	In Progress

Objective Description

Develop and implement training opportunities to educate end-user community on Purchasing requirements and processes.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
08/31/2012	Attendee sign-in sheet and Training Survey by participants to provide evaluation and feedback on training given.

Intended Results

Date	Description
08/22/2012	Provide efficiency in the Purchasing process from end-user to order finalization. Educate COM community and provide adequate tools to promote efficiencies and customer service within the legal requirements set forth by Local, State and Federal policy and procedures.

Actual Results

Date	Description
09/16/2016	Additional training opportunities enhanced purchasing process.

Use of Results

Date	Description
09/16/2016	Build on training tool to incorporate additional processes specific to Grant purchasing requirements and compliance.

| **Unit Code:** | **Planning Unit:** | | **Unit Manager** |
| 70000 | Student Success Council | | Templer, James |

| **Obj ID** | **Objective** | **Objective Purpose** | **Objective Status** |
| 1671 | Administer SSC | Operational | In Progress |

Objective Description

Lead monthly meetings of the Student Success Council (SSC), with prepared agenda and a recorder to document the meetings.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-2
2 Strategic Goal #2
14-17 SG-3
3 Strategic Goal #3
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5
14-17 SG-6
6 Strategic Goal #6

Assessment Measures

Date	Description
09/24/2014	Posting of agenda and minutes for each of the nine meetings held

Intended Results

Date	Description
09/24/2014	A minimum of nine Student Success Council meetings will be held during this academic year, with an agenda and minutes for each.

Obj ID	Objective	Objective Purpose	Objective Status
1672	Communication about SSC	Operational	In Progress

Objective Description

Ensure that activities of the SSC are communicated to a broad audience, to include the Board of Trustees and campus constituencies.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-2
2 Strategic Goal #2
14-17 SG-3
3 Strategic Goal #3
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5
14-17 SG-6
6 Strategic Goal #6

Assessment Measures

Date	Description
09/24/2014	Minutes from meetings of the Board of Trustees, Student Services Leadership Council, and Instructional Leadership Council.

Intended Results

Date	Description
09/24/2014	Evidence of communication to a broad audience will be found in minutes from meetings of the Board of Trustees, Student Services Leadership Council, and Instructional Leadership Council.

Obj ID	Objective	Objective Purpose	Objective Status
1674	Tracking Recommendations	Operational	In Progress

Objective Description

Track recommendations presented to the Student Success Council (SSC) from presentation to SSC through presentation to the President's Cabinet and assignment to unit/personnel responsible, as appropriate.

Institutional Goals
14-17 SG-1
1 Strategic Goal #1
14-17 SG-2
2 Strategic Goal #2
14-17 SG-3
3 Strategic Goal #3
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5
14-17 SG-6
6 Strategic Goal #6

Assessment Measures

Date	Description
09/24/2014	SSC tracking form

Intended Results

Date	Description
09/24/2014	A completed tracking form will be posted on the I-Drive to document that each recommendation was considered and reviewed at all steps in the recommendation consideration process.

Unit Code:	Planning Unit:		Unit Manager
75000	SSC Subcommittee 5: Enhancing the Quality of the Path and the Guides		Bush, Lonica

Obj ID	Objective	Objective Purpose	Objective Status
1879	Provide accurate building and classroom designations on student schedules, both printed and web-based.	Operational	In Progress

Objective Description

Student's schedules (printed or web-based) will match the physical building and room designations making it easier for students to find their classes.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
04/14/2016	Building and room designations that print on student's schedules will reflect the physical building and room numbers.

Intended Results

Date	Description
04/14/2016	Student's schedules (printed or web-based) will match the physical building and room designations making it easier for students to find their classes.

Actual Results

Date	Description
09/30/2016	Building designations and classroom numbers have been changed to match student schedules.

Use of Results

Date	Description
09/30/2016	Recommendation has been implemented and completed.

Obj ID	Objective	Objective Purpose	Objective Status
1880	Implement a solution to provide a clear pathway by installing way-finding signage on the main campus.	Operational	In Progress

Objective Description

Students and community members attend classes and events in all buildings of our campus. Way-finding can be difficult on campus because of a lack of signage.   Students and visitors will be able to find campus locations more quickly and easily by having access to directional maps around campus.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
04/14/2016	Signage will be placed in strategic locations on the main campus to help students and visitors successfully navigate the main campus.

Intended Results

Date	Description
04/14/2016	Students and visitors will be able to find campus locations more quickly and easily by having access to directional maps around campus.

Actual Results

Date	Description
09/30/2016	BOT approved funds for this from Fund Balance on August 22, 2016. Placed in Facilities unit plan.

Use of Results

Date	Description
09/30/2016	Work is to be completed by end of AY2017.

Obj ID	Objective		Objective Purpose	Objective Status
1881	Implement way-finding solution to provide clear pathways when using elevators on the main campus.		Operational	Complete

Objective Description

People trying to find rooms on the top floor of the Learning Resource Center (LRC) are given room numbers in the 200 range, but when they use the elevator and select the second floor, they are left on the mezzanine.   The elevators will be modified to indicate the correct floor information both in the electronic display and physical signage.

Institutional Goals
14-17 SG-5
5 Strategic Goal #5

Assessment Measures

Date	Description
04/14/2016	The floors will be referenced as floor 1, mezzanine and floor 2. The digital display within the elevator and the physical floor indicators on the exterior jams of the elevator doors will reflect this new numbering system.

Intended Results

Date	Description
04/14/2016	Individuals using the public elevators in the LRC building, who are looking for rooms with numbers in the 200 range, will be taken to the correct floor.

Actual Results

Date	Description
04/14/2016	Both public elevators in the LRC building have been modified to reflect the correct floor numbers of 1, mezzanine and 2.

Use of Results

Date	Description
09/30/2016	Projected has been completed.