

Labette Community College  
 Five Year Strategic Plan FY2010 – FY2014  
**OPERATIONAL PLAN – FY 2010**  
**Administrative Area: Student Affairs**

**Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.**

**Outcome 1A: Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.**

**Division: Student Support Services**

<b>Objective 1</b>	Rewrite and gain funding for the Student Support Services Grant	
<b>Estimated Cost</b>	Existing Money \$500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Summer 2009 for writing submission. Fall 2009 to hear if refunded.	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 2</b>	Revise Student Support Services Policy and Procedure Manual to include program evaluation in all aspects of the grant.	
<b>Estimated Cost</b>	Existing Money \$1000 (grant funds)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Fall 2009	
<b>Results</b>		
<b>Comments</b>		

**Division: Talent Search**

<b>Objective 1</b>	Rewrite Talent Search Grant	
<b>Estimated Cost</b>	Existing Money \$500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Dependent upon deadline provided by Department of Education	
<b>Results</b>		
<b>Comments</b>		

**Outcome 1B: Strive to make the student’s experiences with LCC positive, nurturing, and focused on student learning and academic success.**

**Division: Admissions**

<b>Objective 1</b>	Revise the current LCC Advisor Handbook and Advisor Training Process.	
<b>Estimated Cost</b>	Existing Money \$250.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	August 2009	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 2</b>	Integrate Kansas Career Pipeline into a variety of areas of the college	
<b>Estimated Cost</b>	Existing Money \$200.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	August 2009 – Test Group January 2010 - Campus	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 3</b>	Provide general orientation information during the Cardinal Experience Days	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	August 2009	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 4</b>	Restructure the current Academic Advising Process	
<b>Estimated Cost</b>	Existing Money \$ Unsure	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	August 2010	
<b>Results</b>		
<b>Comments</b>		

<b>Objective 5</b>	NACADA Institutional Membership	
<b>Estimated Cost</b>	Existing Money \$200.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	May 2009	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 6</b>	Purchase Student Datebooks/Planners for students.	
<b>Estimated Cost</b>	Existing Money \$5,000.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	August 2009	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 7</b>	Enhance enrollment process for dual and concurrent students.	
<b>Estimated Cost</b>	Existing Money \$2,000.00 (travel)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	August 2009 Continuous	
<b>Results</b>		
<b>Comments</b>		

**Division: Student Life**

<b>Objective 1</b>	Develop a program for recognition of students on a monthly basis.	
<b>Estimated Cost</b>	Existing Money \$500.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Start September 2009 Continuous	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 2</b>	Develop the National Society of Leadership and Success for the college and community.	
<b>Estimated Cost</b>	Existing Money \$2,500 (Part New Money)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

<b>Exp. Completion</b>	Continuous	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 3</b>	Develop monthly Theme Appreciation Events.	
<b>Estimated Cost</b>	Existing Money \$600.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Continuous	
<b>Results</b>		
<b>Comments</b>		

**Division: Student Support Services**

<b>Objective 1</b>	Revise the Student Support Services academic advising plan of operation to an intensive, intrusive model.	
<b>Estimated Cost</b>	Existing Money \$	New Money One Time \$
	Grant Funded \$10,000	New Money Ongoing \$
<b>Exp. Completion</b>	Begin implementation in Fall 2009; full integration Fall 2010	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 2</b>	Implement frequent academic progress appointments with Student Support Services participants in order to monitor their academic progress and provide a means of early academic intervention when necessary.	
<b>Estimated Cost</b>	Existing Money \$	New Money One Time \$
	Grant Funded \$25,000	New Money Ongoing \$
<b>Exp. Completion</b>	Fall 2009	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 3</b>	Develop several sections of College Success Skills courses to be delivered exclusively to Student Support Services participants by SSS staff which integrate SSS program information into the current College Success Skills curriculum.	
<b>Estimated Cost</b>	Existing Money \$	New Money One Time \$
	Grant Funded \$5,000	New Money Ongoing \$

<b>Exp. Completion</b>	Fall 2009	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 4</b>	Identify high-risk courses and create supplemental instructional models for Student Support Services students enrolled in said courses.	
<b>Estimated Cost</b>	Existing Money \$5,000	New Money One Time \$
	Grant Funded \$5,000	New Money Ongoing \$
<b>Exp. Completion</b>	Fall 2009	
<b>Results</b>		
<b>Comments</b>		

**Outcome 1C: Make accessible a variety of services and programs and address learning needs.**

**Division: Admissions**

<b>Objective 1</b>	Revise and reinstitute the Early Academic Warning System for the college.	
<b>Estimated Cost</b>	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	August 2009- Test Group August 2010 - Campus	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 2</b>	Work with the Athletic Department to develop specific Athlete Enrollment Days in the summer and in preparation for the Spring semester that will assist students with enrollment, financial aid, and other student services.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	March 2009, June 2009, August 2009 – New and pre-enrollments for Summer and Fall November 2009 – pre-enrollments for Spring Continuous based on above dates	
<b>Results</b>		
<b>Comments</b>		

**Division: Athletics**

<b>Objective 1</b>	Work with the Admissions Department to develop specific Athlete Enrollment Days in the summer and in preparation for the Spring semester that will assist students with enrollment, financial aid, and other student services.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	March 2009, June 2009, August 2009 – New and pre-enrollments for Summer and Fall November 2009 – pre-enrollments for Spring Continuous based on above dates	
<b>Results</b>		

<b>Comments</b>		
<b>Objective 2</b>	Work with President's Council in development of a plan for dorms.	
<b>Estimated Cost</b>	Existing Money \$ Unknown	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Unknown	
<b>Results</b>		
<b>Comments</b>		

**Division: Student Support Services**

<b>Objective 1</b>	Expand the current tutoring program with the Tutor Success Specialist to provide trained tutors to assist students within the program and within the college	
<b>Estimated Cost</b>	Existing Money \$	New Money One Time \$
	Grant Funded \$15,000	New Money Ongoing \$
<b>Exp. Completion</b>	Spring 2010	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 2</b>	Utilize on-line course delivery software to create a web interface for Student Support Services students which will serve as a vehicle for on-line advising, program communication, and community-building.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Spring 2010	
<b>Results</b>		
<b>Comments</b>		

**Division: Talent Search**

<b>Objective 1</b>	Continue to make improvements to the curriculum within the Talent Search program.	
<b>Estimated Cost</b>	Existing Money \$	New Money One Time \$
	Grant Funded \$1,500	New Money Ongoing \$
<b>Exp. Completion</b>	August 2009	
<b>Results</b>		
<b>Comments</b>		

<b>Division: Talent Search</b>		
<b>Objective 2</b>	Continue to expand the Parent's Nights offered in the fall to the juniors/seniors and in the spring to other participants.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	November 2009; April 2010	
<b>Results</b>		
<b>Comments</b>		

**Outcome 1D: Use technology to expand opportunities for student learning and student services.**

**Division: Admissions**

<b>Objective 1</b>	Redo the website.	
<b>Estimated Cost</b>	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	August 2010	
<b>Results</b>		
<b>Comments</b>		

**Division: Financial Aid**

<b>Objective 1</b>	Utilize the Powerfaids and Jenzabar programs to communicate with students.	
<b>Estimated Cost</b>	Existing Money \$15,000 for maintenance of Powerfaids	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Continuous	
<b>Results</b>		
<b>Comments</b>		

**Division: Registrar**

<b>Objective 1</b>	Utilize Jenzabar program.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Continuous	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 2</b>	Revise the college catalog format to be useful on DVD and online rather than in hard copy.	
<b>Estimated Cost</b>	Existing Money \$5000.00	New Money One Time \$
	Grant Funded \$	
<b>Exp. Completion</b>	December 2009	
<b>Results</b>		

<b>Comments</b>	
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**Division: Student Support Services**

<b>Objective 1</b>	Continue to update and revise the Student Support Services website.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Ongoing	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 2</b>	Purchase 5 laptops for Student Support Services student check-out.	
<b>Estimated Cost</b>	Existing Money \$	New Money One Time \$
	Grant Funded \$6,000	New Money Ongoing \$
<b>Exp. Completion</b>	Fall 2009	
<b>Results</b>		
<b>Comments</b>		

**Division: Talent Search**

<b>Objective 1</b>	Continue to update and revise the Talent Search website so more participants and students utilize its function.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Ongoing	
<b>Results</b>		
<b>Comments</b>		

**Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.**

**Outcome 2A: Improve and expand linkages with educational partners and community agencies for mutual benefit.**

**Division: Admissions**

<b>Objective 1</b>	Develop an advisory board consisting of high school counselors from within the area.	
<b>Estimated Cost</b>	Existing Money \$500.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	November 2009	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 2</b>	Host a College Planning Conference on campus for area high school students as well as LCC students.	
<b>Estimated Cost</b>	Existing Money \$400.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	December 2009 Continuous	
<b>Results</b>		
<b>Comments</b>		

**Division: Financial Aid**

<b>Objective 1</b>	Promote the work study program that allows students to be paid to work in daycares and schools	
<b>Estimated Cost</b>	Existing Money \$100.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	December 2009	
<b>Results</b>		
<b>Comments</b>		

**Division: Student Support Services**

<b>Objective 1</b>	Develop an advisory council for Student Support Services with representation from core constituent groups including current and former SSS participants, LCC faculty and staff members, and Parsons, Labette, and	
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	Cherokee County community members.	
<b>Estimated Cost</b>	Existing Money \$	New Money One Time \$
	Grant Funded \$1,000	New Money Ongoing \$
<b>Exp. Completion</b>	Spring 2010	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 2</b>	Partner with Admissions and other college departments to identify students eligible for Student Support Services and target recruiting efforts.	
<b>Estimated Cost</b>	Existing Money \$	New Money One Time \$
	Grant Funded \$1,000	New Money Ongoing \$
<b>Exp. Completion</b>	Fall 2009	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 3</b>	Partner with Talent Search to create a seamless transition to LCC's Student Support Services for its eligible graduates.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Fall 2009	
<b>Results</b>		
<b>Comments</b>		

**Division: Talent Search**

<b>Objective 1</b>	Develop a recruitment plan for Parsons and Weir 8 <sup>th</sup> graders to join Talent Search once they move to high school.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Summer 2009	
<b>Results</b>		
<b>Comments</b>		

**Outcome 2B: Improve tracking of and access to data to meet the needs of institution and external contingencies.**

**Division: Student Support Services**

<b>Objective 1</b>	Upgrade student data tracking software to improve services and student communication.	
<b>Estimated Cost</b>	Existing Money \$	New Money One Time \$
	Grant Funded \$500	New Money Ongoing \$
<b>Exp. Completion</b>	Fall 2009	
<b>Results</b>		
<b>Comments</b>		

**Outcome 2F: Improve the system of defining and assessing student learning outcomes.**

**Division: Athletics**

<b>Objective 1</b>	Investigate monies for scholarships for student –athletes to match the national standards.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	September 2009 Continuous	
<b>Results</b>		
<b>Comments</b>		

**Goal 3: Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.**

**Outcome 3A: Achieve targeted growth through an integrated enrollment management process.**

**Division: Admissions**

<b>Objective 1</b>	Systematic recruitment packets and information sent by all areas of the college.	
<b>Estimated Cost</b>	Existing Money \$12,500.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	August 2009 Continuous	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 2</b>	Assist Talent Search with providing FAFSA help during the school day for area high school seniors.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	November 2009 April 2010 Continuous	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 3</b>	Host a contest with Graphic Design students to design recruitment shirts, folders, etc.	
<b>Estimated Cost</b>	Existing Money \$250.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	April 2009 Continuous	
<b>Results</b>		
<b>Comments</b>		
<b>Objective 4</b>	Establish pre-enrollment sessions at the area high schools for Con-current/Dual credit high school enrollments	

<b>Estimated Cost</b>	Existing Money \$500.00
<b>Exp. Completion</b>	November/December 2009 April/May 2010 Continuous
<b>Results</b>	
<b>Comments</b>	

**Division: Talent Search**

<b>Objective 1</b>	Assist the Admissions Department with providing FAFSA help during the school day for area high school seniors.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Ongoing	
<b>Results</b>		
<b>Comments</b>		

**Outcome 3B: Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.**

**Division: Financial Aid**

<b>Objective 1</b>	Cross-train Financial Aid staff in all areas so they can better serve the students at Labette Community College.	
<b>Estimated Cost</b>	Existing Money \$5,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	May 2010	
<b>Results</b>		
<b>Comments</b>		

**Outcome 3C: Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.**

**Division: Student Support Services**

<b>Objective 1</b>	Expand Student Support Services programs to the Cherokee Center.	
<b>Estimated Cost</b>	Existing Money \$	New Money One Time \$
	Grant Funded \$50,000	New Money Ongoing \$
<b>Exp. Completion</b>	Fall 2010	
<b>Results</b>		
<b>Comments</b>		

**Outcome 3D: Improve the utilization of human, physical, technological, and fiscal resources.**

**Division: Athletics**

<b>Objective 1</b>	Hire assistant coaches for men's basketball and volleyball.	
<b>Estimated Cost</b>	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$19,000
<b>Exp. Completion</b>	July 2009	
<b>Results</b>		
<b>Comments</b>		

**Division: Talent Search**

<b>Objective 1</b>	Combine Talent Search cultural trips and college visits to save money.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Ongoing	
<b>Results</b>		
<b>Comments</b>		

**Goal 4: External Resources. LCC will increase the public and private funds to support educational programs, capital projects, and general operations.**

**Outcome 4B: Enhance student opportunities through increased scholarships and endowments.**

**Division: Admissions**

<b>Objective 1</b>	Investigate expanding scholarship opportunities for area high school seniors through the Prom Scholarships to cover books for Labette County residents and tuition for those outside the county.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Spring 2010 Continuous	
<b>Results</b>		
<b>Comments</b>		

**Goal 5: Institutional Climate.** LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.

**Outcome 5B:** Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.

**Division: Admissions, Athletics, Financial Aid, Registrar,  
Student Life, Student Support Services, Talent Search**

<b>Objective 1</b>	Allow Student Affairs staff time to attend daytime athletic events to support our student-athletes.	
<b>Estimated Cost</b>	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
<b>Exp. Completion</b>	Spring 2010	
<b>Results</b>		
<b>Comments</b>		