

Student Life Services 2008-2009 Action Plan

The following Student Life Services Action Plan represents the major goals of each SLS department that directly support the ASLS Division Focused Initiatives. Each individual department has established a number of additional department specific goals.

Enhance programs, services and facilities.

- Continue to be active participants in the development and implementation of environmental sustainability initiatives.
- Create a model program that fosters civic engagement and contributes to the student experience and to the larger university communities. The model program will strive to connect Stout students with the community and also offering opportunities for applied and experiential learning.
- Utilize Lean Principles to streamline operations and eliminate outdated, un-needed, or non value added steps in the BlackBoard revenue distribution processes.
- Conduct a feasibility study for potential growth of camp/conference business and make recommendations for the management of camps and conferences.
- Promote and secure enumeration for the Hovlid Hall Remodeling and Addition, and University Centers Remodeling projects.
- Manage the Price Commons Second Floor Renovation project enumerated in the Capital Plan.
- Develop a residence hall renewal plan.

Innovate through Technology

- Implement the Housing Management System.

Celebrate Differences

- Hire a LGBTQ (Lesbian, Gay, Bisexual, Transgendered, Questioning) Program Coordinator.
- Provide diversity programs and workshops for students.
- Infuse diversity-related events into department activities.

ASLS Communications Plan

- Submit information for division press releases to community and campus publications.
- Participate in the ASLS Division departmental open houses program as appropriate to function and activities.

ASLS Health & Safety Plan

- Participate in safety training as required.

Training and Development Plan

- Encourage staff members to make presentations to students in the classes as well as before colleagues at state and national conferences.
- Encourage employees to complete and maintain professional certifications. This could include opportunities available on campus (e.g. the EDGE, Russell Leadership, etc.) or through organizations and state agencies.

- Encourage our managers and supervisors to join professional organizations and attend conferences and workshops.
- Encourage our managers and supervisors explore leadership positions in professional organizations.
- Encourage participation in governance on campus.
- Encourage participation in division and campus committees.
- Ensure that each SLS department provides department-specific training for their new and ongoing staff and student employees as well as state mandated trainings.

Process Improvement Plan

- Finalize the process for hiring part time coaches.
- Campus Card will review existing PeopleSoft SIS work flows related to our area and may need to make modifications.
- Continue to evaluate the current processes and structure used to manage and market Camps and Conferences.

Student Life Services 2008-2009 Department Specific Goals and Objectives

Athletics

- Hire an Assistant Athletic Director to fill out our Athletic Department Reorganization Plan
- Finalize an official process for hiring part time coaches (.03-.49)
- Get the Athletic Department Endowment plan to the next level, printed materials finalized and ready for a planned giving campaign.

Campus Card

- Update Blackboard Transaction system hardware. This will require (1) replacing the UNIX server and (2) implementing the new NCR Point-of-Sale cash registers. A pilot of the NCR cash registers is scheduled to begin in the Summer of 2009.
- Upgrade the Diamond II Card Access software and hardware to handle the additional door readers that will be coming online.
- Revise the Campus Card website to be more user-friendly and include FAQs
- Prepare Campus Card Office for upcoming changes due to PeopleSoft SIS implementation. CCO will coordinate with PeopleSoft implementation team for necessary interface changes.

Recreation/Athletic Complex

- Implement a process for use of a 48 Key Watcher unit in the Rec/Ath Complex.
- Identifying keys that will be placed in the unit, train users, and process necessary paperwork for auditing purposes.
- To get the stadium turf project completed prior to the fall 2008 school year.
- Complete the Key Watcher Unit objective set from 2007-08

Technology Services

- Assist University Housing in implementing a housing module that will meet Housings needs and also interface with PeopleSoft.
- Fill open IS – Technical Services position.
- Replace existing ASLS data servers with new server hardware.

University Centers

- Obtain SSA support for segregated fee increase for MSC renovation project
- Work with SSA Organization Affairs to develop Organization policy and services.
- Continue to evaluate the current processes and structure used to manage and market Camps and Conferences.

University Dining Service

- Create plan to accommodate Commons remodeling needs and on-going service to cafeteria, retail and summer camp customers.
- Work with Camp/Conference Coordinator and Committee to bring new groups and events to campus through enhancement of Unique Venues web site.
- Investigate options in purchasing, packaging, and departmental practices which reflect contribution to sustainability on campus.
- Planning process for Commons Dining renovation and new North Campus Facility.
- Add the Electronic Data Interface software module to Food Pro for Prime Vendor.
- Implement customer service program to improve student employee customer service training.

University Housing

- Implement RMS, the recently purchased Housing Management software program.
- Provide support to help the new Learning Communities succeed.
- Develop a residence hall infrastructure master plan.
- Prepare for occupancy and a new staffing pattern in response to the remodeling of Hovlid & Fleming Halls and the eventual removal of JTC.
- Work with students on a plan to disconnect the telephone lines in student rooms.
- Implement the new Academic Resource Coordinator (ARC) positions in the FYE Halls.

University Recreation

- Conduct diversity training on ‘Sexual Harassment’ in the workplace. Discuss the equal opportunities and respect of individual differences and complaint/grievance procedures if necessary.
- University Recreation is going to research sustainable practices within each of the Urec individual areas to develop and implement short and long range practices in relationship to sustainable themes i.e. Organic t-shirts, cleaning supplies, trip programming, equipment, etc.
- Review the Sport Clubs definition and criteria for ‘what is a sport club’ and develop a plan to improve all processes associated with policies and guidelines for SC Organization Renewal, purchasing, travel, risk & liability, Executive board management, constitution, and financial processes.
- Complete the NIRSA survey objective set for 2007-08