



**STRATEGIC PLAN**  
**Casper College**

## Vision

Casper College strives to provide an education for a lifetime that will prepare individuals to thrive and adapt in an ever-changing world.

## Mission

Casper College is a public, comprehensive two-year institution with a primary focus on student success that provides learning opportunities to enrich the lives of our students and community.

## Values

In support of our college and community mission, Casper College holds the following core values:

- Integrity – Hard work, accountability, trust, open communication, and respect
- People – Growth, support, personal development, and positive relationships
- Diversity – Thought, culture, and experience
- Forward Thinking – Intentional, innovative, and sustainable planning in the pursuit of excellence
- Community – Partnership and service

## Goals

Casper College will promote education for a lifetime by:

- **Community**
  - Strengthen the college's proactive culture that anticipates the needs of the community and state through curricula, program offerings, and partnerships.
- **Quality**
  - Sustain transferability of coursework and applicability of skills.
  - Improve retention, completion, graduation, and student success.
  - Maintain and promote a safe learning and living campus environment.
- **Growth**
  - Manage programs and enrollment to meet the needs of the community and state.
- **Financial**
  - Implement a data-informed decision-making process based on the success of students.
- **People**
  - Sustain a culture that encourages and empowers people to voice ideas, thoughts, and opinions.
  - Recruit, develop, and retain qualified employees.
  - Create a supportive environment that encourages lifelong development rooted in critical thought and reflection.

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## Campus-wide Goals

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Growth	Sustain continuous improvement of college processes and updates in support of continued accreditation.	Ongoing	Budget, Personnel, Training, Planning	Vice President for Academic Affairs, Higher Learning Commission Accreditation Liaison Officer, Executive Council		Met / Not Met
2	Quality, Growth, Financial	Improve data quality, access, security and data-informed decision-making.	Ongoing	Budget, Personnel, Training, Planning	Associate Vice President for Academic Affairs, Data Governance Steering Committee		Met / Not Met
3	Quality, Growth, People	Strengthen campus-wide diversity efforts to improve inclusion and equity.	Ongoing	Budget, Personnel, Training, Planning	Diversity Committee, Executive Council		Met / Not Met
4	Quality, Growth, Financial	Complete and implement a strategic enrollment management process that coordinates the improvement of recruiting, retention, and graduation rates.	Spring 2018 Ongoing	Planning	Vice President For Student Services, Strategic Enrollment Plan Core Committee	Strategic Enrollment Plan	Met / Not Met
5	Quality, Financial, Growth, People	Implement electronic financial systems to support collaboration and transparency, and improve student experience.	Spring 2021	Budget, Training, Planning	Vice President for Administrative Services		Met / Not Met

<b>Item</b>	<b>College Goals</b>	<b>Action</b>	<b>Timeframe (1-5 years)</b>	<b>Resources Needed</b>	<b>Key Responsibility (title)</b>	<b>References</b>	<b>Met / Not Met</b>
6	Community, Growth, Quality, People	Continue Master Campus planning efforts to provide safe and effective campus development.	2022	Budget, Planning	Vice President for Administrative Services		Met / Not Met
7	Community, Growth, Quality, People	Continue to develop and revise policies and procedures to meet ongoing and anticipated needs.	2020	Planning, Training	Vice President for Administrative Services		Met / Not Met
8	Community	Strengthen and grow relationships with community partners to address current and future workforce needs.	Ongoing	Personnel	Executive Dean for Continuing Education		Met / Not Met
9	Community	Improve community engagement by enhancing awareness of college programs, services, and signature events.	3-5 years	Budget	Public Relations Director		Met / Not Met
10	People	Enhance professional development opportunities that further college priorities.	3-5 years	Budget	Vice President For Academic Affairs, All		Met / Not Met

**Academic Affairs** (Schools, Services, & Support)

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
<b>A</b>	<b>Community, Quality, Growth</b>	<b>Develop and improve student recruiting efforts.</b>	2017-19	<b>(Below)</b>	<b>Vice President for Academic Affairs</b>		Met / Not Met
1	Community, Quality, Growth	Develop recruitment plans at the department and school level.		Personnel, Planning	Department Chairs, Program Directors, Deans		Met / Not Met
2	Community, Quality, Growth	Assess online programs to inform decision making to further develop and promote online program offerings.		Budget, Personnel, Training, Planning	Digital Learning Director		Met / Not Met
3	Community, Quality, Growth	Share co-curricular/departmental strategies across schools, (FAH example).		Personnel, Planning	Deans Council		Met / Not Met
<b>B</b>	<b>People, Financial, Community</b>	<b>Develop communication plans to improve information gathering and dissemination, as well as feedback loops.</b>	2017-19	<b>(Below)</b>	<b>Vice President for Academic Affairs</b>		Met / Not Met
1	People, Financial, Community	Utilize the comprehensive departmental review to gather and disseminate information about decision making.		Planning, Personnel	Deans Council		Met / Not Met
2	People, Financial, Community	Continue to develop the data governance process to organize and disseminate information.		Personnel, Planning, Training	Data Governance Steering Committee		Met / Not Met
3	Quality, Growth, Financial	Increase campus-wide availability of data and information to increase data-informed decision making.		Personnel, Planning, Training	Vice President for Academic Affairs, Associate Vice President for Academic Affairs, Deans, Department Chairs, Program Directors		Met / Not Met

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
4	People, Financial, Community	Develop a process to share information, and respond to input from stakeholders.		Personnel, Planning, Training	Vice President for Academic Affairs , Deans, Department Chairs, Program Directors		Met / Not Met
<b>C</b>	<b>People, Financial, Community</b>	<b>Enhance professional development opportunities that address individual, department, and campus needs.</b>	2017-19	<b>(Below)</b>	<b>Vice President for Academic Affairs</b>		Met / Not Met
1	People, Financial, Community	Continue to offer back-to-school week trainings.		Personnel, Planning, Budget, Training	Vice President for Academic Affairs		Met / Not Met
2	People, Financial, Community	Expand professional development opportunities by digital capture and distribution.		Personnel, Planning, Budget, Technology, Training	Digital Learning Director		Met / Not Met
3	People, Financial, Community	Explore training opportunities with WDE or other entities.		Planning, Personnel	Deans Council		Met / Not Met
4	People, Financial, Community	Plan and implement professional development at the school and department level to address specific training needs.		Personnel, Planning, Budget, Technology, Training	Deans, Department Chairs, Program Directors		Met / Not Met

## Student Services\_ Vice President Student Services

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Growth, Financial	Complete a final report for SEP.	Spring 2018	Planning	Vice President for Student Services, Core Committee	Strategic Enrollment Plan	Met / Not Met
2	Quality, Growth, Financial	Implement quarterly meetings for strategic enrollment management.	Fall 2018	Planning	Vice President for Student Services, Core Committee	Strategic Enrollment Plan	Met / Not Met
3	Community, Growth	Develop plan for repairs and upgrades of athletic facilities.	Spring 2018	Budget	Vice President for Student Services, Athletic Director		Met / Not Met
4	Community, Quality, People	Develop policies procedures for BIT.	Spring 2018	Planning	Vice President for Student Services, Associate Vice President for Student Services	Strategic Enrollment Plan	Met / Not Met
5	Community, Growth	Develop plan for ag/rodeo complex.	Fall 2018	Budget	Vice President for Student Services, Athletic Director, Rodeo Coach		Met / Not Met
6	Community, Growth, Quality, Financial, People	Research/implement best practices for student housing and activities.	Spring 2018/ ongoing	Planning, Budget	Vice President for Student Services, Associate Vice President for Student Services, Student Life Director, Area Coordinator, Activities Coordinator	Strategic Enrollment Plan	Met / Not Met



## Student Services\_ Student Success Center

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Growth	Implement note-taking software that will allow SSC to efficiently keep notes on student appointments and track who is utilizing services.	Spring 2018	Planning, Technology, Training	Student Success Center Director, Disability Services Coordinator	Strategic Enrollment Plan	Met / Not Met
2	Quality, Growth, Financial	Review data and identify at-risk students at Casper College and opportunities for intervention.	Summer 2018	Planning, Technology	Student Success Center Director, Student Success Center Staff	Strategic Enrollment Plan	Met / Not Met
3	Quality, Growth, Financial	Develop a way to track and measure the success/retention of SSC student interventions.	Summer 2018	Technology, Training	Student Success Center Director, Student Success Center Staff	Strategic Enrollment Plan	Met / Not Met
4	Quality, Growth, Financial, People	Develop advisor training materials to use in the SSC and with other advisors if desired.	Summer 2018	Planning, Training	Director Student Success Center, Case Manager, Student Success Counselor	Strategic Enrollment Plan	Met / Not Met

## Student Services – Records Office

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Growth, Financial, People	Develop advisor training materials to use in the SSC and with other advisors if desired.	Before the 2018-19 academic year	Planning, Training	Registrar	Strategic Enrollment Plan	Met / Not Met
2	Community, Quality	Write a more detailed transfer policy to include procedures.	Early Fall 2018	Planning, Training	Registrar	Strategic Enrollment Plan	Met / Not Met

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
3	Quality	Create a form/compliance sheet that employees have completed Family Educational Rights and Privacy Act (FERPA) training.	Before the 2018-19 academic year	Planning, Training	Human Resources, Registrar		Met / Not Met
4	Quality	Correct duplicate institutions in Colleague and develop a way to prevent further duplicates.	1-2 years	Planning, Training	Registrar		Met / Not Met
5	Quality	Fully utilize functionality of Transfer Evaluation System.	1-2 years	Planning, Technology, Training	Student Records Specialists		Met / Not Met
6	Quality	Create a schedule on a repeating pattern (Section Batch Copy in Colleague).	1-2 years	Planning, Training	Registrar, Student Records Specialist	Strategic Enrollment Plan	Met / Not Met
7	Quality	Research "Intelligent Capture" to get transfer coursework into Colleague.	2-3 years	Budget, Planning, Technology	Registrar, Scholarship Enrollment Services Coordinator		Met / Not Met
8	Quality	Collaborate with other schools and Credential Solutions to get automated transcripts moving forward.	1-5 years	Planning, Technology	Registrar		Met / Not Met

## Student Services – Gear Up

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Growth, Community, People	Increase Centennial Middle School students by 20. Maintain current student numbers at all other schools.	Oct. 2018	Planning	Meeting with school administration and counselors, especially at Centennial.		Met / Not Met

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
2	Quality, Growth	Increase Science, Technology Engineering, and Math (STEM) events and programming will be offered in the next year. Also increase math tutoring.	Oct. 2018	Planning, Budget	Creating at least three to four STEM events in the coming year.		Met / Not Met
3	Quality, Growth	Support seniors accomplish credit completion.	May 2018	Planning, Budget	Senior meetings, tutoring and support.		Met / Not Met
4	Quality, Growth	Support students complete college applications, follow through with college registration requirements.	Oct. 2018	Planning	Senior meetings, and helping with application completion. Requesting fee waivers. Helping with navigation of process.		Met / Not Met
5	Quality, Growth	Support college freshmen with transition into post-secondary education.	Oct. 2018	Planning	Freshman meetings, mid-term and final grade checks, and scholarship support.		Met / Not Met
6	Quality, Growth	Support seniors complete the Free Application for Federal Student Aid (FAFSA) form.	Oct. 2018	Planning	Senior meetings, FAFSA events.		Met / Not Met
7	Quality, Growth	Increase consistent meetings, greater outreach to parents.	Oct. 2018	Planning, Budget	Two parent meetings per semester. Scheduling times to make phone calls.		Met / Not Met

## Student Services – Admissions

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Growth, Community, Financial	Leverage customer relationship management (CRM) to improve recruiting yield and matriculation rates.	1-2 years	Planning	Admissions Director, Public Relations Director	Strategic Enrollment Plan	Met / Not Met

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
2	Quality, Growth, Financial	Utilize Strategic Enrollment Plan to improve recruiting coordination among admissions, public relations, and academic departments.	1-2 years	Planning	Admissions, Public Relations Director	Strategic Enrollment Plan	Met / Not Met
3	Quality, Growth, Financial	Implement housing application and communication on GoCC tool.	6 months	Planning, Training	Admissions Director, Student Life Director, Assistant Information Technology	Strategic Enrollment Plan	Met / Not Met
4	Quality, Growth, Community	Continue and improve recruiting for Hispanic community.	1-2 years	Planning	Admissions Services Director, Admissions Representatives	Strategic Enrollment Plan	Met / Not Met
5	Quality	Review and refresh new student orientation format for face-to-face.	1-2 years	Planning	Admissions Director, Recruiters	Strategic Enrollment Plan	Met / Not Met
6	Quality	Review and refresh new student orientation online orientation.	1-3 years	Planning	Admissions Director, Recruiters	Strategic Enrollment Plan	Met / Not Met
7	Quality, Growth, Financial	Improve web and social media presence for prospective students.	1-5 years	Planning	Admissions Team, Public Relations	Strategic Enrollment Plan	Met / Not Met
8	Quality, Growth, Financial	Enhance virtual campus tour.	1-5 years	Planning, Technology	Admissions Team, Public Relations	Strategic Enrollment Plan	Met / Not Met
9	Quality	Improve admissions team office functionality and layout/change location?	1-5 years	Planning, Budget	Admissions Director, Vice President for Student Services, Physical Plant Director		Met / Not Met

## Student Services – Enrollment Services

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality	Customer services training for enrollment services.	1 year plus	Planning, Budget, Training	Director of Financial Aid		Met / Not Met
2	Quality	Develop more cross-training opportunities.	1 year plus	Planning, Training	Director of Financial Aid, Enrollment Services		Met / Not Met
3	Quality	Offer professional development opportunities.	1 year plus	Planning, Training, Budget	Director of Financial Aid, Enrollment Services		Met / Not Met
4	Quality	Streamline processes (go greener, let the systems work for us, eliminate barriers).	1 year	Technology, Training, Planning	Director of Financial Aid, Scholarship Coordinator	Strategic Enrollment Plan	Met / Not Met
5	Quality, Growth, Financial	Increase attendance at Free Application for Federal Student Aid (FAFSA) Frenzy events.	1 year plus	Budget, Planning	Director of Financial Aid, Enrollment Services Specialist		Met / Not Met
6	Growth, Quality, Community, Financial	Secure stable funding for Veterans Club and Center.	2 years	Budget, Planning	Director of Financial Aid, Special Populations Coordinator		Met / Not Met

## Student Services – Counseling Services

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality	Develop more expansive and collaborative wellness programming on campus.	Spring 2019	Planning	Director of Counseling		Met / Not Met
2	Quality, Community	Develop mission and procedures for counseling services, including suicide risk assessment and intervention procedures.	Spring 2019	Planning	Director of Counseling		Met / Not Met
3	Quality, Community	Implement and institutionalize the Koru Mindfulness program.	Spring 2019	Planning	Director of Counseling		Met / Not Met
4	Quality	Develop system of assessment for counseling services.	3-5 years	Planning	Director of Counseling		Met / Not Met

## Student Services – Security

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Community	Implement additional training for security staff in relevant topics.	Monthly	Budget, Training, Planning	Security Director		Met / Not Met
2	Quality	Analyze benefits of accreditation through International Association of Campus Law Enforcement Administrators (IACLEA). Explore costs vs. benefits and applicability to our situation.	1-2 years	Planning	Security Director		Met / Not Met

3	Quality, Community	Develop and present tabletop exercise focused on scenario relevant to college including evacuation scenario.	1 year	Planning	Security Director, officer assigned to Building Marshal liaison, outside players		Met / Not Met
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## Student Services – Student Health

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality	Collaborate with the counseling dept. to communicate with students to promote and provide health programming focusing on healthy behaviors and lifestyles, and prevention of harmful behaviors and lifestyles.	Ongoing	Planning	Director of Wellness Center		Met / Not Met
2	Quality	Facilitate student retention and optimize the student experience by providing professional, caring and considerate health care services that are accessible, cost-effective and of high quality.	Ongoing	Planning, Budget	Director of Wellness Center		Met / Not Met
3	Quality	Secure community resources necessary to complete student health care needs.	Ongoing	Planning	Director of Wellness Center		Met / Not Met
4	Quality	Maintain services needed to fulfill academic requirements for programming (necessary titers or immunizations).	Ongoing	Planning	Director of Wellness Center		Met / Not Met

## Student Services – Athletics

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Growth, Community	New construction (ag/rodeo complex) (practice gym), and renovation of existing athletic facilities (T-Bird) – expand women's locker-room, weight room, training room – add office space, new bleachers, replace speakers.	5 years	Budget, Planning	Athletic Director, Physical Plant, Purchasing		Met / Not Met
2	Quality, Community, Financial	New video board in gym.	5 years	Budget, Planning, Training	President, Vice President, Board of Trustees, Athletic Director, Athletic Department, Physical Plant		Met / Not Met
3	Quality	Hire sports information and game management personnel.	5 years	Budget, Personnel	President, Vice President, Board of Trustees, Athletic Director, Athletic Department		Met / Not Met
4	Quality	Design athletic department policies, including athletic training and student-athlete handbook.	Ongoing	Planning	Head Athletic Trainer, Athletic Director		Met / Not Met
5	Quality, Community	Maintain strong booster club, get more sponsors, and improve communications.	Ongoing	Planning	Athletic Director, Athletic Department		Met / Not Met
6	Quality, Community, Growth, Financial	Research adding intercollegiate sports programs.	5 years	Budget, Planning, Personnel	President, Vice President, Board of Trustees, Athletic Director, Athletic Department		Met / Not Met



## Student Services – Associate Vice President of Student Services

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Community, People	Create and distribute a newsletter for Title IX and CC Care Team as a resource for staff and faculty.	1-3 months, plan first distribution January 2019	Planning	Associate Vice President for Student Services		Met / Not Met
2	Quality, Community, People	Increase the visibility and usage of the CC Care Team on campus with staff and students.	Continual 0-5 years	Planning	Associate Vice President for Student Services, Faculty		Met / Not Met
3	Quality, Community	Provide meaningful training for CC Care Team and Title IX teams annually on campus and through conferences.	Annually	Planning, Budget	Associate Vice President for Student Services		Met / Not Met
4	Quality, People, Community	Provide meaningful training for faculty and staff related to CC Care Team issues beginning January 2019.	Annually	Planning	CC Care Team		Met / Not Met
5	Quality, Growth, Financial	Attend housing conference to gain knowledge about best practices and learn more about housing.	June 2018	Budget, Planning	Associate Vice President for Student Services, Director of Student Life		Met / Not Met
6	Quality, Growth, Financial	Improve housing and student life website. Work to create a more interactive and engaging webpage.	Ongoing	Planning	Area Coordinator, Student Activities Coordinator		Met / Not Met
7	Quality, Growth, Financial	Create a communication plan for housing. Recruit students to live on campus, build excitement prior to move in and retain students.	Ongoing	Planning	Director of Student Life		Met / Not Met

## Student Services – Student Life

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Growth, Financial	Develop and implement customer relationship management (CRM) for use by housing and student activities and intramurals.	Aug. 2018	Planning	Student Life Team	Strategic Enrollment Plan	Met / Not Met
2	Quality, Growth, Financial	Develop a marketing plan for the Residence Hall.	Feb. 2019	Planning	Student Life Team	Strategic Enrollment Plan	Met / Not Met
3	Quality, Growth	Increase student life staff attendance at residence assistant programs and student based activities.	Ongoing	Planning	Student Life Team		Met / Not Met
4	Quality, Growth	Increase utilization of the T-bird Nest, Liesinger Hall Gym and the Residence Hall courtyard.	Ongoing	Planning	Student Life Team		Met / Not Met
5	Quality, Growth	Increase awareness and use of the Educational Resource Center.	Ongoing	Planning	Student Life Team		Met / Not Met
6	Quality, Growth	Develop a procedural Residence Assistant training manual.	Aug. 2019	Planning	Student Life Team		Met / Not Met
7	Quality	Develop and implement a residence hall association (RHA).	Aug. 2019	Planning	Area Coordinator		Met / Not Met
8	Quality, Community, Growth	Install lights on the Murane Playing Fields.	Aug. 2021	Budget, Planning	Director of Student Life		Met / Not Met

## Student Services – Early Childhood Learning Center

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Community	Implement the program’s vision and mission to ensure successful National Association for the Education of Young Children (NAEYC) accreditation renewal.	2018	Planning	Early Childhood Learning Center Director, Teachers		Met / Not Met
2	Quality, Community	Maintain high-quality services to children and families.	Ongoing	Planning	Early Childhood Learning Center Director, Teachers		Met / Not Met
3	Quality	Design and develop natural outdoor area in back of the center.	Spring 2018	Planning, Budget	Early Childhood Learning Center Director, Teachers		Met / Not Met
5	Quality	Maintain and increase communication with part-time and full-time teacher assistants.	Ongoing	Planning	Early Childhood Learning Center Director, Teachers		Met / Not Met
6	Quality	Expand professional development beyond local trainings.	Ongoing	Planning, Budget	Early Childhood Learning Center Director, Teachers		Met / Not Met

## Administrative Services – Accounting & Financial Management

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Growth, Financial	Implement Budget Solution Software to encourage transparency and collaboration in the budgeting process.	Spring 2018	Budget: \$80,000 initial cost; \$10,000 ongoing	Vice President for Administrative Services, Director of Financial Services		Met / Not Met

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
2	Quality, Growth, Financial	Utilize an online tuition payment system to allow for earlier collection of tuition revenue and flexibility of payment time frame to students.	Spring 2018	Budget: Annual contract approx. \$6,000/year	Director of Financial Services, Assistant Director		Met / Not Met
3	Quality, Growth, Financial	Provide electronic funds transfer of financial aid refunds to students to give students the ability to receive funds quicker.	Fall 2018	Budget: \$150/month and additional per transaction fees	Director of Financial Services, Assistant Director		Met / Not Met
4	Community, Quality, Financial	Transmit payments to vendors via electronic funds transfer to reduce check processing and save on costs.	Fall 2019 and Spring 2020	Planning, Technology	Director of Financial Services, Director of Purchasing		Met / Not Met
5	Quality, Growth, Financial	Utilize Colleague online requisition module for processing of requisitions to reduce paperwork.	Fall 2019 and Spring 2020	Planning, Technology, Training	Director of Financial Services, Director of Purchasing		Met / Not Met
6	Quality, Growth	Implement digital imaging, archiving, and workflow processes for accounts payable including checks, invoices, vendor information forms, and other accounting records.	Fall 2020 and Spring 2021	Planning, Technology	Director of Financial Services, Assistant Director		Met / Not Met
7	Quality, Financial	Improve and develop collection processes and revenue collection to reduce aged receivables.	Spring 2019	Planning	Director of Financial Services, Assistant Director		Met / Not Met
8	Quality	Utilize Colleague Student Self-Service to process all student payments through online access or via kiosk.	Spring 2019	Planning	Director of Financial Services, Assistant Director		Met / Not Met

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
9	Quality, Financial	Create ability to provide seamless integration of student housing deposits through Colleague Student Self-Service and the online student housing application.	Spring 2018	Planning, Technology, Training	Director of Financial Services, Assistant Director		Met / Not Met

## Administrative Services – Facilities

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Community, Quality, Growth, People	Complete parking lot resurfacing campus wide.	2018-19	Budget: \$1,000,000, Planning	Vice President for Administrative Services, Physical Plant Director		Met / Not Met
2	Community, Quality, Growth, People	Complete construction of and occupy the new visual arts building.	2018-20	Budget: \$15 million, Planning	Vice President for Administrative Services, Physical Plant Director	Campus Master Plan	Met / Not Met
3	Community, Quality, Growth, People	Complete construction of and occupy a new ag/rodeo complex.	2018-20	Budget: \$3.5 million, Planning	Vice President for Administrative Services, Physical Plant Director	Campus Master Plan	Met / Not Met
4	Community, Quality, Growth, People	Plan and construct new entries into campus.	2018-20	Budget: \$2.5 million, Planning	Vice President for Administrative Services, Physical Plant Director	Campus Master Plan	Met / Not Met
5	Community, Quality, Growth, People	Complete construction of and occupy a new campus museum.	2021-23	Budget: \$10 million, Planning	Vice President for Administrative Services, Physical Plant Director	Campus Master Plan	Met / Not Met
6	Community, Quality, Growth, People	Complete construction of and occupy T-Bird Gymnasium expansion and renovation.	2020-22	Budget: \$3.5 million, Planning	Vice President for Administrative Services, Physical Plant Director	Campus Master Plan	Met / Not Met
7	Community, Quality, Growth, People	Complete renovation of Wold Physical Science Center.	2021-22	Budget: \$500,000, Planning	Vice President for Administrative Services, Physical Plant Director	Campus Master Plan	Met / Not Met

8	Community, Quality, Growth, People	Complete construction of and occupy a new green house facility.	2019-20	Budget: \$100,000, Planning	Vice President for Administrative Services, Physical Plant Director	Campus Master Plan	Met / Not Met
9	Community, Quality, Growth, People	Complete construction of and occupy a community conference and classroom facility.	2020-22	Budget: \$14 million, Planning	Vice President for Administrative Services, Physical Plant Director	Campus Master Plan	Met / Not Met

### Administrative Services – Facilities Scheduling

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Community, Quality, Growth	Apply facility use policy for external users (community).	2018-20	Planning, Training	Vice President for Administrative Services, Facility Schedulers		Met / Not Met
2	Quality, Growth	Apply facility use policy for internal users (employees).	2018-20	Planning, Training	Vice President for Administrative Services, Facility Schedulers		Met / Not Met
3	Quality, Growth, People	Apply facility use policy for student activities.	2018-20	Planning	Vice President for Administrative Services, Facility Schedulers		Met / Not Met
4	Community, Quality	Create and implement standardized equipment use policy.	2018-19	Planning, Training	Vice President for Administrative Services, Facility Schedulers		Met / Not Met
5	Community, Quality, Growth	Ensure appropriate use of campus facilities.	2018-20	Planning	Vice President for Administrative Services, Facility Schedulers		Met / Not Met

## Administrative Services – Human Resources

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Financial	Integrate Colleague's self-service web time entry system as updates are available.	2019	Technology, Personnel (existing)	Human Resources Director		Met / Not Met
2	Financial	Clean up data within the human resources/payroll functions of Colleague to improve data collection and ease of reporting.	2019-20	Technology, Budget, Planning	Human Resources Director		Met / Not Met
3	People	Develop an ongoing compliance, professional training, and development program for all employees.	2019	Technology, Personnel (existing)	Human Resources Director, Organizational Developer		Met / Not Met
4	People	Complete review of all existing human resources policies and procedures institutionally and update as needed to align with best practice.	2019-20	Planning	Human Resources Director		Met / Not Met
5	People	Integrate a human resources software system that will include all three components of human resources functionality: 1) applicant tracking, 2) performance evaluation and 3) a learning management tracking system.	2019-24	Budget, Technology, Training	Human Resources Director		Met / Not Met



## Administrative Services – Purchasing

Item	College Goals	Action	Timeframe (1-5 year)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Quality, Growth, Financial	Increase the use of cooperative pricing agreements.	1 year	Planning, Training	Vice President for Administrative Services, Director of Purchasing		Met / Not Met
2	Quality, Growth, Financial	Write p-card policies and procedures and rewrite p-card training program.	1 year	Planning, Training	Vice President for Administrative Services, Director of Purchasing		Met / Not Met
3	Quality, Growth, Financial	Train additional departments on purchasing policies and procedures.	1-2 years	Planning, Training	Vice President for Administrative Services, Director of Purchasing		Met / Not Met
4	Quality, Growth, Financial	Increase maintenance, repair and operations (MRO) contracts for high volume, small dollar purchases.	1-2 years	Planning, Training	Vice President for Administrative Services, Director of Purchasing, Physical Plant Director		Met / Not Met
5	Community, Quality, Growth, Financial	Implement a system to accept electronic bid submissions.	1-2 years	Planning, Budget, Technology	Vice President for Administrative Services, Director of Purchasing, Information Technology Director		Met / Not Met
6	Quality, Growth, Financial	Work with CC Information Technology to develop a system to implement electronic requisitions. These must tie directly to our Colleague system.	2-3 years	Planning, Budget, Technology	Vice President for Administrative Services, Director of Purchasing, Information Technology Director		Met / Not Met
7	Community, Quality, Growth, Financial	Bid posting system that automatically notifies registered bidders when an invitation to bid (ITB) or request for proposal (RFP) is posted.	2-5 years	Planning, Budget	Vice President for Administrative Services, Director of Purchasing, Information Technology Director		Met / Not Met

## Continuing Education

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not
1	Community, Quality, Growth, Financial	Use the Augusoft registration and customer management system to improve customer satisfaction, increase new and repeat enrollments, and make data-driven decisions.	1 year	Personnel, Technology, Budget	Executive Dean of Continuing Education, Continuing Education Specialist and Staff		Met / Not Met
2	Community	Strengthen and grow relationships with business community.	Ongoing	Personnel	Executive Dean of Continuing Education, Center for Training and Development Specialists		Met / Not Met
3	Community, Growth	Grow the number of workforce programs offered and conferences managed by 10 percent.	2 years	Personnel	Center for Training and Development Specialists		Met / Not Met
4	Community, Growth	Grow Center for Training and Development enrollments by 10 percent.	2 years	Personnel	Center for Training and Development Specialist		Met / Not Met
5	Community, Quality, Growth	Continue to meet or exceed student success standards set by the Wyoming Department of Education and Wyoming Community College Commission.	1 year	Personnel	Adult Learning Center Director, Adult Learning Center Instructors		Met / Not Met
6	Community, Growth	Grow Community Education enrollments by 10 percent.	2 years	Personnel	Community Education Specialist		Met / Not Met
7	Community, Growth	Grow the number of camps offered by Community Education from two to six.	4 years	Personnel	Community Education Specialist		Met / Not Met
8	Community, Growth	Grow Osher Lifelong Learning Institute (OLLI) memberships from an annual average of 550 to an annual average of 600.	2 years	Personnel	Lifelong Learning Specialist		Met / Not Met

## Public Relations

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Community	Improve community engagement with Casper College through signature events and targeted communications.	5 years	Budget	Public Relations Director		Met / Not Met
2	Community	Measure and improve community awareness of the college and its programs through advertising and communications.	5 years	Budget	Public Relations Director		Met / Not Met
3	Growth	Implement a comprehensive marketing plan that supports enrollment, campus climate, campus partners, and Casper College friends.	3 years		Strategic Enrollment Plan Marketing and Recruitment Committee	Strategic Enrollment Plan	Met / Not Met
4	Growth	Implement a comprehensive recruitment plan that supports enrollment, campus climate, campus partners, and Casper College friends.	3 years		Strategic Enrollment Plan Marketing and Recruitment Committee	Strategic Enrollment Plan	Met / Not Met
5	Financial	Develop content and website performance data as it relates to communication and recruitment strategies.	1 year		Public Relations Director		Met / Not Met
6	Quality	Support communication efforts to improve student retention.	3-5 years		Public Relations Director	Strategic Enrollment Plan	Met / Not Met
7	People	Highlight successes, innovations, and accomplishments of employees for community communications.	3-5 years		Public Relations Director		Met / Not Met
8	People	Support employee and department development to keep pace with evolving changes in higher education marketing and public relations.	3-5 years		Public Relations Director		Met / Not Met

## Information Technology

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
1	Financial, Quality, Growth	Automate and modernize existing support software.	Ongoing		Director of Information Technology		Met / Not Met
2	Quality	Door access solutions, storage system/one card, expand and update camera systems.	1-5 years	Budget, Equipment, Personnel	Director of Information Technology, Security, Physical Plant		Met / Not Met
3	Quality	Retire analog network (fax, fire panels and elevators).	1-2 years	Budget, Equipment, Personnel	Director of Information Technology, Security, Physical Plant		Met / Not Met
4	Community, People, Quality	Initiate mobile app.	1-3 years	Budget	Director of Information Technology, Public Relations	Strategic Enrollment Plan	Met / Not Met
5	Community, People, Quality	Improve network design and security.	1-3 years	Budget, Equipment	Director of Information Technology		Met / Not Met
6	Quality	Enhance network disaster recovery capabilities.	3-5 years		Director of Information Technology		Met / Not Met
7	Quality, Community	Expand wireless capacity.	3-5 years	Budget, Equipment	Director of Information Technology		Met / Not Met
8	Growth, Community	Storage refresh.	1-5 years	Budget, Equipment	Director of Information Technology		Met / Not Met
9	Financial	Pilot virtual desktop infrastructure solution.	1-3 years	Budget, Equipment	Director of Information Technology		Met / Not Met

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
10	Community, Quality	Expand system reporting and analytics.	1-5 years	Budget, Training	Director of Information Technology / Institutional Research		Met / Not Met
11	Financial	Printing monitoring and management.	1 year	Budget	Director of Information Technology		Met / Not Met
12	Community, Quality	Review security process within the information technology department and campus.	1-2 years	Planning	Director of Information Technology		Met / Not Met
13	Community, Quality	Move to Windows 10.	1-2 years	Planning	Director of Information Technology		Met / Not Met
14	Quality, Community, Financial	Upgrade BO 4.1 to 4.2.	1-2 years	Planning	Director of Information Technology		Met / Not Met
15	Community, Quality	Upgrade where we can to Server 2016.	1-2 years	Planning	Director of Information Technology		Met / Not Met
16	Community, Quality	Upgrade MS SQL Server 2016.	1-2 years	Planning	Director of Information Technology		Met / Not Met
17	Community, Quality	Encrypt MS SQL DB.	1-2 years	Budget, Planning	Director of Information Technology		Met / Not Met
18	Community, Quality	Revise Colleague role-based security.	1-2 years	Budget, Planning	Director of Information Technology		Met / Not Met
19	Community, Quality	Refresh Blade Center Architecture.	3-5 years	Budget, Equipment, Planning	Director of Information Technology		Met / Not Met

Item	College Goals	Action	Timeframe (1-5 years)	Resources Needed	Key Responsibility (title)	References	Met / Not Met
20	Quality	Automate management of information technology resources.		Planning	Director of Information Technology		Met / Not Met
21	Community, Quality, People	Improve communication with campus community.		Planning, Training	Director of Information Technology		Met / Not Met
22	Quality, Financial	Provide training/certification opportunities for CC Information Technology staff.	Ongoing	Training			Met / Not Met
23	Community, Quality, People	Conduct regular workshops at the Center for Excellence.	Ongoing	Planning	Director of Information Technology		Met / Not Met
24	Community, Quality, People	Hold regular department and division meetings.	Ongoing	Planning			Met / Not Met
25	Financial	Improve utilization/integration of current information technology products or services.	Ongoing	Budget, Training			Met / Not Met
26	Quality	Revise, guideline, procedure and standards documentation.	Annually	Planning			Met / Not Met