

**2007-2008 Annual Plan**  
 Madisonville Community College  
 January 2007

**Unit: Business Affairs (Business Office and Human Resources)**

Goals in Priority Order	Link to College Goals	New Expense	Action Steps (Briefly list steps you will complete to accomplish goal)	Assessment Tool (Link to PI)
Increase diversity recruitment	4		1. Expand advertisements. 2. Encourage minority applicants for each posting. 3. Collaborate with Diversity Coordinator.	# of minority applications increase
Expand on-line services	3,8		1. E-bills 2. Expand/encourage on-line payments. 3. On-line payment plans.	On-line services implemented  Ebills and on-line payments available and is used
New facility construction	2		1. Implement Phase C of construction of the Energy and Advanced Technology Center. 2. Plan MSU postsecondary building (Phase A).	Phase C construction completed on time  Plans for MSU building (Phase A) completed

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Provide fiscal management	2		<ol style="list-style-type: none"> <li>1. Decrease outstanding receivables.</li> <li>2. Promote "Best Practices" for business procedures.</li> <li>3. Produce balanced budget plus appropriate required contingency.</li> <li>4. Utilize budget module for 6-year plan.</li> <li>5. Manage asset inventory and facility utilization.</li> </ol>	<p>Receivables decreased</p> <p>Budget balanced with required contingency funds in place</p> <p>Inventory tasks completed</p> <p>Facility utilization efficiency increased</p>
Part-time faculty professional development and on-line training	1		<ol style="list-style-type: none"> <li>1. Provide required orientation.</li> <li>2. Document safety and sexual harassment training.</li> <li>3. Document credentials.</li> </ol>	<p>PD activities completed for part-time faculty</p> <p>Required safety and sexual harassment training completed by all staff</p> <p>Faculty and Staff credentials documented and kept on file</p>

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Document required safety training	1,3		<ol style="list-style-type: none"> <li>1. Complete OSHA log.</li> <li>2. Provide on-line safety training.</li> <li>3. Coordinate group training on specific training (fire extinguishers, blood borne pathogens, etc.).</li> <li>4. Complete required federal and state reports (Minger/Clery).</li> </ol>	<p>OSHA log completed</p> <p>Required PD training completed</p> <p>Required reports completed and on file.</p>