

2008-2009 Annual Plan

Madisonville Community College

January 2008

Unit: Business Office / Human Resources

Unit Objectives (in Priority Order)	Link to Area Goals	Resources Needed to Accomplish Goal	Action Steps (Briefly list steps you will complete to accomplish goal)	Assessment Measure (Link to PI)
Produce a Balanced Budget	2.5 2.6		<ol style="list-style-type: none"> 1. Submit balanced budget to BOD/BOR for approval. 2. Monitor revenue and expenditures. 3. Provide monthly project control for management purposes. 4. Monitor job positions and benefits. 	<ul style="list-style-type: none"> - Board of Directors approval - Board of Regents approval - Year End Fund Balance
Manage Outstanding Receivables	2.5		<ol style="list-style-type: none"> 1. Contract with KY Revenue Cabinet for collections. 2. Utilize e-mail notifications. 3. Provide 3 personal letters. 	<ul style="list-style-type: none"> - Comparative Analysis
Comply with Audit Procedures	2.5		<ol style="list-style-type: none"> 1. Conduct an internal audit of finances, capital assets and inventory. 2. Conduct an external audit of purchases and management criteria. 3. Implement corrective action for any deficiencies. 4. Promote "Best Practices" in business procedures. 	<ul style="list-style-type: none"> - Review of Audit Findings
Promote Professional Development for all employees	2.8 3.1		<ol style="list-style-type: none"> 1. Promote self improvement through PD as a required component of evaluations. 2. Provide release time for internal and external opportunities. 3. Provide funding opportunities to promote employee engagement. 	<ul style="list-style-type: none"> - Review PD Report
Improve New Hire Process	2.8 3.3		<ol style="list-style-type: none"> 1. Improve the employee orientation process. 2. Establish equitable compensation procedure for all employees. 3. Increase diversity recruitment through advertisement and collaboration. 	<ul style="list-style-type: none"> - Summary of Employee Categories - Feedback from Cabinet and Divisions