## President’s Office

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<th>Institutional Goal</th>
<th>Unit Goals</th>
<th>Means of Assessment / Criteria for Success</th>
<th>Findings</th>
<th>Use of Results</th>
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<tbody>
<tr>
<td>(Goal III)... Providing administrative services that support teaching and learning.</td>
<td>To work effectively with the College Board of Trustees.</td>
<td>Achieve an 80% positive response on an annual evaluation by members of the College Board of Trustees</td>
<td>Received a 100% positive response. On a scale of 1-5 (5 highest), all five Board members rated communication with the president at “5.”</td>
<td>The annual planning calendar will be developed for Board consideration at the September meeting. The President will schedule a regular one-on-one meeting with the Board chair and will continue the practice of informing individual Board members of high-profile issues.</td>
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<td><strong>Unit Mission</strong></td>
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| To provide leadership to all sectors of the institution in pursuit of the College’s mission and goals. | To operate a sound and effective Foundation that supports the College mission through friend- and fund-raising. | Establish and attain annual monetary goals for each fundraising activity:  
- Annual Giving – $75K  
- Major Gifts – $50K  
- Grants – $35K  
- Events – $40K  
- Total: – $200K | Actual  
- $59,991  
- $31,857  
- $20,000  
- $35,817  
- $149,214 | |
<p>| | To operate a Public Information Office that informs both internal and external communities about the college. | Achieve an 85% positive response on an annual Forum survey. | The 2002-2003 Forum survey asked if the publication should be continued. 100% of the respondents (18% responded) wanted Forum continued and were satisfied with the publication. | The newsletter is continuing. Suggestions for changes are being incorporated into the publication - more photographs are already being used, and other changes will be made during the upcoming year, including adding more features on students and stories on retirees. |</p>
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<th>To lead a comprehensive Information Technology Program that effectively and efficiently serves the College.</th>
<th>Achieve an 85% positive response in the College Community Opinion Survey. Achieve a minimum score of 85% on an external security audit.</th>
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<td>To provide a comprehensive program for improving Institutional Effectiveness</td>
<td>1. Achieve 100% participation rate in unit planning for all administrative units; 2. Achieve a 75% success rate as reflected by outcome measures in the annual Institutional Assessment Report.</td>
<td>All administrative units have developed and implemented unit-specific strategic plans. IE Report pending.</td>
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<td>To initiate and facilitate inter-agency communications between the College and local and state governmental units.</td>
<td>Accomplish 66% of the actions under Goal 6 of the President’s Office AUP.</td>
<td>Two of the three actions under Goal 6 in the President’s Office academic unit plan were accomplished—or 66%</td>
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<td>The legislative information piece will be continued on a regular basis, as will the information breakfast. Based on participant feedback, arrangements for the breakfast will be made in August for the early-December event.</td>
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To enhance community and educational relationships through the development of special initiatives and partnerships.

Accomplish 66% of the actions under Goal VI of the college-wide strategic plan.

Accomplished all five or 100% of the actions under Goal VI of the college-wide strategic plan that were scheduled for completion in 2002-2003.

- The University Center is scheduled to open Winter 2004.
- The Coordinator of the Port Townsend site has joined the Jefferson County EDC.
- The Dean for Workforce Education is serving as chairperson of the Clallam County EDC Education Cluster Team. The College is currently applying for grant funds to initiate programs identified through EDC activities.
- Basic Skills staff are participating in the PA School District literacy initiative.
- The College President is member of the Skills Center Executive Board & Business Incubator Executive Board. The College is offering a joint program in Welding & developing shared programs in Culinary Arts and Video Production. The Vice-President of Instruction has met with Battelle and WWU staff to identify possible partnership opportunities, including an Environmental Sciences Baccalaureate program on the Peninsula College campus.
To provide leadership to the campus community in support of the college vision, mission and strategic goals.

Achieve a 66% completion ratio for institutional initiatives as reflected in the annual IE Report, the annual Report to the Community, and the end-of-year assessment of the President’s Office strategic plan.

Accomplished 80% or 4 of the 5 actions listed in Goal 3, objective E of the campus strategic plan. The fifth item was partially completed and is in process.

- An annual personnel evaluation for all administrative personnel was not fully completed. The Administrative Leadership Team (ALT) agreed on a common process that includes the development of individual professional development goals and departmental goals. With some exceptions, this has been accomplished. The expectation is that supervisors would complete the evaluation sometime in June or July. The evaluation process is incomplete at this time.

- The college-wide professional development program was funded and policies and procedures are complete. Each full-time employee is eligible for $300 and each part-time employee is eligible for $100 toward accomplishing the objectives of their personal professional development plan. 10% of 748 eligible employees participated in the program, spending approximately $16,000. 43% of full-time faculty, 30% of administrative personnel and 12% of classified staff participated.

Less than 3% of part-time personnel participated.