

# CAS Student Union Self-Assessment Action Plans

## Facilities, Technology and Equipment

**Action Plan 1:** Renovate the Student Union to provide needed lounge space, club and organization space, and up to date kitchen facilities

*Resources:* Money, Executive Vice President for Finance, CAS Survey results, ACUI/EBI Survey results

*Time Line:* This needs to be a priority of the college, and therefore cannot set a timeline

*Responsible Parties:* Longwood College Strategic Plan, Student Union Staff

**Action Plan 2:** In conjunction with Facilities management, develop a preventative maintenance plan for the Student Union.

*Resources:* Facilities Management, money, administration

*Time Line:* This should be ongoing. The success of this is also dependant upon facilities management response and attention to areas that need work.

*Responsible Parties:* Operations Manager, Facilities Management

**Action Plan 3:** Work with Susie Rood to discuss the feasibility and cost of having the Student Union up to ADA Code. The Student Union is in need of a ramp in the front of the Student Union and making the doors to the café accessible.

*Resources:* Office of Disability Services, ADAACG Documents, and Facilities Management

*Time Line:* To be reviewed spring 2002

*Responsible Parties:* Director of the Student Union/Activities

**Action Plan 4:** Provide the minimum AV and technology needs for all meeting rooms in the Student Union, i.e. overhead projectors, screens, TV/VCR, Built in sound in the ABC Rooms, computer/phone hook ups

*Resources:* ITTS, money, Main Event, Conference and Scheduling

*Time Line:* If money permits, review fall 2002

*Responsible Parties:* Director of the Student Union and Activities and Operations Manager

## DIVERSITY:

**Action Plan 1:** Develop a Student Staff Hiring and firing procedure for student workers.

*Resources:* Student Employment Office, Financial Aid, Career Center, and Lonnie Calhoun

*Time Line:* To be completed by Spring 2002

Persons Responsible: Student Union Staff

**Action Plan 2:** Enhance the cultural look and feel of the Student Union by adding pictures that will depict various cultures and heritages.

*Resources:* LCVA, Kappa Pi, Anthropology Department, Art Faculty

*Time Line:* Completed by Fall 2002

*Responsible Parties:* Director of the Student Union and Activities, Office Secretary, Operations Manager

## Financial Resources:

**Action Plan 1:** Develop a plan for fiscal management that will include a schedule for the depreciation of equipment and receiving money collected in the Recreation area.

*Resources:* ACUI, IRS, Student Union Budget, Administration and Finance

*Time Line:* Completed by Fall 2002

*Responsible Parties:* Director of the Student Union/Activities, Recreation Area Manager, Operations Manager

## Mission:

**Action Plan:** Develop an advisory board that would consist of students staff and faculty. The board would advice the Student Union staff on policymaking, programs, staffing issues and more.

*Resources:* Campus Community, other campus and college advisory boards

*Time Line:* To be completed by December 2001

*Responsible Parties:* Director of the Student Union/Activities

## Legal Responsibilities:

**Action Plan:** Provide a training session for staff on current legal issues facing Higher Education.

*Resources:* Human Resources, Susie Rood

*Time Line:* To be completed by December 2001

*Responsible Parties:* Director of the Student Union and Activities

## Ethics:

**Action Plan:** To provide Student Union staff with copies of the professional ethics that relate to their area.

*Resources:* ACUI, NACA, ACPA

*Time Line:* To be completed by December 1, 2001

*Responsible Parties:* Director of the Student Union and Activities