

**STUDENT UNION CAS
ACTION PLANS
2005**

MISSION

Action Plan: Review & revise the Student Union mission statement to include a statement that mentions the Student Union is a facility that provides space that will enable members of the Longwood Community to hold meetings, events, and functions.

Resources: Current Mission statement and mission statements from Benchmark institutions

Person(s) Responsible: Director of the Student Union and Involvement

Timeline: Fall 2005

FINANCIAL RESOURCES

Action Plan: Actively continue to voice the need for adequate funding in order to purchase furniture, AV equipment, and supplies and to have graduate assistants.

Resources: Longwood University

Person(s) Responsible: Director of the Student Union and Involvement and Operations manager.

Time Line: Ongoing

FACILITIES, TECHNOLOGY & EQUIPMENT

Action Plan: Continue to lobby for a new & renovated Student Union. Look into grants for additional funding for program and equipment

Resources: ACUI, Longwood University

Person Responsible: Director of the Student Union and Involvement and Operations Manager

Time Line: Ongoing

ASSESSMENT & EVALUATION

Action Plan: Conduct EBI survey in 2005-2006. Work with Jeff Hoyt to get information results of other surveys done on campus.

Resources: Jeff Hoyt, EBI, money

Person Responsible: Director of the Student Union and Involvement

Time Line: 2005-2006 academic year

ORGANIZATION AND MANAGEMENT

Action Plan: Develop an employee manual that includes information on the hiring, firing, evaluation process and legal information etc.

Person Responsible: Director of the Student Union and Involvement, Operations Manager and Office assistant.

Resources: Other universities, Longwood University, Students

Time Line: December 2005

HUMAN RESOURCES

Action Plan: Hire a marketing intern to develop marketing plan for the Student Union

Person Responsible: Director of the Student Union and Activities

Resources: Career Center and the College of Business and Economics

Time Line: Ongoing

ETHICS

Action Plans: Develop policy how to deal with FERP & HIPA

Person Responsible: Director of the Student Union and Involvement and Administrative assistant

Resources: Human Resources

Time Line: December 2005