



**CAMPUS LEADER  
DEVELOPMENT PLAN**

Name \_\_\_\_\_

Campus \_\_\_\_\_

Trainer \_\_\_\_\_

Date \_\_\_\_\_

ESSENTIAL FUNCTION	SKILL	Completed	ACTIVITY
Ensures recognition and understanding of the College strategy at the campus.	a) Locate Strategy Map, Scorecard, and Strategic Initiatives in Project Center		Campus Strategy Mtg.
	b) Identifies annual campus specific targets for census, graduation, placement and margin YTD		
Guides campus team in defining, managing and completing initiatives to close performance gaps on identified strategic measures.	a) Analyze current performance and identify opportunity gap		Campus Strategy Mtg.
	b) Describe strategic initiative to close gap, with resource allocation, evaluation, and timeline		
Assists in the development of an annual student enrollment and operations budget.	a) Analyze proposed enrollment budget for variance of YOY by qtr and program		ESD 1:1 Meeting
Assists in the development of advertising and promotion strategies, and monitors their effectiveness.	a) Locate campus marketing folder and describe strategies employed and attributable outcomes		CD Marketing Call Prep
Generates and conducts business within the parameters of the budget.	a) Locate OPS report and identify YTD on control costs b) Identify top 3 direct and indirect expenses		CAO Staff
Studies campus management methods in order to improve workflow and implement cost reductions.	a) Identifies department and program expenditures that exceed budget		CAO Staff
Identifies need for, develops and promotes new training programs.	a) Locates development plans in Halogen, reviews progress, and identifies gaps		Review sample plans for key positions
Ensures successful implementation and support of CAO defined initiatives at the campus.	a) Described current initiatives by department (facilities, human resources, admissions, career services, academics, dean of students, and online)		Manager Meetings CD Review
Assures compliance with all established SJVC policies and procedures, as well as federal, state and accreditation mandates.	a) Locates policy & procedure sheets, manager handbooks, and manuals on IZ		Campus AA Meeting PD Meetings
	b) List programs with additional accreditation, identify current standing, and timeline for next reporting cycle		

Interprets and appropriately communicates operating policies to personnel with a business need-to-know	a) Review campus operating procedures and identify 1 policy in need of improvement		CD Dialogue
Conducts internal audits and responds appropriately to variances.	a) Locate 10/4 scheduling report and audit 4 module compliance		CD 1:1 Meeting Prep
	b) Locate and audit job order dashboard		
Manages, evaluates, praises and disciplines staff and faculty members as required; ensures employee evaluations are conducted in a timely manner	a) Describe evaluation, licensure, and certification policy and audit cycle.		Meeting with AD and AA to review campus systems
	b) Describe 1 audit for business unit or department (FA, Admissions, CS, etc.)		
	c) Assess campus compliance opportunity		
Achieves forecasted enrollment budget.	a) Locate admission management folders and describe each report		CD 1:1 ESD Meeting; Monday Rally ESD/Advisor 1:1
	b) Evaluate YTD enrollment and identify target		
Achieves graduation rate standard.	a) Locate 5 week, 1 <sup>st</sup> term, and grad rate reports and identify YTD progress		CD 1:1 DSS Grad Committee Mtg Strategy Meeting
	b) Locate and review campus grad rate plan (WIG, Teamwork, etc.)		
Achieves placement rate standard.	a) Reviews placement report and identifies progress by reporting quarter		CD 1:1 CSM Meeting CS OPS Meeting CSM/Advisor 1:1
	b) Locate and review campus CS strategic initiatives (WIG, Teamwork, etc.)		

\*Remediation and Retest

\_\_\_\_\_  
Signature: Employee

\_\_\_\_\_  
Signature: Trainer

Copy:     Employee     Chief Operating Officer