

Team Action Plan

Strategy/Goal Team Name: College and Career Expo

Plan Year: 2011-2012

Team Members: Margaret Bilos, Mike Barzacchini, Fredia Martin, Bob Parzy

Strategic Goal Supported: Inspire all students to seek post-secondary opportunities, Goal 2.1

Target Population (Who will be impacted and how many people will be involved?): 600 or more student and family attendees

Brief description of strategy: Event designed to engage students in grades 4-8 and their parents in activities to promote post-secondary education and raise awareness for the importance of science, technology, engineering and math to 21st century careers.

Expected Outcomes (What change do you expect as a result of this strategy?): Raise awareness of post secondary opportunities among 600+ attendees; 50% engaged post event through email, Web and follow up events

Action Steps/ Tasks What will be done?	Responsibility Who will do it?	Timeline When will it begin and when will it be completed?	Resources What additional resources do you need?	Partners (Internal/External) Who will need to be involved to carry out this task/step?	Challenges What challenges or barriers do you anticipate?	Communication How will you communicate this task/step to your partners?	Accomplishment What will this task/step accomplish?
Collaborate with K-8, community and business partners on programming and attendee recruitment	Mike Barzacchini and Fredia Martin	September 2011-April 2012	Resources are budgeted for this portion of the event.	Expo planning team, Harper faculty, partner school principals and faculty, area business and community organization representatives.	Nothing outside of typical challenges related to time and managing multiple priorities.	Regular meetings and email updates	Build partnerships, recruit attendees, recruit participants, create inspiring programming
Recruit Harper faculty and staff	Margaret Bilos and Mike Barzacchini	September 2011-April 2012	Resources are budgeted for this portion of the event.	Faculty leadership	Nothing outside of typical challenges related to time and managing multiple priorities.	Regular meetings and email updates	Create inspiring programming for students and parents.
Invite students and parents	Mike Barzacchini, Fredia Martin	September 2011-April 2012	Resources are budgeted for this portion of the event. Additional funds to purchase student t-shirts and other possible giveaways are being sought through the Accountability/ Funding Team	K-8 partners, community and business partners	Funding to pay for student visitor t-shirts and/or other giveaways.	Regular meetings and email updates	Attract 600+ attendees
Recruit and train volunteers	Bob Parzy	September 2011-April 2012	Funding to pay inspire ambassadors and shirts volunteers may wear at the event are being sought through the Accountability/Funding team	Admissions Outreach	Funding to pay student ambassadors and for volunteer shirts.	Regular meetings and email updates	Staff event with 25-30 trained volunteers
Event logistics	Fredia Martin	September 2011-April 2012		Facilities, Public Safety, Food Services, IT	Nothing outside of typical challenges related to time and managing multiple priorities.	Regular meetings and email updates	Hold a successful event with ample services and support for 600+} guests

Strategy sustainability (If this strategy is successful, how will it be sustained after the initial pilot phase?): Strategy will be adopted by and funded through 2012-2013 College operation plan and budget.

Team Action Plan

Strategy/Goal Team Name: Campus Tours for Elementary and Middle School Students

Plan Year: 2011-2012

Team Members: Mike Barzacchini, Fredia Martin, Bob Parzy

Strategic Goal Supported: Inspire all students to seek post-secondary opportunities, Goal 2.1

Target Population (Who will be impacted and how many people will be involved?): 920 or more student visitors

Brief description of strategy: Campus tours to raise awareness about post-secondary opportunities among elementary and middle school students

Expected Outcomes (What change do you expect as a result of this strategy?): Raise awareness of post secondary opportunities among 920+ tour attendees

Action Steps/ Tasks What will be done?	Responsibility Who will do it?	Timeline When will it begin and when will it be completed?	Resources What additional resources do you need?	Partners (Internal/External) Who will need to be involved to carry out this task/step?	Challenges What challenges or barriers do you anticipate?	Communication How will you communicate this task/step to your partners?	Accomplishment What will this task/step accomplish?
Manage school invitation process	Mike Barzacchini and Fredia Martin	September 2011-May 2012	Resources are budgeted for this portion of the event.	Expo planning team, Harper faculty, partner school principals and faculty, area business and community organization representatives.	Nothing outside of typical challenges related to time and managing multiple priorities.	Regular meetings and email updates	Build partnerships, recruit attendees, recruit participants, create inspiring programming
Recruit Harper faculty and staff	Bob Parzy, Fredia Martin, Mike Barzacchini	September 2011-May 2012	Resources are budgeted for this portion of the event.	Faculty leadership	Nothing outside of typical challenges related to time and managing multiple priorities.	Regular meetings and email updates	Create inspiring programming for students and parents.
Recruit and train inspire ambassadors to assist with tours	Bob Parzy	September 2011-May 2012	Funding to pay inspire ambassadors and shirts volunteers may wear at tours are being sought through the Accountability/Funding team	Admissions Outreach	Funding to pay student ambassadors and for volunteer shirts.	Regular meetings and email updates	Staff tours with 3-4 trained inspired ambassadors for each tour
Tour logistics	Fredia Martin	September 2011-May 2012	Resources are budgeted for this portion of the event.		Nothing outside of typical challenges related to time and managing multiple priorities.	Regular meetings and email updates	Hold successful event with ample services and support for 920+ (annual) guests

Strategy sustainability (If this strategy is successful, how will it be sustained after the initial pilot phase?): Strategy will be adopted by and funded through 2012-2013 College operation plan and budget.

Team Action Plan

Strategy/Goal Team Name: Pilot Adult-Learner Inspire Event

Plan Year: 2011-2012

Team Members: Bob Parzy, Jaclyn Willhoit-Naling

Strategic Goal Supported: Inspire all students to seek post-secondary opportunities, Goal 2.1

Target Population (Who will be impacted and how many people will be involved?): 100 or more adult guests

Brief description of strategy: Event to engage and inspire

Expected Outcomes (What change do you expect as a result of this strategy?): Raise awareness of post secondary opportunities among 100+ event attendees

Action Steps/ Tasks What will be done?	Responsibility Who will do it?	Timeline When will it begin and when will it be completed?	Resources What additional resources do you need?	Partners (Internal/External) Who will need to be involved to carry out this task/step?	Challenges What challenges or barriers do you anticipate?	Communication How will you communicate this task/step to your partners?	Accomplishment What will this task/step accomplish?
Manage invitation process	Jaclyn Willhoit-Naling	January -April 2012	There are currently no resources budgeted for any aspect of this pilot. Funding will be sought through the Accountability/Funding team and through existing internal budgets. Mid-year funding may also be requested.	Marketing Services	Funding	Regular meetings and email updates	Build partnerships, recruit attendees, recruit participants, create inspiring programming
Recruit Harper faculty and staff	Bob Parzy	January -April 2012	See above	Faculty	Funding	Regular meetings and email updates	Create inspiring programming for students and parents.
Event logistics	Jaclyn Willhoit-Naling	January -April 2012	See above	Facilities, possibility Food Service	Funding	Regular meetings and email updates	Hold successful event with ample services and support for 920+ (annual) guests

Strategy sustainability (If this strategy is successful, how will it be sustained after the initial pilot phase?): Strategy will be adopted by and funded through 2012-2013 College operation plan and budget.

Strategy/Goal Team Name: Pilot Adult-Learner Inspire Event

Plan Year: 2011-2012

Team Members: Bob Parzy, Jaclyn Willhoit-Naling

Strategic Goal Supported: Inspire all students to seek post-secondary opportunities, Goal 2.1

Target Population (Who will be impacted and how many people will be involved?): 100 or more adult guests

Brief description of strategy: Event to engage and inspire

Expected Outcomes (What change do you expect as a result of this strategy?): Raise awareness of post secondary opportunities among 100+ event attendees

Action Steps/ Tasks What will be done?	Responsibility Who will do it?	Timeline When will it begin and when will it be completed?	Resources What additional resources do you need?	Partners (Internal/External) Who will need to be involved to carry out this task/step?	Challenges What challenges or barriers do you anticipate?	Communication How will you communicate this task/step to your partners?	Accomplishment What will this task/step accomplish?
Manage invitation process	Jaclyn Willhoit-Naling	January -April 2012	There are currently no resources budgeted for any aspect of this pilot. Funding will be sought through the Accountability/Funding team and through existing internal budgets. Mid-year funding may also be requested.	Marketing Services	Funding	Regular meetings and email updates	Build partnerships, recruit attendees, recruit participants, create inspiring programming
Recruit Harper faculty and staff	Bob Parzy	January -April 2012	See above	Faculty	Funding	Regular meetings and email updates	Create inspiring programming for students and parents.
Event logistics	Jaclyn Willhoit-Naling	January -April 2012	See above	Facilities, possibility Food Service	Funding	Regular meetings and email updates	Hold successful event with ample services and support for 920+ (annual) guests

Strategy sustainability (If this strategy is successful, how will it be sustained after the initial pilot phase?): Strategy will be adopted by and funded through 2012-2013 College operation plan and budget.

Strategy/Goal Team Name: “Who Inspires You” video

Plan Year: 2011-2012

Team Members: Mike Barzacchini

Strategic Goal Supported: Inspire all students to seek post-secondary opportunities, Goal 2.1

Target Population (Who will be impacted and how many people will be involved?): Web visitors and community event attendees who view the videos

Brief description of strategy: Relate to and inspire views through a series of strategic stories via video

Expected Outcomes (What change do you expect as a result of this strategy?): Raise awareness of post-secondary opportunities among 1,500+ viewers

Action Steps/ Tasks What will be done?	Responsibility Who will do it?	Timeline When will it begin and when will it be completed?	Resources What additional resources do you need?	Partners (Internal/External) Who will need to be involved to carry out this task/step?	Challenges What challenges or barriers do you anticipate?	Communication How will you communicate this task/step to your partners?	Accomplishment What will this task/step accomplish?
Video production	Mike Barzacchini	January -June 2012	Funding has been budgeted.	Marketing Services, faculty		Regular meetings and email updates	Produce 5-7 videos
Publication and promotion of video content	Mike Barzacchini	January -June 2012	See above	Marketing Services		Regular meetings and email updates	Reach 1000+ viewers through Web site and related channels
Event logistics	Jaclyn Willhoit-Naling	January -June 2012	See above	Facilities, possibility Food Service		Regular meetings and email updates	Reach 500+ viewers through Web site and related channels

Strategy sustainability (If this strategy is successful, how will it be sustained after the initial pilot phase?): Video content and reach will be expanded through 2012-2013.