

**Lake Superior College  
FY08 Unit IE Plan**

**UNIT - President's Suite**

Unit/Department Objectives	Projected Outcomes	Actual Outcomes	Person Responsible	Projected Completion Date	System Strategic Direction	System Target	Learner Segment	College Priority	AQIP Category
The Copy Center will offer some copy center services to students.	Copiers in the self-serve area of the Copy Center will be equipped for coin operation.		Executive Assistant	Jan-08	1, 2, 4		all	3	HSL, USSN
The staff at the Information Desk will maintain the web-based staff directory.	The web-based staff directory, including photos, will be available for printing in two formats; alphabetical and by department.		Executive Assistant	Jan-07				2	LC, VP, SIO, PCI
The Information Desk staff will collect base-line data on customer satisfaction.	A comment card system will be set-up to solicit information to establish areas of improvement.		Executive Assistant	Jun-08				2, 3	LC, VP, ME, PCI
The President's Office will send out a communication to all students each semester.	Students will receive a communication from the President's Office during each semester to keep them informed on what our Administration is doing.		Executive Assistant	Jun-08					LC, VP