

**Georgia College Office of Legal Affairs  
Strategic Plan, 2018 – 2021**

**Vision Statement**

To provide counsel to minimize legal risks and costs, reduce litigation exposure, and ensure legal compliance, and to do so efficiently, expeditiously, reliably, and professionally.

**Values**

The guiding principles for the Office of Legal Affairs are: **Accountability, Competence, Due Diligence, Integrity, and Professionalism**. The office incorporates these principles as we work to fulfill the mission of Legal Affairs and at the same time aid in fulfilling the mission of Georgia College. They are unwavering and reflect how we interact with each other, our clients, and the community.

- **Accountability** – An obligation or willingness to accept responsibility or to account for one’s actions.
- **Competence** – The possession of sufficient knowledge or skill.
- **Due Diligence** – The measure of prudence, responsibility, and effort necessary to overcome risks.
- **Integrity** – The quality of being honest and having strong moral principles; moral uprightness.
- **Professionalism** – The conduct, aims or qualities that characterize or mark a profession or a professional person.

**Mission Statement**

To educate the Georgia College community as to the laws and regulations applicable to the University's operations in pursuit of its mission.

## **Office of Legal Affairs Business Strategic Plan**

To support the mission of the University and the Office the staff focus on three goals as the basis for improvement. This plan is a working document that outlines the goals with corresponding objectives that will be implemented on an annual basis. These goals support the University's strategic plan.

Financial support for the strategic plan will be provided through the Office of Legal Affairs annual budget as provided by the University.

**Goal 1: Support Georgia College community and provide services that will aid in minimizing legal risks, reduce litigation exposure, and ensure legal compliance.**

### **Objectives:**

#### **1. Increase effective office operations.**

##### Actions:

- Create and implement office strategic plan that incorporates best practices and supports the office mission, vision, and goals.
- Develop and implement strategic plan for each area of responsibility to support the OLA strategic plan.
- Develop and implement Succession Plan for each area of responsibility.

#### **2. Increase office effectiveness, efficiency, and productivity.**

##### Actions:

- Review and evaluate job descriptions and responsibilities.
- Create and implement monthly reports for staff members to complete each month to evaluate effective and efficient productivity.

- Establish assessment requirements to provide semi-annual feedback that includes goal setting reviews for each staff member.

### **3. Create an environment within the office that encourages personal growth and responsibility.**

#### Actions:

- Provide staff professional development and training opportunities.
- Participate in strengths program with the outcome of this workshop to assist each staff on their area of responsibility.
- Establish annual office retreat that will focus on team building, team bonding and setting goals for the upcoming year. FY20

## **Goal 2: Demonstrate the Office of Legal Affairs value, contribution and business impact to Georgia College.**

### Objectives:

#### **1. Provide transparency and accountability to the University**

#### Actions:

- Develop metrics and implement reporting to demonstrate impact and effectiveness of the OLA.
- Develop metrics and implement reporting to demonstrate the impact and effectiveness of contract processing.
- Develop metrics and implement reporting to demonstrate the impact and effectiveness of records management program.

**Goal 3: Support the University divisions/units/departments as they implement their strategic goals that support students' academic performances and transformative experiences.**

**Objectives:**

**1. Be responsive to changing legal needs of the university.**

Actions:

- Develop metrics and implement satisfaction survey and distribute to determine satisfaction/concerns.

**2. Improve engagement with campus community.**

Actions:

- Deepen participation of Legal Affairs by attending department/unit meetings to establish fundamentals of the OLA.
- Implement quarterly OLA newsletter.

**3. Engage campus community through preventative legal counsel and provide proactive trainings on legal topics.**

Actions:

- Implement monthly meetings with key stakeholders.
- Further develop a partnership with faculty and staff by providing additional training opportunities for each area of responsibility.
- Enhance the quality of web resources.
- Implement semester legal updates and reminders.
- Develop and implement Records Management program to the university.

