

STATUS -PROGRESS REPORT Dec. 2013

**Monterey Peninsula College
Area Component Goals 2012-13
Administrative Services**

Information Technology, Media Services & Print Shop - Operational Goals	Completion Date
<p>1.0 Improve efficiencies between operations and users</p> <p>Institutional Goal #4: MPC will maintain and strengthen instructional and institutional technology.</p> <p>Institutional Value #2: Supplying and supporting faculty and staff with high quality equipment and necessary training.</p>	ongoing
Activity	
<p>1.1 Improve functions of the Student Information System (SIS). 1.1.1 Work with MPC staff to identify problems and needed enhancements</p> <p>1.2 Work with SRJC to correct identified problems and program needed enhancements</p>	The current Technology Plan includes significant changes which will update/revise several activities listed in these 2012-13 Component Goals. The 2013-14 Component Goals are anticipated to provide a comprehensive review of activities in conjunction with the Technology Plan.
Operational Goal	Completion Date
<p>2.0 Enhance and maintain MPC's Information Technology and Instructional Technology resources to serve faculty, students, staff and community at the Education Center at Marina and the Public Safety Training Center.</p> <p><i>Institutional Goal #3- Manage the rate of growth in programs and services in Seaside and Marina, subject to funding and growth condition.</i></p> <p><i>Objective 3.2: Provide essential support services to enable student success at the Marina Education Center and the Seaside Public Safety Training Center.</i></p>	ongoing
Activity	
<p>2.1 Complete the installation of instructional technology equipment at the new Marina site.</p> <p>2.2 Complete the installation of staff technology equipment at the new Marina site.</p>	Ongoing/in progress Ongoing/in progress

Operational Goal	Completion Date
3.0 Enhance and maintain MPC's Information Technology and Instructional Technology resources to serve faculty, students, staff and community at all campuses.	ongoing
Activity	Completion Date
3.1 Improve campus wireless by mapping access points and instituting measures for wider coverage and security controls. 3.2 Review the campus network to identify problem areas and make repairs as funds are available. 3.3 Continue to improve thin client service through installing upgrades and making configuration changes as needed. 3.4 Install and configure Lync Server as an optional technology enhancement to allow two-way video via computers for purposes such as remote instruction (Monterey to Marina), guest speakers, etc. 3.5 Re-design the public mpc.edu site if funds are available. 3.6 Enhance the SIS-HSC Active Directory integration to include automation for removing old Student network accounts, email, and class websites if funds are available. 3.7 Continue to make technical training available to IT staff. 3.8 Investigate the feasibility of using social networking sites and smartphone applications to improve communication and information sharing with students and the general public.	3.1 Wifi Validation Project begins Dec. 11, 2013. 3.2 In progress-gathering data. 3.3 Implementation Project scheduled to begin Dec 17 th . 3.4 Cancelled. 3.5 Evaluating Vendor Proposals 3.6 Cancelled 3.7 Ongoing. 3.8 Beginning to evaluate.
Operational Goal	Completion Date
#4.0 In collaboration with faculty, staff and end users, improve the efficiencies and effectiveness of the Technology Committee in its role as an integral resource for the college's institutional and instructional technology needs. <i>Institutional Goal #4- MPC will maintain and strengthen instructional and institutional technology.</i>	
Activity	
4.1 Finalize Institutional Technology Committee Bylaws	Done Spring 2012 /Implemented 2013
Campus Security - Operational Goals	Completion Date

<p>5.0 Improve Campus’s Emergency Preparedness Planning and Training <i>Institutional Value:</i></p> <ul style="list-style-type: none"> • <i>Supplying and supporting faculty and staff with high quality equipment and necessary training.</i> • <i>Providing all faculty, staff, students and support personnel with clean, attractive and safe facilities.</i> 	<p>Ongoing</p>
<p>Activity</p>	
<p>5.1 Continue training using the Emergency Operations Center model to include desk top and scenario drills.</p> <p>5.2 Continue with ongoing training for the Building Response Teams.</p> <p>5.3 Develop further communications links with Monterey, Marina and Seaside Emergency Services.</p> <p>5.4 Identify additional tools/equipment to improve emergency communications (parking lot “Blue Light Emergency Tower Telephones”) on the Monterey and Marina campuses.</p> <p>5.5 Participate in regional scenario training at the local, county and state and federal levels.</p>	<p>Drill held March & Oct 2013. Extensive drill/training Oct 2013.</p> <p>Fac. Use Agrmt & Svc Agrmt with Marina PD Dec 2013. Pursuing “Alert U” text messaging services instead.</p> <p>Security participated in local/federal training in Sept 2013.</p>
<p>Campus Security - Operational Goals (continued)</p>	<p>Completion Date</p>
<p>6.0 Improve Campus Parking and Safety Operations: <i>Institutional Value:</i></p> <ul style="list-style-type: none"> • <i>Supplying and supporting faculty and staff with high quality equipment and necessary training.</i> • <i>Providing all faculty, staff, students and support personnel with clean, attractive and safe facilities.</i> 	
<p>Activity</p>	
<p>6.1 Provide PC 831A training to maintain compliance.</p> <p>6.2 Update CPR and First Aid Training.</p> <p>6.3 Update Campus Security/Parking web page.</p> <p>6.4 Pursue maintenance contacts for upgraded Ven Tek parking products.</p> <p>6.5 Plan and develop signage to identify Security office location on campus.</p>	<p>6.1 831A is revised to SB1626 Campus Security Training; all staff completed the 24 hour training.</p> <p>6.2 All staff current with CPR/1st Aid training.</p> <p>6.3 Web pages updated.</p> <p>6.4 Re-evaluated ,and determined to be done on as-needed basis.</p> <p>6.5 Map Kiosks updated for swing space building info.</p>
<p>Facilities – Buildings and Grounds - Operational Goals</p>	<p>Completion Date</p>

7.0 Improve efficiencies between operations and users

Institutional Value:

- Provide all faculty, staff, students and support personnel with clean, attractive and safe facilities.
- Supplying and supporting faculty and staff with high quality equipment and necessary training.

ongoing

Activity

7.1 Automate the budget process.

7.2 Implement “Maintenance Direct” online service request program.

7.3 Work with Purchasing Agent, Mary Weber, to surplus/dispose of old ADA trams.

7.4 Complete implementation of changes in responsibilities in the Maintenance Department.

7.5 Explore more Team Maintenance with the Grounds Department.

7.6 Explore the possibility of installing a charging station (or two) for electric cars.

7.1 On Line PRs system needs added support.

7.2 Completed. Working well.

7.3 Completed.

7.4 Mntnce Dept. returned to practice of having each person assigned to an area/bldg while relying on each person’s area of expertise throughout campus.

7.5 Grounds returned to individual areas of responsibility while joining together for projects.

7.6 Although there seemed to be little support, efforts will continue to pursue this with the belief it will eventually gather support.

Facilities – Custodial Services - Operational Goals

Completion Date

8.0 Improve efficiencies between operations and users

Institutional Value:

- Provide all faculty, staff, students and support personnel with clean, attractive and safe facilities.
- Supplying and supporting faculty and staff with high quality equipment and necessary training.

ongoing

Activity

<p>8.1 Automate budgets, work orders/service requests with help of new Unit Office Manager and new system.</p> <p>8.2 Increase communication with Administration ad staff outside of Custodial Department.</p> <p>8.3 Implement formal inspections for each of the 17 custodial areas on a monthly basis, for the purpose of increasing accountability and recognition of custodial staff.</p> <p>8.4 Supervisor to continue learning new responsibilities, increase presence/communication with staff.</p> <p>8.5 Monitor/manage custodial budget (consumables).</p>	<p>8.1 On line budget/PR system not available.</p> <p>8.2 Improvements have been made since new custodial schedule implemented.</p> <p>8.3 Building Inspection Report implemented 11/8/13 with buildings inspected monthly and 2-3 areas inspected every other day.</p> <p>8.4 Communications/presence improved with arrival of new Supervisor, custodial shift change and monthly safety meetings.</p> <p>8.5 Inventory and usage control system for supplies/equipt in place as of Aug. 2013.</p>
<p>Fiscal Services - Operational Goals</p>	<p>Completion Date</p>
<p>9.0 Improve efficiencies between operations and users</p> <p><i>Institutional Goal #4: MPC will maintain and strengthen instructional and institutional technology.</i></p> <p><i>Objective 1.2 Improve student experiences by supporting the quality of instruction and services delivery.</i></p>	<p>ongoing</p>
<p>Activity</p>	
<p>9.1 Update Fiscal Services webpage for students.</p> <p>9.2 Make available online monthly payroll sick/vacation comp time balance report through SharePoint for managers/supervisors to view employees' balances.</p> <p>9.3 Generate the RFP (Request for Proposals) for banking services.</p>	<p>9.1 Done / ongoing.</p> <p>9.2 Incomplete due to new financial software implementation with County Office. New projections for completion in March 2014.</p> <p>9.3 Still planned for June 2014.</p>