Monterey Peninsula College
Area Component Goals 2012-13
Administrative Services

Information Technology, Media Services & Print Shop - Operational Goals	Completion Date
1.0 Improve efficiencies between operations and users **Institutional Goal #4: MPC will maintain and strengthen instructional and institutional technology.** **Institutional Value #2: Supplying and supporting faculty and staff with high quality equipment and necessary training.**	ongoing

Activity	

1.1 Improve Functions of the Student Information System (SIS).
     1.1.1 Work with MPC staff to identify problems and needed enhancements
     1.1.2 Work with SRJC to correct identified problems and program needed enhancements	

Operational Goal	Completion Date
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. *Institutional Goal #3- Manage the rate of growth in programs and services in Seaside and Marina, subject to funding and growth condition.* *Objective 3.2: Provide essential support services to enable student success at the Marina Education Center and the Seaside Public Safety Training Center.*	ongoing

Activity	
2.1 Complete the installation of instructional technology equipment at the new Marina site. 2.2 Complete the installation of staff technology equipment at the new Marina site.	

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

Information Technology, Media Services & Print Shop – Activity (continued)

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.

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. *Institutional Goal #4- MPC will maintain and strengthen instructional and institutional technology.*	

Activity	
4.1 Finalize Institutional Technology Committee Bylaws	Summer 2012

Campus Security - Operational Goals	Completion Date
5.0 Improve Campus's Emergency Preparedness Planning and Training *Institutional Value:* • *Supplying and supporting faculty and staff with high quality equipment and necessary training.* • *Providing all faculty, staff, students and support personnel with clean, attractive and safe facilities.*	Ongoing
Activity	
5.1 Continue training using the Emergency Operations Center model to include desk top and scenario drills. 5.2 Continue with ongoing training for the Building Response Teams. 5.3 Develop further communications links with Monterey, Marina and Seaside Emergency Services. 5.4 Identify additional tools/equipment to improve emergency communications (parking lot "Blue Light Emergency Tower Telephones") on the Monterey and Marina campuses. 5.5 Participate in regional scenario training at the local, county and state and federal levels.	

Campus Security - Operational Goals (continued)	Completion Date
6.0 Improve Campus Parking and Safety Operations: *Institutional Value:* • *Supplying and supporting faculty and staff with high quality equipment and necessary training.* • *Providing all faculty, staff, students and support personnel with clean, attractive and safe facilities.*	

Activity	
6.1 Provide PC 831A training to maintain compliance. 6.2 Update CPR and First Aid Training. 6.3 Update Campus Security/Parking web page. 6.4 Upgrade Security Radio system to conform to new FCC regulation standards mandated January 1, 2013. 6.5 Upgrade Upper Parking Lot A ticket dispenser to solar power Ven Tek product. 6.6 Pursue maintenance contacts for upgraded Ven Tek parking products. 6.7 Plan and develop signage to identify Security office location on campus. 6.8 Pursue parking signage for new parking rates effective fall 2012.	

Facilities – Buildings and Grounds - Operational Goals	Completion Date
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 Replace ADA door openers at the front entrance of the Library Technology Center. 7.5 Implement a change in responsibilities in the Maintenance Department. 7.6 Explore more Team Maintenance with the Grounds Department. 7.7 Explore the possibility of installing a charging station (or two) for electric cars.	

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	
8.1 Automate budgets, work orders/service requests with help of new Unit Office Manager and new system. 8.2 Increase communication with Administration ad staff outside of Custodial Department. 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. 8.4 Supervisor to continue learning new responsibilities, increase presence/communication with staff. 8.5 Monitor/manage custodial budget (consumables).	Summer 2012/ongoing
Fiscal Services - Operational Goals	Completion Date
9.0 Improve efficiencies between operations and users ***Institutional Goal #4: MPC will maintain and strengthen instructional and institutional technology.*** *Objective 1.2 Improve student experiences by supporting the quality of instruction and services delivery.*	ongoing
Activity	
9.1 Update Fiscal Services webpage for students. 9.2 Make available online monthly payroll sick/vacation comp time balance report through SharePoint for managers/supervisors to view employees' balances. 9.3 Generate the RFP (Request for Proposals) for banking services.	Summer 2012/ongoing