Area Component Goals, 2010-11
Administrative Services
(Progress Report-Feb 2011)

Institutional Goal #7.0 Maintain and improve district facilities.

Objective: 7.1.   Create safe, attractive, functional facilities through the allocation of bond funds;

Operational Goals:

1.0 Continue implementation of the Facilities Master Plan:

1.1   Complete Auto Shop Classroom construction.

1.2   Complete Student Services Building construction.

1.3   Complete Education Center at Marina buildings construction.

1.4   Reconfigure parking lots B and C.

1.5   Submit drawings to DSA for Theater Renovation.

1.6   Submit drawings to DSA for Music Buildings.

1.7   Submit drawings to DSA for Pool and Tennis Court Renovations.

1.8   Submit drawings to DSA for the First floor gym Renovation.

1.9   Start construction of the Business computer Science Renovation.

1.10   Start construction of the Humanities/Student Services Bldg. renovations.

2.0 Ensure realistic Facilities Master Plan:

2.1   Continue ongoing Facilities Committee Meetings.

3.0 Improve Campus Safety:

3.1   Develop perimeter security patrols (increase visibility) for the Monterey, Marina and Public Safety Training Center.

3.2   Pursue emergency communications (parking lot emergency call boxes) and security surveillance for Monterey and Marina Campus.

Objective: 7.2   Provide a stable and secure technical environment for the entire institution.

4.0 Upgrade the Santa Rosa Student Records System to Windows (SQL) (Structured Query Language). Modify any MPC programs that will interface with the SQL-based student records system (IS) and rewrite/modify any MPC interfaces from student records to vendor supplied system (IS).

4.1 Programming of extract/load programs to move data from HPe3000 database to SQL database.

4.2 Identify MPC custom changes and modify SRJC programming as required.

4.3 Review MPC reports distribution.

4.4 Review MIS Reporting.

4.5 Convert MPCDB (MPC Database) to SQL.

4.6 1098-T vendor - replace existing MPC programs to create file for 1098-T vendor.

4.7 Academic Timekeeper - replace existing MPC VB programs for loading.

4.8 CAPP – replace MPC upload program that uploads assessment test data

4.9 DARS – replace MPC update program to load DARS from the HP.

4.10 FAMS - Bog update, academic update, access database for check writing.

4.11 ICVerify – credit card interface to registration (May need consultant to work with us on this).

4.12 Wells Fargo - International Student Insurance extract (Crystal Reports) - change to SQL source for data.

4.13 Moodle - replace extract program for uploading data into Moodle.

4.14 NSLC - new extract program (if SRJC does not re-write).

4.15 SARS-GRID - new interface to load counseling appointments.

4.16 SharePoint web site interface- replaces ODBC extract from HP to SQL - Work with SharePoint consultants.

4.17 XAP CCCApply - automated download/upload from CCC Apply.

5.0 Connect the Marina and Seaside campuses to the AT & T Broadband (Fiber Optic Network):

5.1 Work with CHOMP and Salinas Valley Memorial Satellite hospitals to share expenses of the network.

5.2 Identify funding sources (bond?) for total expenses expected to be approximately $250,000.

Institutional Goal *#1.0* *Promote academic excellence and critical thinking across all areas and disciplines.*

Objective: 1.1. *Support faculty and staff development for effective teaching, learning, and service delivery.*

Operational Goals:

6.0 Enhance and maintain MPC's Information Technology and Instructional Technology resources in order to serve the faulty, students, staff and community while also providing a positive image representative of MPC.

6.1 Extend wireless services. Prioritize wireless coverage to areas of the campus based on Component goals and source of funding.

6.2 Install additional wireless access points based on priority and funding.

6.3 Extend wireless services as funds are approved.

6.4 Upgrade the MPC SharePoint website to 2010 (Upgrade 5 servers and Install SharePoint 2010 and test).

7.0 Improve efficiencies between operations and users.

7.1 Implement Single Sign-on for MPC network and web resources.

7.2 Implement the Student Learning Kit (add on to class sites).

7.3 Make available on the website, accounting forms used with Fiscal Services.

7.4 Implement on-line system to report and track maintenance work orders.

7.5 Implement on-line system to report and track IT related work orders.

7.6 Implement systems to process budget transfers and purchase requisitions on-line.

7.7 Update Human Resources webpages.

7.8 Post all Human Resources forms on the webpage.

7.9 Research on-line employment application process.

7.10 Research on-line system for employee benefits.

7.11 Update Board Policies and Administrative Procedures.

8.0 Improve Campus's disaster planning.

    8.1   Continue training for all employees to respond to campus-wide emergencies with focus on special training for Building Response and Incident Command formed groups.

    8.2   Pursue radio communications between Incident Command, Monterey campus and Area Command at Marina campus and the Public Safety Training Center.

Institutional Goal *#2.0*   *Foster a climate that promotes diversity throughout the institution.*

Objective: 2.1.   *Actively seek and enhance diversity in all college programs, curricula, extra-curricula, outreach and community events, and in the college population, students, employees and Board of Trustees.*

9.0 Strengthen the effectiveness of the Monterey Peninsula College Equal Opportunity Plan.

    9.1   Compare the demographics and complaints on an on-going basis to determine plan effectiveness.

    9.2   Implement non-traditional recruitment practices.

    9.3   Present annual reports to the Board of Trustees.

    9.4   Foster outreach into local communities by members of MPC.