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Monterey Peninsula College
Area Component Goals 2011-12
Administrative Services

Fiscal Services - Operational Goal	Completion Date
1.0 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.* *Objective 4.1: Conduct a broad based review of the functionality and efficiency of all district technology including the organization, management and support for MPC's websites.*	On-going

Activity
1.1 Update Fiscal Services webpage for students. 1.2 Implement systems to process budget transfers on-line. 1.3 Make available on-line monthly payroll sick/vacation/comp time balance report through SharePoint for managers/supervisors to view employees' balances. 1.4 Continue updating Board Policies and Administrative Procedures.

Campus Security - Operational Goals	Completion Date
2.0 Improve Campus's Emergency Preparedness Planning and Training and Campus's 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.*	On-going

Activity
2.1 Continue training using the Emergency Operations Center model to include desk top and scenario drills. 2.2 Continue ongoing training for the Building Response Teams. 2.3 Develop further communication links with Monterey, Marina and Seaside Emergency Services. 2.4 Identify additional tools/equipment to improve emergency communications (Blue Light Emergency Tower Telephones). 2.5 Provide PC 832A training to maintain compliance. 2.6 Update CPR, First Aid Training. 2.7 Develop Campus Security/Parking web page. 2.8 Identify surveillance tools/equipment (IP Camera-monitoring system-at entrance/ exits).

Facilities Management and Planning – Operational Goals	Completion Date
3.0 Continue implementation of the Facilities Master Plan *Institutional Value:* • *Providing al faculty, staff, students and support personnel with clean, attractive and safe facilities.*	

Activity

   3.1   Complete Phase I Marina Education Center Construction, and Open Campus
   3.2   Complete Art Lockers Construction
   3.3   Renovate Parking Lot B Expansion and Improvements
   3.4   Begin Theater Renovation
   3.5   Begin Humanities, Old Student Services, and Business Humanities Renovations
   3.6   Begin Life Science and Physical Science Renovations
   3.7   Begin Lower Gym Renovation
   3.8   Reconfigure General Classroom Building (for Life Science/Physical Science)
   3.9   Implement Campus Signage Plan Phase II
   3.10   Continue Infrastructure III Projects (sidewalks, seating, landscaping, lighting, etc.)
   3.11   Relocate 2 Modulars from Marina Ed Center to Grassy Knoll at West Social Science Building
   3.12   Architect/Engineer to finish Music Complex Construction Drawings
   3.13   Architect/Engineer to finish Art Complex Construction Drawings
   3.14   Architect/Engineer to finish Pool & Tennis Courts Construction Drawings
   3.15   Architect/Engineer to finish Student Center Construction Drawings
   3.16   Architect/Engineer to finish "Clear Connections" at Theater/Gym/Student Center Construction Drawings

Information Technology, Media Services & Print Shop - Operational Goals	Completion Date
4.0 Manage the rate of growth in programs and services in Seaside and Marina, subject to funding and growth conditions. *Objective 3.1: Provide essential support services to enable student success at the Seaside Public Safety Training Center and the Marina Education Center*	

Activity

   4.1 Complete the conversion to the Student Information System (SIS).
   4.2 Work with AAAG and SSAG to provide training to SIS users.

Operational Goal

5.0   MPC will maintain and strengthen instructional and institutional technology.

  Objective 4.1: Conduct a broad-based review of the functionality and efficiency of all district technology including the organization, management and support for MPC's websites.

Activity

5.1   *Provide an inventory of all campus technology to the Technology Committee.*
    5.2   *Work with the Technology Committee to write an assessment of the functionality and efficiency of district technology.*
    5.3 *Work with the Technology Committee to conduct a campus survey for evaluation of the websites.*
    5.4   *Work with the Technology Committee to write an assessment of the organization, management and support for the MPC websites.*

Objective 4.3 *Conduct a broad-based review of the leadership, management, and structure of campus-wide technology support to maximize efficiency, resources and ease of use.*
Activity
6.1 Work with the Technology Committee to assess the leadership, management, and structure of campus-wide technology support.
Objective: 4.4 *Based on recommendations from these reviews, develop a long-term funding plan and implement changes that take into consideration the availability of college resources.*
Activity
7.1 Work with the Technology Committee to develop a long-term technology funding plan. *7.2 Work with the Technology Committee to re3commend the implementation of changes that take into consideration the availability of college resources.*