Monterey Peninsula College
Administrative Services
Component Goals 2008-09

Operational Goal	Completion Date
1.0 Continue implementation of the Facilities Master Plan.	
Institutional Goals: *7.1 Create safe, attractive, functional facilities through the allocation of bond funds;* *7.2 Provide a stable and secure technical environment for the entire institution.*	
Objective	
1.1 Provide facilities for the Education Center at Marina and the Public Training Center at Seaside which will support opportunity for enrollment growth while also providing locations visible to areas of future community growth.	
Activity	
1.1.1 Provide additional re-locatable building at the Education Center at Marina in time for fall 2008 semester.	Fall 2008 (start of school) (Completed)
1.1.2 Submit working drawings for DSA for permanent facilities at the Education Center at Marina.	Spring 2009 (Completed)
1.1.3 Coordinate reconstruction of existing buildings at the Public Safety Training Center at Seaside.	Fall 2009 (Completed)
Objective	
1.2 Continue progress to fulfill the completion of several ongoing projects on MPC's main campus.	
Activity	
1.2.1 Complete Phase I Infrastructure construction.	Fall 2008 (Completed)
1.2.2 Start construction of new Student Services building	Spring 2009 (Completed)
1.2.3 Coordinate reconstruction of the old Library.	Dec 2008 (Completed)
1.2.4 Move Administrative Services offices (Fiscal Services, IT, HR) to renovated building.	Jan 2009 (Completed)
1.2.5 Continue Facility Committee meetings to prioritize and coordinate projects.	Ongoing
1.2.6 Facilitate addition of 33 parking spaces (redo upper Lot A).	Summer 2008 (Completed)
1.2.7 Complete remodel of Lecture Forum (doors, lighting and technology).	Completed
1.2.8 Coordinate reconstruction of parking lots D, E, and F.	Summer 2008 (Completed)
1.2.9 Facilitate reconstruction of gym (floor, bleachers, seismic)	Summer 2008 (Completed)

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1.2.10 Coordinate swing space for Testing Center	Fall 2008 (Completed)
1.2.11 Submit working drawings to DSA for Auto Technology remodel	Dec 2008 (Completed)
1.2.12 Start working drawings for Business/Humanities project.	Jan 2009 (in process)
1.2.13 Start working drawings for Math/Science project.	Jan 2009
1.2.14 Install multimedia equipment in classrooms as identified by AAAG (PS 103, IC 101) (A/V & Instructional Technology	Summer 2008 (Completed)

Operational Goal	Completion Date
2.0 Implement Energy conservations measures that would provide financial savings while improving efficiencies.	
Institutional Goals: *7.1 Create safe, attractive, functional facilities through the allocation of bond funds;* *7.2 Provide a stable and secure technical environment for the entire institution.*	

Activity	
2.1.1 Pursue computer controls for parking lot lights.	Summer 2008 (continuing)
2.1.2 Work with PG&E to evaluate the appropriateness of their incentive program for virtualization of servers and recommend implementation or not. The plan, if implemented, will result in long-term energy savings (Network Support).	Dec 2008-**Implemented April 2009**
2.1.3 Use SharePoint and other electronic options to pilot measures for paperless documentation, streamlined work processes, web-based, meeting sites, and then share successful models that are developed with others on campus. (Network Support)	June 2009 (completed and ongoing)

Operational Goal	Completion Date
3.0 Enhance and maintain MPC's Information Technology and Instructional Technology resources in order to serve the faculty, students, staff and community while also providing a positive image representative of MPC.	
Institutional Goals: *7.1 Create safe, attractive, functional facilities through the allocation of bond funds;* *7.2 Provide a stable and secure technical environment for the entire institution.*	

Objective	
3.1 Establish greater efficiencies and easier to use web site features for students and faculty.	

Activity	
3.1.1 Complete web site migration to new site and disable the old website.	Completed January 2008.

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	(Network Support)	July 2008
3.1.2	Work with the PIO to develop a stock of photographs for updating the website on a regular basis. (Network Support & Instructional Technology)	June 2009 <mark>(and ongoing)</mark>
3.1.3	Train faculty, staff, and students in the use of and maintenance of the new website, to include FLEX Days and Lobos Days. (Instructional Technology & Network Systems)	Ongoing
3.1.4	Continue to offer and encourage faculty training opportunities in the current distance education learning management system – ilearn. (Instructional Technology)	<mark>Completed</mark>
Objective		
3.2	Move toward greater security in data networks.	
Activity		
3.2.1	Develop a design for secure wireless	Fall 2008 <mark>(complete but some changes may be made after the Network Access Protection survey is complete, awaiting funding).</mark>
3.2.1	Identify outside vendor to audit network security and implement audit.	Fall 2008 <mark>(awaiting funding and the completion of the Santa Rosa SRS upgrade).</mark>

Operational Goal	**Completion Date**
4.0 Improve the campus's emergency preparedness plans	
Institutional Goals: *6.1 Provide adequate levels of well-trained support personnel to meet the needs of learning, teaching, college-wide communications, research and operational systems.* *7.1 Create safe, attractive, functional facilities through the allocation of bond funds; Provide a stable and secure technical environment for the entire institution.*	
Activity	
4.1 Activate BerBee InformaCast paging/alerting system to send multicast or unicast audio and/or text to the IP phones & computers. (Network Support)	Dec 2008 <mark>(completed, with additional requests for more modes).</mark>
4.2 Provide training for all employees to respond to campus-wide emergencies.	Fall 2008 <mark>(several completed / ongoing)</mark>

Operational Goal	**Completion Date**
5.0 **Update board policies in appropriate areas.**	
Institutional Goal: ?	
Activity	

	Completion Date
5.1 Develop realistic calendar for revisions	Fall 2008 (ongoing)

Operational Goal	Completion Date

6.0 **Improve efficiencies between operations and users.**	
Institutional Goals: *1.1 Support faculty and staff development for effective teaching, learning, and service delivery;* *1.2 Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms.* *4.1 Identify barriers that prevent students from achieving their goals* *5.2 Provide support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings.*	

Activity	
6.1 Investigate a ticketing system for requesting help desk services (IT), and facilities (maintenance) work-orders.	June 2009 (Decision made to keep present system using Sharepoint. New completion is for February 2010.)
6.2 Investigate an on-line purchase requisition system.	June 2009 (Decision made to do in-house.)
6.3 Make available on the website, accounting forms used with Fiscal Services.	July 2008 (Dec 2009 and ongoing)
6.4 Ensure that web sites for Administrative Services' areas are updated	Ongoing
6.5 Continue internal staff training of reading and understanding financial reports and budget documents.	Ongoing
6.6 Continue holding department and division workshops on how to read and interpret Financial Reports and other Accounting Information.	Ongoing
6.7 Add sick, vacation and use balances to paychecks.	Dec 2008 (Completed)
6.8 Review with Admissions & Records, Student Financial Aid on how we are serving students on the main campus, the Education Center in Marina and at the PSTC in Seaside in order to determine if there are services to the students that we could implement or improve upon.	Ongoing
6.9 Work with departments to update Trust/Scholarship account information.	Dec 2008 (Completed)

Operational Goal	Completion Date
7.0 **Implement the MPC Equal Employment Opportunity Plan**	Dec 2008
Institutional Goals: *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.* *2.2 Recruit and retain a diverse college-wide community.* *6.2 Attract and retain the best-qualified employees by continuing to increase compensation for full and part-time staff and faculty*	

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Objective	
7.1 Foster a climate that promotes diversity throughout the institution.	
Activity	
7.1.1 Monitor approval and adoption of the draft plan by the Governing Board.	Dec 2008 (Completed-7/09)
7.1.2 Implement plan components following approval.	Dec 2008 (Ongoing)

Operational Goal	Completion Date
8.0 **Arrange for Diversity Speaker for Flex Days.**	
Institutional Goals: *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.* *2.2 Recruit and retain a diverse college-wide community.*	
Objective	
8.1 Foster a climate that promotes diversity throughout the institution.	
Activity	
8.1.1 Follow up on recommendations of EEOAC for appropriate speaker/workshop on diversity.	Feb 2009 (Dr. Vincent Tinto was speaker at Spring Flex day.)

Operational Goal	Completion Date
9.0 **Implement classification study for classified employees**	
Institutional Goals: *6.2 Attract and retain the best-qualified employees by continuing to increase compensation for full and part-time staff and faculty*	
Objective	
9.1 Attract and retain the best-qualified employees by continuing to increase compensation for full and part-time staff and faculty.	
Activity	
9.1.1 Negotiation continuing implementation of classification study.	June 2009 (Completed, implemented 11/08)

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