

**Monterey Peninsula College
Administrative Services
Component Goals 2009-10**

Operational Goal	Completion Date
1.0 Continue implementation of the Facilities Master Plan.	
<i>Institutional Goals- Maintain and improve district facilities: 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.</i>	
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 Complete construction of first two buildings at the Public Safety Training Center at Seaside.	Fall 2009
1.1.2 Coordinate construction of our new facilities at the Education Center at Marina.	Spring 2011
Objective	
1.2 Continue progress to fulfill the completion of facility projects on MPC's main campus.	
Activity	
1.2.1 Start construction of new Student Services.	Spring 2011
1.2.2 Start construction of new Auto Shop classroom.	Spring 2010
1.2.3 Renovation of Parking Lots B & C.	Summer 2010
1.2.4 Conversion old Administration Building into swing space.	Spring 2010
1.2.5 Demolition of old Lecture Forum Bridge.	Summer 2009
1.2.6 Reconfiguration of Parking Lot J.	Fall 2009
1.2.7 Building evacuation signage.	Summer 2009
1.2.8 Start working drawings for Business-Humanities.	Fall 2011
1.2.9 Completion of P.E. Elevator.	Fall 2009
1.2.10 Heighten baseball backstop.	Summer 2009
1.2.11 Installation of new Horticulture Greenhouse.	Fall 2009

Operational Goal	Completion Date
2.0 Ensure realistic Facility Master Plan	
<i>Institutional Goals – Maintain and improve district facilities: 7.1 Create safe, attractive, functional facilities through the allocation of bond funds;</i>	
Objective	
2.1 Continue Facilities Committee meetings to prioritize and coordinate projects.	
Activity	
2.1.1 Update Facility Master Plan based on current assumptions.	Summer 2009
Operational Goal	Completion Date
3.0 Implement Energy conservations measures that would provide financial savings while improving efficiencies.	
<i>Institutional Goals – Maintain and Improve district facilities: 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.</i>	
Activity	
3.1 Pursue computer controls for parking lot lights.	Summer 2009
Operational Goal	Completion Date
4.0 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.	
<i>Institutional Goals – 6. Create pathways to success that address the diverse, holistic needs of all MPC students. 7. Maintain and improve district facilities</i>	
Objective	
4.1 Extend wireless services as funds are approved. (IT)	
Activity	
4.1.1 Prioritize wireless coverage to areas of the campus based on Component Goals and source of funding.	Fall 2009
4.1.2 Install wireless access points based on priority and funding.	June 2010
Objective	
4.2 Add desktop functionality for students and staff. (IT)	

Activity	
4.2.1 Implement FAX in to the desktop.	Fall 2010
4.2.2 Implement Office Communication Server via virtual server, for online chat.	Fall 2010
Objective	
4.3 Add system improvements. (IT)	
Activity	
4.3.1 Implement User State Migration tool.	June 2010
4.3.2 Implement Identity Lifecycle Manager to process user accounts.	June 2010
Objective	
4.4 Improve website functionality. (IT)	
Activity	
4.4.1 Implement the Student Learning Kit.	June 2010
4.4.2 Implement Single Sign-On.	June 2010
Objective	
4.5 Improve the sound system in LF 103 (Media Services)	
Activity	
4.5.1 Re-install the sub-woofer speakers from upstairs to the back of LF 103.	Summer 2009
Operational Goal	Completion Date
5.0 Upgrade the Santa Rose Student Records System to Windows SQL (Structured Query Language).	
<i>Institutional Goals: 7. Maintain and improve district facilities</i>	
Objective	
5.1 Purchase application server, network hardware and required software for installation of the new student records system in IS (Information Systems).	
Activity	
5.1.1 Determine hardware and software needed to run the system and purchase equipment.	April 2010
5.1.2 Install the latest Windows SQL version of the student records system.	April 2010
Objective	
5.2 Identify and modify any MPC programs that will interface with the	

SQL-based student records system (IS).	
Activity	
5.2.1 Programming of extract/load programs to move data from HPe3000 database to SQL database.	April 2010
5.2.2 Identify MPC custom changes and modify SRJC programming as required.	April 2010
5.2.3 Identify MPC programs that need to be rewritten that interface for accessing the new SQL database.	April 2010
5.2.4 Review MPC security/menu access - transition to new menu system.	April 2010
5.2.5 Review MPC reports distribution.	April 2010
5.2.6 Review MIS Reporting.	April 2010
5.2.7 Convert MPCDB (MPC Database) to SQL.	April 2010
Objective	
5.3 Identify and re-write/modify any MPC interfaces from student records to vendor supplied systems (IS).	
Activity	
5.3.1 1099-T vendor - replace existing MPC programs to create file for 1099-T vendor.	April 2010
5.3.2 Academic Timekeeper - replace existing MPC VB programs for loading.	April 2010
5.3.3 CAP - replace MPC upload program that uploads assessment test data.	April 2010
5.3.4 DARS - replace MPC update program to load DARS from the HP.	April 2010
5.3.5 FAMS - Bog update, academic update, access database for check writing.	April 2010
5.3.6 ICVerify - credit card interface to registration (May need consultant to work with us on this).	April 2010
5.3.7 Wells Fargo - International Student Insurance extract (Crystal Reports) - change to SQL source for data.	April 2010
5.3.8 Moodle - replace extract program for uploading data into Moodle.	April 2010
5.3.9 NSLC - new extract program (if SRJC does not re-write).	April 2010
5.3.10 SARS-GRID - new interface to load counseling appointments.	April 2010
5.3.11 SharePoint web site interface- replaces ODBC extract from HP to SQL - Work with SharePoint consultants.	April 2010
5.3.12 XAP CCCApply - automated download/upload from CCC Apply.	April 2010
Objective:	
5.4 Conversion of existing student records system and related programs from the HP3000 to new California Community College Software Consortium (CCCSC) version. (IS)	

Activity	
5.4.1 Develop test plan and complete testing of system.	April 2010
5.4.2 Complete training of users.	April 2010
5.4.3 Complete conversion of data and application installation.	April 2010
Operational Goal	Completion Date
6.0 Monitor effectiveness of the MPC Equal Employment Opportunity Plan	
<i>Institutional Goals:</i> 2. Foster a climate that promotes diversity throughout the institution.	
Activity	
6.1 Compare demographics and complaints on on-going basis to determine plan effectiveness.	Ongoing
6.2 Re-survey employees to ensure accurate data.	Ongoing
6.3 Present annual reports to the Board of Trustees.	Ongoing
Operational Goal	Completion Date
7.0 Update Board Policies in appropriate areas.	
<i>Institutional Goals:</i> 2. Foster a climate that promotes diversity throughout the institution.	
Activity	
7.1 Update calendar/schedule to complete policy updates.	Summer 2009
7.2 Working with the Academic Senate, revise Faculty Hiring Procedures.	Summer 2010
7.3 Working with the Academic Senate, revise Adjunct Faculty Hiring Procedures.	Summer 2010
7.4 Revise hiring procedures for Classified employees.	Summer 2010
7.5 Revise hiring procedures for Management Team.	Summer 2010
7.6 Revise sections according to schedule.	Summer 2010
Operational Goal	Completion Date
8.0 Arrange for Diversity Speaker for Flex Days in 2009-10.	
<i>Institutional Goals:</i> 2. 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.	February 2010

8.1.2	Negotiate and implement ongoing reclassification process for classified employees	Nov. 2009
Objective		
9.0 Improve Internal Operations		
Activity		Completion Date
9.1.1	Research, develop and implement accurate system for reporting MIS data.	Jan 2010
9.1.2	Re-survey employees to ensure accurate demographic data.	Jan 2010
9.1.3	Work with the Department of Institutional Research and IT to identify accurate, reliable and workable system of reporting.	Jan 2010
Operational Goal		
10.0 Improve efficiencies between operations and users.		
<i>Institutional Goals:</i> 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		Completion Date
10.1.1	Make available on the website, accounting forms used with Fiscal Services.	Summer 2010
10.1.2	Review Student Financial Aid services with Admissions and Records, in order to determine if there are services to students that could be implemented or improve upon for the main campus, the Education Center in Marina and the PSTC in Seaside.	Ongoing
10.1.3	Research on-line system to report and track maintenance work orders.	Summer 2010
10.1.4	Research possible ways to revamp the monthly financial reports to budget managers to make them more user friendly.	Summer 2010
10.1.5	Research the possibility of allowing users on-line access to financial systems.	Summer 2010
10.1.6	Research systems/ways to process budget transfers and purchase requisitions on-line.	Summer 2010
Operational Goal		
11.0 Improve the campus's security plan.		
<i>Institutional Goals – Maintain and Improve district facilities:</i> 7.1 Create safe, attractive, functional facilities through the allocation of bond funds;		

Activity	Completion Date
11.1.1 Provide training for all employees to respond to campus-wide emergencies (SEMS, ICS, ICS200, NIMS IS700 and special training for each incident formed group).	Fall 2009
11.1.2 Enhance security patrols (increase visibility) for the Monterey and Marina Campus.	Fall 2009
11.1.3 Pursue emergency communication (parking lot emergency call boxes) and security surveillance for parking lots.	Fall 2010
11.1.4 Improve campus communications systems used in emergencies.	Spring 2010