

# DRAFT

## Monterey Peninsula College

### Administrative Services Management Plan 2006-2007

Operational Goal	Completion Date
<p><b>1.0 In collaboration with the MPCTA and MPCSEA negotiation teams, Administrative Services will facilitate and finalize the collective bargaining agreements with each the faculty and the classified bargaining units respectively.</b></p> <p><i>Institutional Goals: #2 Incrementally increase the salary schedules, progressing towards agreed upon targets, and investigate other compensation issues, to help attract and retain qualified personnel.</i></p>	
<b>Activity</b>	
<p>1.1 Continue with negotiations training and regular meetings with MPCTA and MPCSEA bargaining units.</p>	
Operational Goal	Completion Date
<p><b>2.0 Develop a Fiscal Stability report for College review.</b></p> <p><i>Institutional Goals: #5 Ensure long-term fiscal stability and explore additional external funding sources.</i></p>	
<b>Objective</b>	
<p>2.1 Review and evaluate the adequacy of future college resources in providing quality educational experiences for its students.</p>	
Operational Goal	Completion Date
<p><b>3.0 In collaboration with its component areas, Administrative Services will continue to investigate and implement as appropriate energy savings projects to facilitate long term cost reductions.</b></p> <p><i>Institutional Goals: #5. Ensure long-term fiscal stability and explore additional external funding sources. #6. Leverage bond funding and other college resources to best ensure the completion of the college's highest priority facility, infrastructure and equipment needs based on the educational program needs described in the Educational Master Plan.</i></p>	
<b>Objective</b>	
<p>3.1 Utilize expertise of energy consulting firm hired to assist the District in finding cost savings in current energy usage as well as find outside resources to assist in long range savings.</p>	

<b>Activity</b>	
3.1.1	
	<b>Completion Date</b>
<b>4.0 Update Board Policies in all areas.</b>  <i>Institutional Goals: #8. Ensure effective leadership, communication, and collaborative skills of faculty, staff and students, and administration and promote effective committee decision-making.</i>	
<b>Objective</b>	
4.1 In cooperation with all component areas, Administrative Services will examine and update board policies as according to standards as set forth within the college's subscription service with the Community College League of California	
<b>Activity</b>	
4.1.1 Assist departments in accessing information available through the subscription service.	
<b>Operational Goal</b>	<b>Completion Date</b>
<b>5.0 Include sick, vacation and used paid time on pay stubs for employees.</b>  <i>Institutional Goals: #9. Implement measures to maintain up-to-date technology (hardware &amp; software), adequate levels of well trained technical support personnel, and effective staff development programs designed to provide dynamic and accessible education and work environments for the college's students, faculty and staff.</i>	
<b>Objective</b>	
5.1 In cooperation with the County Offices fiscal and payroll staff will assist with the implementing of a tracking system that records available sick, vacation as well as used paid time within the payroll checks generated from the County Offices.	
<b>Operational Goal</b>	<b>Completion Date</b>
<b>6.0 Construction: Begin Site Utilities Infrastructure, complete the Physical Education –Stadium, Athletic Field and Building 24, and implement preliminary plans for the Student Services Building, Education Center at Marina.</b>  <i>Institutional Goals: #1. Enhance or main MPC's instructional programs, its comprehensive, high quality curriculum....  #3. Collaboratively plan and establish a satellite campus at Ft. Ord, with up to 2,000 FTES....  #6. Leverage bond funding and other college resources to best ensure the completion of the college's ....  #10. Foster and maintain a positive public image ...</i>	
<b>Objective</b>	
6.1 Continue collaboration with component areas and project committees to support the construction projects in their scheduled timelines and facilitate operations with minimal impact to campus functions.	

<b>Activity</b>	
<b>Operational Goal</b>	
<p><b>7.0 In cooperation with all Administrative personnel, develop and implement training for the campus's Emergency Preparedness Plan.</b></p> <p><i>Institutional Goals: #8. Ensure effective leadership, communication, and collaborative skills of faculty, staff, students, and administration, and promote effective committee decision-making.</i></p>	
<b>Completion Date</b>	
<b>Objective</b>	
7.1 Continue development of the Incident Command Center and Building Response Teams along with regular training sessions with administrative, managerial and key staff personnel.	
<b>Activity</b>	
7.1.1 Provide regular training during flex day activities and include release time for classified and other staff to insure optimum participation.	
<b>Operational Goal</b>	
<p><b>8.0 In collaboration with the Information Technology and Network Support and the Student Services areas, implement a process to accommodate payment of student debts and fees.</b></p> <p><i>Institutional Goals: #1. Enhance or maintain MPC's instructional programs, its comprehensive, high quality curriculum, and the student services which support them to keep pace with the changing needs of student learning and the community.</i></p>	
<b>Completion Date</b>	
<b>Objective</b>	
8.1 Continue to develop means by which the College can support students in their academic paths and assist them in their transition to four year institutes.	
<b>Activity</b>	