

# **Area Component Goals, 2010-11**

## **Administrative Services**

### ***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 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 faculty, 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 Make available on the website, accounting forms used with Fiscal Services.
- 7.3 Implement on-line system to report and track maintenance work orders.
- 7.4 Research on-line system to report and track IT related work orders.
- 7.5 Implement systems to process budget transfers and purchase requisitions on-line.
- 7.6 Update Human Resources web pages.
- 7.7 Post all Human Resources forms on the webpage.
- 7.8 Research on-line employment application process.
- 7.9 Research on-line system for employee benefits.
- 7.10 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.