### Institutional PIE Summary 2009-10
**Future Planning Efforts and Alignment: Thematic Summary**

| 1. Provide needed training and workshops to college employees | ▪ Provide appropriate workshops and training through Human Resources to meet needs identified for professional growth for all employee groups  
▪ Evaluate work-related training needs for faculty, classified staff, and administrators  
▪ Provide manager workshops to strengthen evaluation, effective discipline, and contract compliance  
▪ Professional development opportunities to ensure faculty currency  
▪ Training to improve quality of teaching  
▪ Department chair training in academic departments  
▪ Include adjunct faculty in training opportunities to ensure uniformity of educational experience in the classroom.  
▪ Cross-train staff to deepen understanding of processes, improve productivity, and encourage collaboration.  
▪ Campus-wide training in online requisitioning and online approving  
▪ Increase opportunity for employee safety training |
| College Goal 8 |
| 2. Support student success, satisfaction, and engagement | ▪ Maintain critical lab tech support and educational program support positions  
▪ Provide high quality student support to meet needs of diverse noncredit populations  
▪ Maintain high quality tutoring and student learning support across the college  
▪ Incorporate and expand successful learning communities model in disciplines across the college  
▪ Address student basic skills needs in all classroom to increase persistent and success  
▪ Increase course offerings in basic skills courses  
▪ Maintain access and provision of services to students  
▪ Enhance student awareness, self-confidence, and self-efficacy through programs designed for specialized student populations |
<p>| College Goals 1, 2, 10, 12 |</p>
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| Increase student persistence, retention, and achievement through support for programs such as Bridge, EOPS/CARE/CalWorks, Upward Bound | Replace outdated and/or inoperative equipment to meet with industry standards for support of instructional programs, particularly critical for supporting programs in the CTE disciplines, for laboratories, and other technology-intensive programs.  
- Support upgrade for Library system  
- Provide stronger technology support for Distance Learning  
- Establish a campus-wide copier program  
- Support ongoing efforts to integrate technology into the academic process  
- Evaluate condition of equipment in printing, mailing, and customer support to ensure meeting the needs of the campus  
- Complete conversion of the Mt. SAC video truck to SDI video.  
- Support implementation of College Goal #5 strategic objective to implement standardized audio-visual systems in all permanent classrooms  
- Use technology to improve services to students and to increase office efficiency |
| 3. Provide necessary equipment and upgraded equipment to ensure full functionality of instructional programs and college services |  
- Create an HR employee handbook, complete and distribute a Public Safety Department Operational Manual, develop and implement a comprehensive hazardous substances communication program  
- Update HR website to market the college as a highly desirable employer.  
- Develop new financial reports to support needs of the entire campus.  
- Improve the student account portal to help students understand their accounts more clearly  
- Provide and maintain current information about Purchasing processes for campus  
- Implement a college-wide emergency mass notification system |
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|增加学生坚持性、保留率和成就，通过支持如Bridge、EOPS/CARE/CalWorks和Upward Bound等计划。 | 更换过时和/or停用的设备以满足行业标准对支持教学计划的需求，特别是对于支持CTE学科、实验室和其他技术密集型课程至关重要的计划。  
- 支持图书馆系统的升级  
- 提供更强的技术支持用于远程学习  
- 建立校园级复印机计划  
- 支持持续努力将技术整合到学术过程中  
- 评估印刷、邮寄和客户服务设备的状况，以确保满足校园需求  
- 完成Mt. SAC录像车到SDI录像的转换。  
- 支持实现第5号目标的战略目标，即在所有永久教室中实施标准化的视听系统。  
- 使用技术来改善对学生的服务，并增加工作效率 |
| 3. 提供必要的设备和升级设备，以确保教学计划和学院服务的完整功能。 |  
- 创建HR员工手册，完成并分发公共安全部门操作手册，开发并实施全面的危险物质沟通计划  
- 更新HR网站，将学院作为非常有吸引力的雇主进行宣传。  
- 开发新的财务报告，以支持整个校园的需求。  
- 改善学生账户门户，帮助学生更清楚地理解他们的账户  
- 提供并维护当前的采购流程信息  
- 实施大学范围的紧急信息通知系统 |
| 4. 加强校园内员工、学生和社区之间的沟通。 |  
- 创建HR员工手册，完成并分发公共安全部门操作手册，开发并实施全面的危险物质沟通计划  
- 更新HR网站，将学院作为非常有吸引力的雇主进行宣传。  
- 开发新的财务报告，以支持 entire campus的需求。  
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| 5. Strengthen internal procedures to enhance understanding, currency, and efficient use of resources | Provide timely information and timely decision making related to processes affecting student enrollment and educational planning  
Enhance means of communication for students to develop their awareness and knowledge of resources and services available. |
|---|---|
| | Ensure that evaluations of all staff are completed in a timely manner and are in compliance with associated collective bargaining agreements and district policy  
Review all HR-related Board policies and where necessary establish clear, written procedures  
Improve curriculum development processes within academic departments and strengthen communication to ensure timely compliance with college timelines  
Implement Budget Bolt-on in Banner to reduce effort and costs and to increase services to the campus community  
Streamline business processes and make students aware of new processes and procedures in the Banner system  
Establish and manage a procurement card program to enhance institutional effectiveness  
Update the Injury & Illness Prevention Program to include a section on heat illness prevention and fire suppression instructions  
Evaluate new integrated scheduling application to replace current collection of schedule and event management processes  
Review and revise processes and procedures associated with Admissions & Records, Assessment, and Financial Aid  
Examine impact of regulatory changes on programs, staff, and service to students |
| Support and facilitate analysis of data and trends to improve services, programs, and efficiency | Support analysis of effectiveness of recruitment sources annually to maximize effectiveness of resources  
Analyze current classifications for classified represented, confidential, and management positions to make recommendations as appropriate  
Regularly perform surveys on salary, job descriptions, and |
| Maintain appropriate staffing in academic and service departments to effectively support the functioning of the college | Create a clearly structured and well-developed staffing plan tied to program reviews for all areas campus-wide
- Maintain the appropriate number of faculty, both adjunct and full-time, to support the needs of instructional programs.
- Support appropriate staffing to support ever increasing responsibilities for assessing learning outcomes and maintaining updated programs and curricula
- Support necessary staffing for maintenance of grounds and buildings for new buildings
- Assure sufficient staffing in Purchasing to provide satisfactory level of service
- Address staffing needs in Technical Services (front-of-house operations, TV Production Specialist, Supervisor for Event Services, FT Technician for new high tech facilities, Supervisor for Performing Arts Operations, increase in funds for hourly employees and overtime) |
| --- | --- |
| Plan for providing adequate space and infrastructure to support educational programs and college services | Provide adequate laboratory and classroom space for all disciplines as they grow and change
- Maintain safe and appropriately supervised lab environments |
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<tr>
<td>- Develop multiple-use outdoor classroom space</td>
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<td>- Maintain safe and updated competitive facilities for students</td>
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<td>- Support completion of growing list of small projects maintained by Facilities Management to improve and repair facilities across the campus</td>
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<td>- Refurbish and repair stadium seating and press box areas. Wooden seats are in extremely poor condition and pose a safety hazard. They do not meet minimum ADA standards.</td>
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<td>- Remodel existing Studio Theater to provide ADA accessible elevated technical areas.</td>
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Ginny Burley  
August 23, 2010