



manager **PIE**

2014-15
2015-16
2016-17
2017-18

Planning for Institutional Effectiveness

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NOTE: This PIE Form is optimized to be used in Acrobat 10 or later.



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Planning for Institutional Effectiveness

Introduction:

I. Institutional Mission

The mission of Mt. San Antonio College is to support students in achieving their full educational potential in an environment of academic excellence.

Your area's program review will be recorded on this form summarizing the current year and documenting planning for the next 3-year cycle.

TracDat is the college's database for recording outcomes. Please update your outcomes work regularly. <http://tracdat.mtsac.edu/tracdat>

II. Division or Area and Division or Area Units: *Select your Area or Division*

DIVISION	Risk Management	Units: Health & Safety
Manager / Dean	Karen Saldana	Units: Insurance
E-mail / Extension	ksaldana@mtsac.edu / 909-274-5508	Units: Employee Wellness

III. Division or Area Mission

Enter your Division or Area Mission Statement here.

IV. College Themes and Goals

College themes and goals allow the campus to focus on critical issues. Articulated by the President's Advisory Council and approved by the Board of Trustees, they guide institutional planning and assessment processes.

Theme A: To Advance Academic Excellence and Student Achievement

College Goal #1	The college will prepare students for success through the development and support of exemplary programs and services.
College Goal #2	The college will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.
College Goal #3	The college will utilize student learning outcome and placement assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels.

Theme B: To Support Student Access and Success

College Goal #4	The college will increase access for students by strengthening recruitment opportunities for full participation in college programs and services.
College Goal #5	Students entering credit programs of study will be ready for college level academic achievement.
College Goal #6	The college will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer.

Theme C: To Secure Human, Technological, and Financial Resources to Enhance Learning and Student Achievement

College Goal #7	The college will secure funding that supports exemplary programs and services.
College Goal #8	The college will utilize technology to improve operational efficiency and effectiveness and maintain state-of-the-art technology in instructional and support programs.
College Goal #9	The college will provide opportunities for increased diversity and equity for all across campus.
College Goal #10	The college will encourage and support participation in professional development to strengthen programs and services.
College Goal #11	The college will provide facilities and infrastructure that support exemplary programs and the health and safety of the campus community.
College Goal #12	The college will utilize existing resources and improve operational processes to maximize efficiency of existing resources and to maintain necessary services and programs.

Theme D: To Foster an Atmosphere of Cooperation and Collaboration

College Goal #13	The college will improve the quality of its partnerships with business and industry, the community, and other educational institutions.
College Goal #14	The college will improve effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.

SectionOne: Where We Are—An Analysis and Summary of the Current Year

I. Planning Context: Division Goals for: Risk Management

a. Identify the overarching goals (informed by Unit goals) that guided your Division's work for the 2014-15 year (from your 2013-14 PIE form) in the following table and connect those goals to the College Themes. Add rows (+) as needed. Delete rows (X). (limit 10 goals)

Roll-Over to see "overarching goal" example

Division or Area Goal Name	Division or Area Goal	College Theme
Employee Wellness	Ensure that the Employee Wellness Committee is providing opportunities in the areas of health, fitness and mental well being.	D: Cooperation/Collaboration
Health & Safety	Develop and implement programs that comply with state and federal guidelines and address campus needs.	D: Cooperation/Collaboration
Employee Group Benefits	Ensure that the Insurance Committee continues to explore fringe benefit and group health options that are cost effective and feasible for the employees.	D: Cooperation/Collaboration
Emergency Preparedness	Develop and implement guidelines and procedures for the campus community in preparation of and to recover from events such as earthquake, civil unrest, hazardous materials exposure, etc.	D: Cooperation/Collaboration
Risk Management website	Develop website to include links in the areas of safety, emergency preparedness, employee wellness and other related risk management topics.	B: Access and Success

II. Notable Achievements for: Risk Management

Enter a brief summary of your Division or Area's successes for the 2014-15 year in the field below followed by a listing, by theme, of the Notable Achievements. This provides opportunity to highlight your Division or Area's proudest moments for this year. Text boxes will expand as needed. Add rows (+), delete rows (-).

Roll-Over to see Achievement example

a. Narrative Summary

This section includes a compilation of achievements in the areas of Employee Wellness, Health & Safety, Emergency Preparedness, and other risk management related topics.

Add Notable Achievement Theme

Program Success

The Employee Wellness Committee developed a survey to determine top areas of interest for employees in the area of wellness. Two of the top five choices included workshops ranging from core training to nutrition. The Committee was successful in providing workshops in the months of September, November, January, February, March, April and May that addressed these topics.

Add Notable Achievement Theme

Program Success

The Employee Wellness Committee successfully planned the first annual Employee Wellness Fair on May 15, 2015.

Add Notable Achievement Theme

Organization / Process

The Health and Safety Committee created standards and selected equipment to be utilized in a building evacuation.

Add Notable Achievement Theme

Funding

The Risk Management office provided funding for the purchase of first aid storage bins for the Student Health Center.

Add Notable Achievement Theme

Organization / Process

Risk Management staff performed ergonomic evaluations for eight departments on campus and made recommendations for correcting hazardous working conditions.

Add Notable Achievement Theme

Technology

Risk Management staff successfully completed a new online program known as California Environmental Reporting System (CERS) as required by the Los Angeles County Certified Unified Program Agency.

Add Notable Achievement Theme

Staffing

The Health and Safety Committee recommended the addition of a safety manager in the Risk Management office. The position of Manager, Environmental Health and Emergency Services will be approved by the Board on August 5, 2015.

Add Notable Achievement Theme	Program Success
The Health & Safety Committee formed a task force to plan the first emergency preparedness weekly event. The event was held in September and included a vendor show, educational opportunities and an evacuation drill.	
Add Notable Achievement Theme	Funding
The Employee Wellness Committee successfully acquired funding to offer exercise classes in support of the program at no cost to employees.	
Add Notable Achievement Theme	Funding
The Risk Management office successfully acquired funding to purchase tracking software to determine full time eligibility for employees under the Affordable Care Act.	
Add Notable Achievement Theme	Funding
The Risk Management office successfully acquired funding to purchase a classroom emergency notification system.	

III. Tracking Conditions, Retention and/or Success, Critical Decisions and Outcomes Assessment for:

Risk Management

Enter a brief summary for each section based on the 2014-15 year followed by information provided in your Units' PIE forms. Add rows (+), delete rows (-).

a. External Conditions Summary

Regulatory changes have had the biggest impact on the Risk Management department in the past five years.

Regulation / Policy	<i>Roll-over to see example</i>	Data Source
The National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), Incident Command System (ICS), and Cal EMA regulations have required that the campus keep up with training requirements for staff and develop written guidelines for staff and students to follow before, during and following a campus-wide emergency.		Title 5, Title 9, Education Code
Regulation / Policy	<i>Roll-over to see example</i>	Data Source
The Patient Protection and Affordable Care Act federal requirements have created increased responsibilities for Human Resources and Administrative Services staff in the area of tracking employee work hours and new IRS reporting requirements.		Federal legislation known as PPACA
Industry Changes	<i>Roll-over to see example</i>	Data Source
The Los Angeles County Certified Unified Program Agency required all agencies with reportable quantities of hazardous chemicals to utilize a new online system known as the California Environmental Reporting System to be populated with data no later than March 2015.		local agency reporting requirement known as CERS
Regulation / Policy	<i>Roll-over to see example</i>	Data Source
Federal guidelines requires the use of a standardized process for the use of material safety data sheets. This new process known as the Global Harmonized System (GHS) required training for staff.		Federal legislation

b. Internal Conditions Summary

Increased responsibilities driven by local, state and federal legislation combined with insurance trends have resulted in increased responsibilities of staff.

Staffing	<i>Roll-over to see example</i>	Data Source
The Health & Safety Committee have requested the addition of a new safety manager position which is in the process of being filled.		Health & Safety Committee goals

Training	<i>Roll-over to see example</i>	Data Source
Request for additional training, work station evaluations and inspections of campus property have increased the work load for the department.		Email request, Health & Safety Committee agenda/memory
Training	<i>Roll-over to see example</i>	Data Source
Trends in workers' compensation injuries have resulted in additional staff training needs.		Risk Management Annual Improvement Plan - Keenan & Associates

c. Retention and/or Success With the implementation of new programs to address regulatory changes, the campus will successfully meet compliance needs and implement new internal guidelines.

Technology	<i>Roll-over to see example</i>	Data Source
New CERS online program will provide continued success in the area of providing hazardous chemical inventory, mapping of locations of chemicals and spill prevention and remediation procedures.		Los Angeles Certified Unified Program Agency
Training	<i>Roll-over to see example</i>	Data Source
Annual surveys of employee needs and successes of existing Employee Wellness Program will drive the future success of the programs in determining appropriate health and fitness programs.		Survey
Training	<i>Roll-over to see example</i>	Data Source
With the selection of standard equipment for evacuation of individuals from buildings, an ongoing training program will guarantee the success of the program		Evacuation Chair guidelines

d. Critical Decisions The hiring of a new Manager, Environmental Safety and Emergency Services will inform planning in the next few years.

Regulation / Policy	<i>Roll-over to see example</i>	Data Source
Develop and implement Title 8 programs based upon campus needs.		Title 8, Injury and Illness Prevention Program
Regulation / Policy	<i>Roll-over to see example</i>	Data Source

Requirements to develop written guidelines and procedures for emergency preparedness.

SEMS, NIMS, ICS , Cal EMA, and Education Code requirements

Training

Roll-over to see example

Data Source

Requirements to provide training on existing and newly developed programs

Title 8, SEMS, NIMS, ICS, Education Code, Title 9 and 5

e. Progress on Outcomes

Enter Analysis and Summary here

Training

Roll-over to see example

Data Source

Enter your area's overall Progress on Outcomes here

Add Data Source

IV. Closing the Loop; Alignment and Progress on College Goals: Risk Management

This section serves as a "reporting" function to describe how your area closes the loop and connects planning to budget allocation: How did the prioritized college resources connect to your area's outcomes over the past year? What progress has your area made with the resources provided? Please include progress on plans that did not require new resources if applicable.

Roll-Over to see a "Closing the Loop" example

a. Narrative Summary

Funding for the department has been used for staffing and to provide resources to meet program requirements.

Closing the Loop Theme

Staffing

The Board of Trustees will approve the new Manager, Environmental Safety and Emergency Services position on August 5, 2015. This position will have responsibility for implementing programs that comply with safety and emergency preparedness regulations.

Closing the Loop Theme

Technology

An online tracking system was approved and will be utilized to comply new Affordable Care Act regulations ensuring that the College is meeting its timelines for implementation of this program

Closing the Loop Theme

Funding

The Employee Wellness Committee has successfully acquired funding to offer exercise program each semester at no cost to the employee. The services that have been offered have been based upon results of annual survey.

b. Strategic Objectives Assigned to : Risk Management

Your Vice President has assigned the following Strategic Objectives for your area from the Mt. San Antonio College [2014-15 Strategic Plan](#) and identified in the Process Map of Integrated Planning (see Roll-Over below). Not all areas will have a Strategic Objective assigned to them.

Click on the links below to address the components of the Strategic Objectives assigned.

[Link to Strategic Objective 12.1](#)

Section Two: Where We Are Going—Planning for the Next Three Years

I. Planning: Division Goals and Strategic Objectives for: Risk Management

a. The following table contains your goals as noted in Section One-I for 2014-15. Review your area's goals and revise, add new goals or remove goals that are no longer relevant as appropriate for planning for 2015-16, 2016-17, and 2017-18. Add rows (+) as needed. Delete rows (X).

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Health & Safety	Develop and implement programs that comply with state and federal guidelines and address campus needs.	D: Cooperation/Collaboration
Employee Group Benefits	Ensure that the Insurance Committee continues to explore fringe benefit and group health options that are cost effective and feasible for the employees.	D: Cooperation/Collaboration
Emergency Preparedness	Develop and implement guidelines and procedures for the campus community in preparation of and to recover from events such as earthquake, civil unrest, hazardous materials exposure, etc.	D: Cooperation/Collaboration
Risk Management website	Develop website to include links in the areas of safety, emergency preparedness, employee wellness and other related risk management topics.	B: Access and Success

The following Strategic Objectives are assigned to this area as identified in the Mt. San Antonio College [2014-15 Strategic Plan](#). They inform the planning process for action over the next two years (NOTE*Not all areas will have a Strategic Objective assigned to them.)

# Strategic Objective	Strategic Objective
12.1	Meet service levels of key operational processes within available resources

II. Planning for the Next Three Years for: Risk Management

a. Narrative Summary

The Risk Management office will strive to implement programs that mitigate risk for the organization; provide educational opportunities for the employees; evaluate existing programs for success

New Plan or Activity	Technology
Develop Risk Management website and increase access	
New Plan or Activity	Organization / Process
Analyze and assess need for new programs (respiratory protection, emergency preparedness, hazardous communication)	
New Plan or Activity	Retention and Completions
Increase training opportunities for staff	

III. Budget Prioritization for: Risk Management

Budget prioritization for the 2015-16 cycle is intended to inform the Instruction Team's prioritization process each July.

1. Download the Budget Prioritization form to your computer using the button below.
2. Use "Save As" to rename the document "2015-16_PIErequests_your division name or acronym"
3. Save to your computer
4. When information on the spreadsheet is complete, click on the "Attach Documents" button below, navigate to the file on your computer, and save. The document will remain attached to your Manager PIE form.

Section Three: Recommendations for Improving the Planning Process

I. What suggestions do you have for improving the planning process for your area?

Summarize suggestions your area has for improving the planning process

II. What additional information should the College provide to assist your area's planning?

Summarize the requests for additional information your area requested to assist in planning

Thank you for completing the Manager PIE form summarizing 2014-15, and summarizing your area's planning for the 2015-16, 2016-17, and 2017-18 three-year cycle.

Please save this form and forward to your Vice President by 08/01/ 2015.

Questions regarding this form? Send an email to Don Sciore, Associate Dean of Instruction, at dsciore@mtsac.edu or Meghan Chen, Dean, Library & Learning Resources, at mchen@mtsac.edu.

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