

Mapping: Team Goals to ILO

Related Goal	Goal	Unit Name
ILO # 1. Students effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.	2015-16 Public Safety will hire and/or train personnel, obtain resources, and work with the California Commission on Peace Officer Standards and Training (POST), to become a department with sworn police officers and non-sworn support personnel.	Administrative Services
ILO # 2. Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.	2015-16 Effective Maintenance Service & School Dude Implementation (Maintenance) - Provide timely, effective, and efficient maintenance to the facilities and equipment used by students, faculty, and staff helping to provide an environment conducive to quality higher education. Implement, train all stakeholders, and strategically utilize School Dude Maintenance Management and Preventative Maintenance Systems.	Administrative Services
ILO # 3. Students will use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.	2015-16 5-Year Scheduled Maintenance & Access Control (Maintenance) - Update key issuance and access control procedures, revise key security policies, expand the use of electronic door access systems and re-key strategic areas of campus. Expand preventative maintenance of College facilities.	Administrative Services
	2015-16 Achieve a minimum 80% Audit score of the Cleaning Program. Continue to request new resources for staffing and supplies to support campus expansion and student growth. Purchase new equipment as needed to improve equipment access for all areas of the campus. Continue waste reduction efforts within Custodial Services including the utilization of environmentally friendly restroom supplies, and new generation hand dryers that drastically reduce paper towel consumption, etc.	Administrative Services
	2015-16 Construction Services Support & New Building Costs (Construction Program) - Develop and approve standard drawings for all Audiovisual and IT structured cable and data room installations. Provide institutional, historical, and operational knowledge as it applies to new and existing equipment and buildings, as well as hands-on technical assistance, to the design and constructions projects across campus.	Administrative Services
	2015-16 Direct planning at the institutional level and provide leadership,	Administrative Services

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	<p>partnership, and support to divisions and departments within the College to ensure the appropriate implementation and application of technology. Administrative Services will be an advocate for the appropriate applications of technology for enhancing and advancing support for the services that we provide to the College Community and External Clients, and will strive to maintain our internal technology to current instructional and industry standards. Research and evaluate emerging technologies and implement and integrate new technology as appropriate. Manage the physical infrastructure in support of IT, assuring the reliability and availability to meet current and future requirements. Utilize educational technology to provide faculty more flexibility in the method of delivery of instruction and instructional material. Ensure data and hardware security are a priority in all IT projects.</p>	Administrative Services
	<p>2015-16 Effective Maintenance Service & School Dude Implementation (Maintenance) - Provide timely, effective, and efficient maintenance to the facilities and equipment used by students, faculty, and staff helping to provide an environment conducive to quality higher education. Implement, train all stakeholders, and strategically utilize School Dude Maintenance Management and Preventative Maintenance Systems.</p>	Administrative Services
	<p>2015-16 Energy Efficiency (Energy Services) - Construct a Thermal Energy Storage tank, Solar Panel, and expand the Central Plant to increase the College's energy efficiency.</p>	Administrative Services
	<p>2015-16 Ensure the Employee Wellness Committee is providing opportunities in the areas of health, fitness, and mental well being. Ensure that Insurance Committee continues to explore fringe benefit and group health options that are cost effective and feasible for employees. Develop and implement guidelines and procedures for the campus community in preparation of and to recover from events such as earthquake, civil</p>	Administrative Services

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	unrest, hazardous materials exposure, etc.	Administrative Services
	2015-16 Integrated Planning (Facilities Planning) - Produce an integrated, data-driven, comprehensive master plan that can be implemented and evaluated. The plan shall include both educational and facilities components. This planning process shall integrate into campus-wide integrated planning efforts and shared governance.	Administrative Services
	2015-16 Irrigation/Maxicom (Grounds) - Update Maxicom Irrigation System to get the maximum potential, save water, and run reports.	Administrative Services
	2015-16 Maintain Fiscal Stability of the College and Fiscal Independence status.	Administrative Services
	2015-16 Public Safety will hire and/or train personnel, obtain resources, and work with the California Commission on Peace Officer Standards and Training (POST), to become a department with sworn police officers and non-sworn support personnel.	Administrative Services
	2015-16 Space Inventory & Classroom Utilization (Facilities Planning) - Update the College's comprehensive database of space-buildings, rooms, usage, room type, TOPS code, and square footage to match current conditions. Update AutoCAD floor plans for all buildings to reflect current space configurations, room numbers, and square footage. Update Fusion and Banner to reflect current conditions. The goal is to update and maintain the database, Fusion and Banner in house so they can be used for real team allocation of physical resources.	Administrative Services
	2015-16 To provide excellent customer service in all departments of Administrative Services. To develop internal and external procedures to improve efficiencies and collaboration. To increase staffing to provide the required level of support and ensure there is appropriate staffing to maintain necessary services and support critical functions to implement the College mission. To ensure customers are satisfied with the scope, timeliness, and cost effectiveness of the services offered. The Administrative Services Team will be performance oriented and strive to ensure customer	Administrative Services

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	satisfaction by providing excellent tools and mechanisms for customer feedback. To develop and implement programs to comply with state and federal guidelines to address campus needs.	Administrative Services
ILO # 4. Students demonstrate awareness and respect for personal, social, civic, and environmental responsibilities.	2015-16 5-Year Scheduled Maintenance & Access Control (Maintenance) - Update key issuance and access control procedures, revise key security policies, expand the use of electronic door access systems and re-key strategic areas of campus. Expand preventative maintenance of College facilities.	Administrative Services
	2015-16 Achieve a minimum 80% Audit score of the Cleaning Program. Continue to request new resources for staffing and supplies to support campus expansion and student growth. Purchase new equipment as needed to improve equipment access for all areas of the campus. Continue waste reduction efforts within Custodial Services including the utilization of environmentally friendly restroom supplies, and new generation hand dryers that drastically reduce paper towel consumption, etc.	Administrative Services
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	2015-16 Custodial (OS1) Cleaning Program (Custodial) - Now that the (OS1) Cleaning Program is fully implemented refine elements of the program aimed at delivering training to all custodial personnel on a more consistent basis. Each employee to receive a minimum of ten documented training sessions over the course of twelve months.	Administrative Services
	2015-16 Direct planning at the institutional level and provide leadership, partnership, and support to divisions and departments within the College to ensure the appropriate	Administrative Services

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	<p>implementation and application of technology. Administrative Services will be an advocate for the appropriate applications of technology for enhancing and advancing support for the services that we provide to the College Community and External Clients, and will strive to maintain our internal technology to current instructional and industry standards. Research and evaluate emerging technologies and implement and integrate new technology as appropriate. Manage the physical infrastructure in support of IT, assuring the reliability and availability to meet current and future requirements. Utilize educational technology to provide faculty more flexibility in the method of delivery of instruction and instructional material. Ensure data and hardware security are a priority in all IT projects.</p>	Administrative Services
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	comprehensive master plan that can be implemented and evaluated. The plan shall include both educational and facilities components. This planning process shall integrate into campus-wide integrated planning efforts and shared governance.	Administrative Services
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