



2007-08 Individual Commitments to Action

Name: Lauren McKee, Stacy Alvarez, Erlinda Martinez, Tina Nguyen

Department: Office of Administrative Services

Initiative

Area of Focus

Student Centered

- 1. Access
- 2. Curriculum and Programs
- 3. Services

| Area of Focus | Individual Commitments to Action | Metrics | Time Frame |
|---------------|---|---|---|
| Access | Lauren will submit enrollment reports based on the section roster for each semester to assist the Vice Presidents and Deans in assuring that EVC meets its new enrollment growth targets. | Increase efficiency in course scheduling. | 30 days prior to Semester Beginning to 1st Census |
| Access | Lauren will submit FTES final semester report based on the CALMIS 320 report to assist the President and Vice Presidents in meeting EVC's new FTES growth targets. | Increase efficiency in course scheduling. | After the end of the semester. |
| Access | Lauren will submit WSCH/FTEF reports based on the section roster for each semester to assist the Vice Presidents and Deans assurance in meeting their new enrollment growth targets. | Increase efficiency in course scheduling. | After 1st Census and end of semester. |
| Access | Erlinda, Lauren and Stacy will work with the new Deans to create the most accurate printed schedule to assure that new students receive the most accurate document to register. | Increase efficiency in course scheduling. | During schedule production. |



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| Access | Stacy will update the Deans on all available rooms and room conflicts to increase the number of available classrooms and decrease the number of room changes during the first week of school. | Increase efficiency in course scheduling and increase in student enrollment. | During schedule production; 1st two weeks of semester and during the semester. |
| Curriculum and Programs | Erlinda and Lauren will continue to provide section rosters for each semester on Evcadmfiles which is located on the District's Neighborhood Network. The section rosters will provide new Deans with critical tracking information on enrollment, curriculum and other pertinent information. | Increase efficiency in enrollment management. | Beginning after schedule production until the end of each semester. |
| Curriculum and Programs | Lauren and Erlinda will continue to participate on the curriculum technical and curriculum committees to assist new Deans and faculty in understanding the State guidelines, codes and loading factors. | Increase efficiency in curriculum development. | Ongoing within the semester. |



Evergreen
Valley
College

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Metrics

Time Frame



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Area of Focus

Community Engagement

- | | |
|----|------------------------------------|
| 1. | Increase Visibility |
| 2. | Develop Strategic Partnerships |
| 3. | Bring the College to the Community |

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|--------------------------------|---|---|---------------------------------|
| Increase Visibility | Lauren will personally distribute schedules to Black churches in our community. | Increase community participation by 25% | After printed schedule arrives. |
| Increase Visibility | Stacy will assist the community with their facility usage requests and accomodation needs. | Increase community participation by 25% | Ongoing |
| Increase Visibility | Stacy, Tina and Erlinda will participate in Kindercarminata. | Increase community participation by 25% | Spring semester |
| Develop Strategic Partnership | Lauren will assist with informing special programs and outreach of upcoming community events and church activities. | Create 8-10 new joint partnerships | Ongoing |
| Bring College to the Community | OAS will assist in updating the college of churches with family life centers and educational buildings. | Establish 3-5 additional off-site services and programs | Ongoing |



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Area of Focus

Organizational Transformation

- | | |
|----|--------------------------------|
| 1. | Build Community |
| 2. | Employee Development |
| 3. | Transparency and Communication |

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|------------------------|---|---|---|
| Build Community | Lauren, Tina, Stacy and Erlinda will continue to support through their participation in campus-wide activities for employees and students. | Employee participation in college-wide activities will increase by 50%. | Ongoing |
| Build Community | Lauren, Erlinda, Tina and Stacy will continue to assist and update the campus administration, faculty and classified staff on critical deadlines concerning the schedule, payroll, personnel, roombook and reports. | Communication Outlets will increase by 50%. | Ongoing |
| Build Community | Lauren will discuss and encourage the usage of the Diversity Action Council Guidelines with her staff. This will be the OAS guideline in dealing with issues. | Adopt Diversity Action Council guidelines as Campus Communications Guidelines and introduce them to all campus organizations, employees and students. | Introduce Spring 2007- Ongoing practice, support and facilitation |
| Employment Development | Lauren, Erlinda, Tina and Stacy will provide training for the Deans and support staff concerning the schedule, payroll, personnel and room book. | Participation and opportunities for employee professional growth and recognition will both increase by 50% | Summer/Fall 2007; Update Spring 2008 |



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| Transparent Infrastructure | Lauren, Erlinda, Tina and Stacy will provide a manual for administrators and their support staff on schedule production, section roster, room book, S-7's, classified hourly hiring and payroll, faculty hiring and payroll, classified and FA contract. | Employee satisfaction with access to clearly written policies and procedures will increase by 25% as evidenced by employee survey. | Summer/Fall 2007 |
| Transparent Infrastructure | Stacy will provide updated personnel and payroll documents required by the District, State, Federal and STRS to administrators and their support staff. | Employee satisfaction with access to clearly written policies and procedures will increase by 25% as evidenced by employee survey. | Summer/Fall 2007 |
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