



Evergreen Valley College



Business and Administrative Services

Integrated Planning
Working Session

April 13, 2007



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

**Name: Paul Lam, Elvis Raby,
Joane Marino, and Bob Rivet**

Department: Business 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	Director of Administration and Business Services Supervisor will provide updated budget information to the Marketing Department and Outreach Counseling Office for efforts of recruitment of high school students.	Increase budget services by 5%	July 2007 to June 2008
Curriculum and Programs	Director of Administration and Business Services Supervisor will assist in developing budgets for grant applications, collect financial data for submissions of grant reports in a timely fashion.	Time spent to work with grant managers rise by 5%	July 2007 to June 2008
Curriculum and Programs	Director of Administration will analyze the campus technology plans for impacts to the College's overall budget.	Increase budget analysis by 10%	As needed
Services	Business Services will continue to have its office hours everyday from 7:30 a.m. to 5:00 p.m. and will be open throughout the lunch hours for the convenience of all customers.	Open Business Office for 9-1/2 hours daily. Increase services by 18%	Ongoing
Services	Senior Account Clerk for the Associated Student Account will communicate with grant and scholarship providers of outside organizations and encourage students to apply.	Increase number of students to receive grants and scholarship by 30%	July 2007 to June 2008
Services	Senior Account Clerk will ensure students receive their financial aid funding in a timely manner.	Improve the financial checks disbursement time by 10%	July 2007 to June 2008



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Area of Focus

Community Engagement

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

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
Increase Visibility	Director of Administration will improve efforts of serving the community, will continuously expedite their requests for the use of College facilities.	Increase serving the community by 15%	Ongoing
Develop Strategic Partnerships	Director of Administration will participate in coordinating with local school districts and summer institutes for the College-sponsoring of their classes on campus.	Increase joint partnerships by 20%	May 2007 to June 2008
Develop Strategic Partnerships	Senior Account Clerks will coordinate with outside organizations to increase the billing efforts in a timely manner, for their use of College's facilities.	Increase communication with the community by 15%	Ongoing
Bring College to the Community	Director of Administration, Business Services Supervisor, and the Senior Account Clerks will promote College image and discuss classes offered with community and friends.	Increase community participation by 5%	July 2007 to June 2008



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Area of Focus

**Organizational
Transformation**

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

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
Build Community	Director of Administration, Business Services Supervisor, and the Senior Account Clerks will participate in college events and will help to promote event activities.	Employee participation in College-wide activities will increase by 10%	Ongoing
Build Community	Director of Administration and Business Services Supervisor will follow mediation procedures to support employees in resolving issues before proceeding to grievance, if any.	Resolve complaints in a timely manner	As needed
Build Community	Director of Administration, Business Services Supervisor, and the Senior Account Clerks will adopt Diversity Action Council Guidelines and Campus Communications Guidelines as the Business Office guidelines.	Increase intra-campus communication by 20%	Ongoing
Employee Development	Director of Administration, Business Services Supervisor, and the Senior Account Clerks will seek a leadership program for participation.	Participate in professional growth by 10%	July 2007 to June 2008
Employee Development	Business Services Supervisor will provide financial reports and process staff development claims.	Facilitate employees to utilize staff development funds in a more efficient manner	July 2007 to June 2008
Employee Development	Business Services Supervisor will continue to provide Datatel trainings to new and current employees having access authorizations to the system.	Achieve employee growth through on-the-job trainings by 30%	Ongoing
Transparent Infrastructure	Director of Administration will update budget development procedures where changes are needed by the College, or requirements are provided by the District.	Clear written procedures will increase by 30%	Ongoing



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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

- | | |
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| 1. | Access |
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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 1 st census
Access	Lauren will submit FTES final semester report based on the CALMIS 320 report to assist the President and Vice President 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 President and Deans assurance in meeting their new enrollment growth targets.	Increase efficiency in course scheduling.	After 1 st Census and end of the 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
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; 1 st 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



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Community Engagement

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| 1. | Increase Visibility |
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Area of Focus	Individual Commitments to Action	Metrics	Time Frame
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 accommodation needs.	Increase community participation by 25%	Ongoing
Increase Visibility	Stacy, Tina and Erlinda will participate in Kindercaminata.	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	Office of Administrative Services 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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**Organizational
Transformation**

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Area of Focus	Individual Commitments to Action	Metrics	Time Frame
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, room book 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 Office of Administrative Services guideline in dealing with issues.	Adopt Diversity Action Council guidelines and Campus Communications Guidelines and introduce them to all campus organizations, employees and student.	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
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