

District Annual Action Plan 2014-2015

Five Short-term Strategic Goals

Goal 1. Increase Student Success through Curriculum Designed to Enhance Student Learning and Completion

Objectives:

WCC 4*	Integrate CTE programs with traditional academic programs	<ul style="list-style-type: none"> • CTE Partnerships: Establish Small Business Management / Entrepreneurship program • Provide regional leadership in workforce and economic development through DSNs in agriculture and business • Enhance CTE curriculum and instruction through outreach to high schools, contextualized learning, short-term CTE programs that respond to adult education and AB 86 mandates • Continue to work with Advisory Boards to respond to industry needs in CTE • Leverage external funds and community partnerships to develop new directions for CTE such as SB 1070, SB 70 and Perkins • Systematically review of existing degrees to determine if they include new courses that may be appropriate
WCC 5*	One-time equipment requests for 2014-2015	<ul style="list-style-type: none"> • Submit request for funding for equipment needs for Biology/Ecology (via instructional equipment funds) • Submit request for funding for equipment needs for Physics (via instructional equipment funds) • Submit request for funding for equipment needs for Greenhouse (via Perkins)
WCC 6*	Establish/maintain/repair WCC facilities	<ul style="list-style-type: none"> • 1a. Facilities (Safety): Building 600 Renovation – Benches in room 625 (Deferred Maintenance) • 1b. Facilities (Safety): Building 600 Renovation – Chemistry Lab Renovation (Deferred Maintenance) • 1c. Facilities (Safety): Building 600 Renovation – Fume Hood Repair (Deferred Maintenance) • 1d. Facilities: Building 600 Renovation – Cadaver Room Repair (Deferred Maintenance) • 1e. Greenhouse/Propagation House (Measure J) • 1f. Other Measure J/Deferred Maintenance Projects per plans
WCC 8	Efficient , flexible and innovative scheduling such that students can finish a program or certificate	<ul style="list-style-type: none"> • WCC ownership of schedule and catalog • Develop criteria for reduction/expansion of course offerings.
WCC 9	FTEF allocation model developed and updated	<ul style="list-style-type: none"> • Work with District Budget Advisory Team information to carry out the revised resource allocation model

		<ul style="list-style-type: none"> • Use the resulting allocations to, locally, plan and develop our local Division allocations at the college. (Relates to Accreditation recommendation)
WCC 10	Hire and retain diverse staff to assist faculty and administrators in their assignments	<ul style="list-style-type: none"> • Identify administrative positions needed that meet the staffing criteria such as permanent Dean of Instruction and Dean of Student Services, as well as their support staff.
WCC 11	Update Staffing Plan	<ul style="list-style-type: none"> • Develop a new list of positions to be filled based upon established tiered criteria.
WCC 12*	Develop matriculation and student success plan (SSSP)	<ul style="list-style-type: none"> • Work with planning groups and support personnel. • Monitor and share data and indicators of student success. • Implement recommendations from Basic Skills Initiative. • Hire counselor (1 FTE), outreach specialist (PT), and A&R transcript evaluator
WCC 13	Flexible counseling	<ul style="list-style-type: none"> • Mandatory orientations. • On-line tutorials. • Increase general counseling staff. • Administer/interpret Myers/SDS/Strong/Eureka.
WCC 14	Integrate technology for efficient and effective student services	<ul style="list-style-type: none"> • Work with IT to incorporate technology in student support services, i.e. degree audits, e-advising, counseling appointment system, online student ed plans, online counseling. • Incorporate tracking/accounting mechanism for Career Center Use. • Use WCC Portal as platform to store student Ed plans. • Refine Student Services content on WCC website and add links to student Portal. • Load counseling appointment through SARs; paperless schedules; online transcript ordering; degree audits through Datatel. • Establish system for e-advising.
WCC 15	One Stop Matriculation	<ul style="list-style-type: none"> • Develop/implement Student Achievement Center via HSI grant • Leverage financial and resources available to HSIs, including research, best practices, internships, staff development to meet the mandates of the completion agenda, achievement gaps and student equity • Renovate Bldg. 700 in concert with One Stop functions (complete)
WCC 16	Support student-led initiatives	<ul style="list-style-type: none"> • Work to identify transportation solutions (i.e. Yolo Bus pass feasibility) • Develop intramural sports options • Identify Fitness facilities • Work towards providing expanded food services on campus <p>(Also supports Strategic Plan Goal #3 - Campus Growth)</p>

		and Development)
WCC 17	Communicate to staff and faculty new initiatives and value of technology on campus	<ul style="list-style-type: none"> • Work to identify and increase the usage of technological solutions for organizing and communicating among groups and college-wide.

YC 1*	Media Services - Instructional Equipment	<ul style="list-style-type: none"> • Purchase and install instructional equipment for up to twenty classrooms. Update and improve equipment and control systems in several rooms in building 700. Update equipment in rooms 200 & 202. • Install instructor console with updated equipment in room 202. • Other classrooms to be evaluated from program reviews.
YC 2*	Wet lab at SCC	<ul style="list-style-type: none"> • Upgrade facilities at the Sutter Center to incorporate a wet laboratory.
YC 8*	Institutionalize general fund support of Tutoring	<ul style="list-style-type: none"> • Institutionalize general fund support for the various tutoring programs - CSC, WLDC, MESA, and Hard Math Café - through a mixture of FTES and SSSP ("follow-up") funds.
YC 9	Redesign TracDat to meet the needs of program review and SLO development	<ul style="list-style-type: none"> • Redesign TracDat to meet the needs of program review and SLO development
YC 10	Provide training in both TracDat and in the effective gathering and use of data	<ul style="list-style-type: none"> • Provide training in both TracDat and in the effective gathering and use of data.
YC 11*	Hire two ongoing, SSSP funded Specialist to coordinate counseling, tutoring services and basic skills support to CTE students	<ul style="list-style-type: none"> • Hire two ongoing, SSSP funded Specialist to coordinate counseling, tutoring services and basic skills support to CTE students. Specialist will also be responsible overall advising of students by providing student workshops in various areas, such as study skills, time-management and financial literacy areas. Specialist will use a case-management model to provide intrusive advising to CTE students. Additionally the position will be responsible for CTE articulation with feeder schools. Position will be evaluated each year by the CTE Dean.
YC 12*	Purchase and/or upgrade computers and printers to further support student activities in all LRCs, especially to create a dedicated training lab separate from the open media lab in Marysville and Clear Lake	<ul style="list-style-type: none"> • Purchase and/or upgrade computers and printers to further support student activities in all LRCs, especially to create a dedicated training lab separate from the open media lab in Marysville and Clear Lake. IT would oversee implementation
YC 13	Designate employee for Degree Audit and Student Educational Planning Programs	<ul style="list-style-type: none"> • By Summer 2014, designate employee for Degree Audit and Student Educational Planning Programs to assist in updates for Degree Audit and the evaluation and input of inter-college transcript data.

YC 14	Improve the quality and effectiveness of the online orientation for new students	<ul style="list-style-type: none"> • In 2014-15, the Counseling Department will work collaboratively with the IT Department and with the Mass Communications Program to improve the quality and effectiveness of the online orientation for new students. • Specifically, and in keeping with SLO development, pre- and post-testing will be implemented to measure the orientation's effectiveness. • Additionally, the necessity of awareness and utilization of the YC e-mail system for enhanced communication between YC and its students will be demonstrated at the beginning of the orientation.
YC 15	Correct the Yuba College catalog	<ul style="list-style-type: none"> • In 2014-15, develop a process for correcting the Yuba College catalog, the information source for the Degree Audit/Electronic Educational Plan. Without correcting catalog errors, Degree Audit-driven electronic educational plans will continue to contain errors, leading to the misinformation of students and a deterioration of trust in the institution on their part.
YC 16	Establish a computer lab at Clear Lake campus	<ul style="list-style-type: none"> • In 2014-2015, establish a computer lab at Clear Lake campus.
YC 17	Financial Aid - Automate processes	<ul style="list-style-type: none"> • Throughout 2014-2015 continue to automate processes to make it easier for students to complete forms, scholarship applications, etc., through TransForms and Academic Works software.
YC 18	Student Services Committee: AB-86	<ul style="list-style-type: none"> • AB-86 is a state grant that will fund adult education through-out the state. The Student Services committee will formulate a working group to prepare and develop a Program Proposal for Yuba College.
YC 19	Student Services Committee: Title V Grant	<ul style="list-style-type: none"> • Yuba College will submit a Title V grant proposal in spring 2014. • If awarded, student services will help to facilitate implementation.
YC 20	Student Services Committee: College wide student services report card	<ul style="list-style-type: none"> • The Student Services committee will develop a college-wide Student Services Report Card, as well as develop the criteria and tools to evaluate existing programs and services on effectiveness and efficiency of said services.
YC 21	Testing and Assessment: Test Orientation Video	<ul style="list-style-type: none"> • In 2014-15, the Testing Office will produce a Testing Orientation Video that will: <ol style="list-style-type: none"> I. Inform students on the importance of the Placement Test regarding their academic future. II. Aid students in understanding what the placement levels mean. III. Review YCCD testing and retesting policies. IV. Provide an overview of the Placement Test. V. Provide samples of Placement Test questions. VI. Provide a Practice Test. VII. Provide additional study sites and materials

		available for preparation.
YC 22	TRiO Programs: Enhance academic advising tutoring	<ul style="list-style-type: none"> Beginning Fall 2014, TRiO programs will work with College DE to explore online academic advising and tutoring options. A small pilot will be implemented in Spring 2015.
YC 23	Veterans Services: Establish Resource Center	<ul style="list-style-type: none"> During the 2014-2015 academic year, a location will be established for a Veterans' Resource Center on campus.
YC 24	Veterans Services and EOP&S/CARE: Data Imaging	<ul style="list-style-type: none"> In summer of 2014, research and implement data imaging for student files through Image Now in order to increase efficiency and effectiveness. To accomplish this, scanners for Image Now will may to be purchased or software alternative.

DS	Develop and implement a Compressed Calendar for Academic Year 2015-16	<ul style="list-style-type: none"> Develop a Compressed Calendar incorporating a 16-week schedule and Flexible Calendar scheduling adhering to all requirements of the California Community college Chancellor's Office Student Attendance Accounting Manual Redesign class schedules to assure accurate attendance accounting Ensure broad dissemination of information and inclusive participation of all constituent groups throughout the Compressed Calendar development process Obtain all approvals as required
DS	Improve the educational experience for students through engagement and retention by implementing Colleague's Student Planning	<ul style="list-style-type: none"> Oversee the updates for Degree Audit Yuba College and five years of data for WCC Install and setup student planning software Provide training on student planning Provide support for data capture of MIS elements
DS	Provide assessment and recommendations to improve the quality of virtual meetings and virtual classroom experiences	<ul style="list-style-type: none"> Evaluate current equipment and functionality Provide recommendations for improvement Provide virtual meeting training

Goal 2. Improve leadership and managerial competencies at all levels

Objectives:

WCC 3	Establish seamless curriculum pathways, including a science pathway	<ul style="list-style-type: none"> Work with community partners on strengthening partners in adult education (re: AB 86) Identify achievement gaps and strategies to address these gaps (student equity plan, institutional set standards.) Encourage the establishment of pathways from MS/HS to
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		WCC to 4- year/Careers (Seamless transition pathways and partnerships with school districts/articulations) and the Early Alert Program.
WCC 10	Hire and retain diverse staff to assist faculty and administrators in their assignments	<ul style="list-style-type: none"> Identify administrative positions needed that meet the staffing criteria such as permanent Dean of Instruction and Dean of Student Services, as well as their support staff.
WCC 11	Update Staffing Plan	<ul style="list-style-type: none"> Develop a new list of positions to be filled based upon established tiered criteria.
WCC 17	Communicate to staff and faculty new initiatives and value of technology on campus	<ul style="list-style-type: none"> Work to identify and increase the usage of technological solutions for organizing and communicating among groups and college-wide.

YC 6	Investigate merging Management and Classified Staffing Committees	<ul style="list-style-type: none"> Investigate the feasibility of combining the manager and classified staffing committees as well as the charge of the committee. (Incorporate into the previous and delete.)
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DS	Plan, develop and maintain a series of actions to support staff development	<ul style="list-style-type: none"> Develop leadership competencies through the use of various trainings, workshops and conferences Develop training plan to assure operational coverage and support succession planning
DS	Complete the work of developing, implementing, and publishing a comprehensive fiscal and budget planning, management, and training program	<ul style="list-style-type: none"> Develop comprehensive detailed guidelines for department and College level fiscal planning and management Develop and conduct training plan District-wide
DS	Assess professional development needs in conjunction with the Office of Human Resources in support of DS strategic intent; implement and evaluate the effectiveness of professional development	<ul style="list-style-type: none"> Create a professional development plan to include both internal and external activities to enhance job skills, provide job-related knowledge and information, increase productivity and efficiency, and/or support succession planning Offer in-house activities to enhance job skills, provide job-related knowledge and information, increase productivity and efficiency, and/or support succession planning (e.g., CurricUNET workshops, scheduler training and training on effective teleconferences and video conference meetings) Evaluate effectiveness of the professional development plan and improve as appropriate
DS	Provide MIS data integrity training to improve data accuracy for data driven decision making	<ul style="list-style-type: none"> Create a MIS team for submission, training, and accuracy checking Hold monthly meetings
DS	Examine and restructure as appropriate the participatory	<ul style="list-style-type: none"> Re-examine District participatory decision-making committee structures, implement Committee

	<p>decision-making committee structures to assure a high degree of involvement in decision-making that allows an efficient management of workload across the District</p>	<p>Effectiveness Review as part of the Institutional Effectiveness Review process and restructure as appropriate to assure appropriate structure, inclusive membership, and transparent processes</p> <ul style="list-style-type: none"> • Support professional development opportunities aimed at enhancing decision-making skills for committee participants across the District
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Goal 3. Complete the transition to Multi-College District to increase organizational efficiency of the District and Colleges

Objectives:

WCC 1	<p>Clarify college-district processes</p>	<ul style="list-style-type: none"> • Clarify the process for seeking and applying for grants, including who will apply, how will sustainability be addressed and what the college/district roles are. (Also supports Strategic Plan Goal #5 - Communication)
WCC 2	<p>Develop and incorporate a Distributive Education philosophy into curriculum and establish a DE subcommittee to develop and monitor inherent processes and procedures</p>	<ul style="list-style-type: none"> • Work with the District DE committee to: <ul style="list-style-type: none"> ○ Complete assessment of DE functions and responsibilities ○ Provide support for the Vice Chancellor in determining the expectations of district provided services ○ Revise functional map ○ Disseminate information
WCC 7	<p>Accreditation</p>	<ul style="list-style-type: none"> • Collaborate with the district to meet district recommendations 1-4, and college recommendation 3. (Also related to WCC's Strategic Plan Goal #3 - Campus Growth and Development.)
WCC 9	<p>FTEF allocation model developed and updated</p>	<ul style="list-style-type: none"> • Work with District Budget Advisory Team information to carry out the revised resource allocation model • Use the resulting allocations to, locally, plan and develop our local Division allocations at the college. (Relates to Accreditation recommendation)
WCC 14	<p>Integrate technology for efficient and effective student services</p>	<ul style="list-style-type: none"> • Work with IT to incorporate technology in student support services, i.e. degree audits, e-advising, counseling appointment system, online student ed plans, online counseling. • Incorporate tracking/accounting mechanism for Career Center Use. • Use WCC Portal as platform to store student Ed plans. • Refine Student Services content on WCC website and add links to student Portal. • Load counseling appointment through SARs; paperless schedules; online transcript ordering; degree audits

		<p>through Datatel.</p> <ul style="list-style-type: none"> Establish system for e-advising.
YC 3	Comprehensive Staffing Plan	<ul style="list-style-type: none"> Develop a comprehensive staffing plan using an equitable rubric for evaluating priorities for the staffing process by end of 2013-2014 Academic Year.
YC 5	Replace Researcher position	<ul style="list-style-type: none"> The College will analyze the need to replace the Yuba College Researcher Position for 2014-2015 Academic Year. The position is being requested in the submitted Title V proposal and if granted will enable the college to replace this position.
YC 12*	Purchase and/or upgrade computers and printers to further support student activities in all LRCs, especially to create a dedicated training lab separate from the open media lab in Marysville and Clear Lake	<ul style="list-style-type: none"> Purchase and/or upgrade computers and printers to further support student activities in all LRCs, especially to create a dedicated training lab separate from the open media lab in Marysville and Clear Lake. IT would oversee implementation
YC 16	Establish a computer lab at Clear Lake campus	<ul style="list-style-type: none"> In 2014-2015, establish a computer lab at Clear Lake campus.
DS	Complete the work of implementing, publishing and evaluating the comprehensive planning process	<ul style="list-style-type: none"> Implement full cycle of District’s Strategic Planning Protocol for 2014-15 Publish Comprehensive District Master Plan: 2014-19 and District Annual Action Plan: 2014-15 Evaluate 2014-15 strategic planning process and 2013-14 outcomes for the Colleges and District Services Publish and broadly disseminate the SPP evaluation Recommend and implement improvements as appropriate for 2015-16 planning
DS	Implement, publish, and evaluate the institutional effectiveness review process	<ul style="list-style-type: none"> Publish and widely communicate the Institutional Effectiveness Review process to include calendar, assignments/responsibilities and District-wide training Fully implement Institutional Effectiveness Review to include process, Key Predictive Indicators, Annual Action Plan outcomes, Student Learning Outcomes and Institution-set Standards of Student Achievement Evaluate Institutional Effectiveness Review process and outcomes from first District Annual Action Plan Recommend and implement improvements as appropriate for 2015-16 Institutional Effectiveness Review
DS	Increase the District’s capacity for data retrieval and analysis in support of a culture of evidence and data-informed decision-making	<ul style="list-style-type: none"> Expand Report Server capacity to include Business Services and Human Resources reports Create and charge a Report Servers Users Group to influence the development and evaluate the effectiveness of the Report Server content and accessibility

		<ul style="list-style-type: none"> • Standardize forms and implement District-wide training on data utilization in decision-making with data available on Report Server • Research and implement a solution allowing users access to the data from anywhere Evaluate standard reports and modify as appropriate • Evaluate data capacity and implement improvements as needed
DS	Establish a five-year strategic plan	<ul style="list-style-type: none"> • Work with the Foundation Board and the Governing Board to establish a strategic plan guiding YCCD Foundation development over the next five years • Develop Key Predictive Indicators to evaluate progress toward the achievement of all goals, objectives and activities defined in the strategic plan • Re-establish the Annual Report as a means of communicating the annual and longitudinal trends as depicted through Key Predictive Indicators • Evaluate the strategic planning process and goals outcomes for Year 1 of the strategic plan
DS	Support the Chancellor’s Office in completing the multi-college organization and institutional processes	<ul style="list-style-type: none"> • Continue revising the language in the various Collective Bargaining Agreements to properly reflect the District’s multi-college status • Continue revising all relevant job descriptions to reflect the District’s multi-college status • Continue revising all of the relevant APs and BPs relating to Human Resources and Police Services to appropriately reflect the District’s multi-college status • Continue engaging the Colleges and District in the development of communication processes aligned to the District’s mission and goals
DS	Develop a Comprehensive Human Resources Master Planning and Reporting Process	<ul style="list-style-type: none"> • Complete the engagement of the Colleges and District in the development of staffing prioritization procedures aligned to the Colleges and District’s mission and goals, as reflected in their Education Master Plans • Complete revising all relevant APs and BPs relating to the staffing prioritization procedures and protocols for the Colleges and District
DS	Evaluate and improve Maintenance and Operations key communication processes	<ul style="list-style-type: none"> • Evaluate the effectiveness of the communication protocol, and disseminate results of the evaluation • Implement improvements as indicated and evaluate effectiveness of those changes
DS	Examine key processes to assure ongoing improvement in institutional effectiveness to include Flexible Calendar, Transcript Evaluation, and Administrative Unit Reviews	<ul style="list-style-type: none"> • Fully automate the FLEX Process on WebAdvisor to include Flex Agreement, reporting, documentation, and payroll process • Update Administrative Procedure 7161, Flex Guidelines • Examine, identify, and implement improvements to transcript evaluation process to include technological

		<p>solutions aimed at streamlining the process</p> <ul style="list-style-type: none"> • Examine, identify, and implement improvements to the Administrative Unit Review (ASR) process to include TracDat reconfiguration prior to October 15, 2014 ASR submissions • Provide training on ASRs to District Services personnel responsible for October 15, 2014 ASR submissions. • Evaluate the Administrative Unit Review process and outcomes as a basis for process improvement and 2015-16 planning
DS	Maximize support to student programs and services through fundraising events	<ul style="list-style-type: none"> • Evaluate fundraising performance events supported in 2013-14 • Evaluate the efficiency and cost effectiveness of these events as a basis for planning
DS	Implement and evaluate the Resource Allocation Model	<ul style="list-style-type: none"> • Transitional implementation will be completed for the 2015-16 budget planning • The model will be annually evaluated for effectiveness in supporting the District's and Colleges' mission during the Institutional Effectiveness Review
DS	Improve Accounts Receivable collections through automation	<ul style="list-style-type: none"> • Improve Accounts Receivable collections for fiscal stability and fiscal integrity of the District by offering various payment options to students to reduce student bad debt accounts
DS	Improve Business Services operations through the use of technology & other enhanced solutions	<ul style="list-style-type: none"> • Provide timely and efficient print job requests and reduce Print Shop costs to the Colleges, off-campus centers, and District Services by reducing the cost of equipment and duplication by negotiating equipment contracts/agreements and educating staff with new technologies • Evaluate Business Services and Human Resources processes related to payroll processing and reporting and determine appropriate internal controls and separation of duties • Evaluate Business Services processes related to budget and journal transfers and determine automated solutions • Review and update district policy pertaining to travel and enhance forms
DS	Implement Web Time Payroll entry	<ul style="list-style-type: none"> • Implement an electronic time sheet entry pilot
DS	Improve and streamline District Services Operations through technology enhancements	<ul style="list-style-type: none"> • Utilize user-friendly and modern technology in conducting meeting interactions • Design computer replacement plan
DS	Develop, implement and evaluate a distributed records retention process	<ul style="list-style-type: none"> • Develop comprehensive detailed guidelines for department and College level record retention and management designating physical locations, timelines and responsibilities across the District • Implement the record retention process to include

		College and District-wide training
DS	Evaluate, analyze and implement indicated improvements for a sustainable District webpage and portal that are accurate and intuitive and contain relevant and meaningful information	<ul style="list-style-type: none"> • Identify and evaluate critical elements for an accurate, intuitive, relevant webpage and portal • Create a short-term and long-term timeline for implementing the indicated improvements • Implement and evaluate the improvements to the webpage and portal
DS	Create an organizational framework in which both the institution and individuals have the tools and the support structure to pursue public project/program funding that is aligned with the District's strategic intent	<ul style="list-style-type: none"> • Determine strategic objectives and success criteria in pursuit of external funding aligned with the District and College's strategic intent • Work with external consultant(s) to develop the District's grant resource capacity (e.g., external resources, grant website, research databases, data repository including regional, institutional and program data, etc.) • Negotiate a Federal Indirect Cost Rate with the U.S. Department of Labor • Establish a grants coordination process at the District level to include a grant coordination protocol and approval process • Develop and implement grant workshops for appropriate faculty, administrators and staff to outline the program and grant development process • Establish three partnerships in leading grant consortia; partnerships may include business, industry, agencies, schools, civic and charitable concerns (e.g., NCCCF, RCCS, etc.)
DS	Clarify post-award protocols and provide support systems to grant administrators that are aligned with the District's strategic intent	<ul style="list-style-type: none"> • Ensure the timely and competent issuance of quarterly, semi-annual and/or final grant reports; coordinate circulation and completion of grant face sheets; ensure timely and thorough submission of board acceptance agenda items; assist/guide grant administrators through the process of purchasing appropriate/stipulated grant-supported items; ensure compliance with appropriate OMB circulars (A-87) • Maintain data from grants to provide certifications of time, effort and outcomes • Identify State and Federal Government requirements for the maintenance of records; centralize and maintain these records electronically
DS	Support the Colleges' accreditation review and response for all matters relating to Human Resources planning and staffing	<ul style="list-style-type: none"> • Continue working collaboratively with College and District leadership to address staffing accreditation findings • Continue working collaboratively with YCFA and the Academic Senates to negotiate appropriate contract language to address the accreditation commission's findings on the employee evaluation process • Continue working collaboratively with the Colleges to

		<p>insure that the District hires highly-qualified full-time and adjunct faculty and academic support staff</p> <ul style="list-style-type: none"> • Continue working collaboratively with the Colleges and District to significantly enhance the professional development capabilities and delivery systems
DS	<p>Improve Human Resources operations to prioritize responsibilities, maximize efficiencies and improve communications to provide greater technical support services to the Colleges and District</p>	<ul style="list-style-type: none"> • Improve Human Resources key processes in an effort to enhance accountability and efficiencies in the utilization of staff time; develop methods and systems to improve and streamline Human Resources staffing and operations and to measure and control those operations to provide performance feedback • Implement technology-driven processes in the Office of Human Resources to enhance effectiveness and create greater efficiencies (Position Control System, On-Line Recruiting/Tracking System, On-Line Professional Development Program) • Sustain the Continuous Quality Improvement (CQI) process, with measurable indicators to monitor accountability • Disaggregate and communicate results of annual employee satisfaction survey • Effectively communicate the Human Resources services, objectives, standards, requirements, policies and procedures to the College community
DS	<p>Support the Colleges and the District in creating a safe, welcoming, and inclusive learning and teaching environment</p>	<ul style="list-style-type: none"> • Develop and implement training programs, including new Human Resources/EEO processes and procedures • Strengthen stakeholder’s awareness and understanding of diversity inclusion and equity in the workplace • Strengthen stakeholder’s awareness and understanding of safety in the learning and work environment • Work collaboratively with the Colleges in addressing the staffing needs for security personnel • Work collaboratively with the Colleges to provide an appropriate level of professional development focused on safety for students and staff
DS	<p>Implement a comprehensive safety program in Maintenance and Operations to assure access, safety, security, and a healthful learning and working environment</p>	<ul style="list-style-type: none"> • Evaluate training program to assure the program is meeting the needs of the M&O personnel
DS	<p>Implement electronic maintenance management system (Net Facilities) to assure ongoing and prudent maintenance and continuing quality of the District’s physical</p>	<ul style="list-style-type: none"> • Populate and deploy additional capacity to include preventative maintenance and records archiving • Evaluate the effectiveness of the electronic maintenance management system in assuring prudent maintenance of District facilities

	resources	
DS	Develop and implement a recycling program	<ul style="list-style-type: none"> • Develop comprehensive recycling program across the District involving staff, faculty, administrators and students
DS	Improve Efficiencies Standard(s)	<ul style="list-style-type: none"> • Review and evaluate costs associated with outsourced services in comparison to in-house services • Improve reporting processes to various State entities for maximizing funding to the district its' capital infrastructure needs
DS	Enhance Business Services' communications to the District community	<ul style="list-style-type: none"> • Regularly communicate to District management and to the District as a whole covering key issues in Business Services • Assist Colleges with the budget development and ensure District representation at budget planning meetings to support the Colleges with technical needs • Establish standards of service for each area of responsibility
DS	Clearly delineate and communicate the operational responsibilities and functions of the District system and provide effective services that support the Colleges in their missions and functions	<ul style="list-style-type: none"> • Widely communicate all operational functions performed and services provided in the District and Colleges through multiple venues • Complete assessment of Distance Education (DE) functions and responsibilities and determine expectations of District provided DE services and support • Annually evaluate the effectiveness of all District provided services in supporting the Colleges' functions and achieving their missions • Reorganize the functional responsibilities between the Colleges and the District where needed to enhance and improve efficiency and to assure their integrity and effectiveness in assisting the Colleges in meeting educational goals • As a result of evaluations implement process and service improvements to increase student learning and success by supporting the Colleges' functions and the achievement of their missions
DS	In support of full implementation of the multi-college transition, provide leadership for the Phase II Student Services Reorganization	<ul style="list-style-type: none"> • Identify and recommend the re-engineering of organizational efficiencies from the realignment of administrative functions • Support restructuring to achieve organizational efficiencies • Assess and evaluate the efficacy of the restructure/reorganization

Goal 4. Increase regional leadership

Objectives:

WCC 4*	Integrate CTE programs with traditional academic programs	<ul style="list-style-type: none"> • CTE Partnerships: Establish Small Business Management / Entrepreneurship program • Provide regional leadership in workforce and economic development through DSNs in agriculture and business • Enhance CTE curriculum and instruction through outreach to high schools, contextualized learning, short-term CTE programs that respond to adult education and AB 86 mandates • Continue to work with Advisory Boards to respond to industry needs in CTE • Leverage external funds and community partnerships to develop new directions for CTE such as SB 1070, SB 70 and Perkins • Systematically review of existing degrees to determine if they include new courses that may be appropriate
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YC 4	Diversity Internship Program	<ul style="list-style-type: none"> • The Student Services committee will investigate revitalizing the Diversity Internship Program for 2014-2015 Academic Year. • The committee will work with the District Human Resources department to secure funding and re-implement.
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DS	Build relationships with the community to develop partnerships and develop a Contract Education program that is responsive to the educational needs in our region	<ul style="list-style-type: none"> • Implement a needs assessment to determine contract education needs in the region • Create a staffing structure sufficient to sustain program to meet the needs of the region • Implement the Contract Education program
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DS	Pursue imperatives and opportunities in Economic and Workforce Development	<ul style="list-style-type: none"> • Implement a needs assessment to determine the economic development needs in the region • Create a staffing structure sufficient to sustain the program to meet the needs of the region • Staff and implement the Economic Workforce Development program • Develop evaluation protocol for the District's Economic Workforce Development approach
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DS	Expand Small Business Development Center impact on economic and workforce development in underserved District areas	<ul style="list-style-type: none"> • Expand services in Yolo County by adding additional consultants and facilitating workshops • Expand trainings in Lake County by adding an additional consultant and facilitating workshops • Expand trainings and add global consultant in Yuba-Sutter area • Pursue trainings and consultant presence at Colusa County Outreach Facility two to four times monthly
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DS	Develop and implement a plan for long-term sustainability to assure continuity of and improvement in economic and workforce development services offered to the region	<ul style="list-style-type: none"> • Pursue alternative funding sources including additional local sponsors for SBDC trainings • Pursue grant-funding in support of long-term SBDC sustainability • Evaluate the effectiveness of external funding in meeting the strategic intent of the Colleges and District with regard to workforce development services
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Goal 5. Prioritize Economic and Workforce Development programs based on regional, state and national imperatives

Objectives:

WCC 4*	Integrate CTE programs with traditional academic programs	<ul style="list-style-type: none"> • CTE Partnerships: Establish Small Business Management / Entrepreneurship program • Provide regional leadership in workforce and economic development through DSNs in agriculture and business • Enhance CTE curriculum and instruction through outreach to high schools, contextualized learning, short-term CTE programs that respond to adult education and AB 86 mandates • Continue to work with Advisory Boards to respond to industry needs in CTE • Leverage external funds and community partnerships to develop new directions for CTE such as SB 1070, SB 70 and Perkins • Systematically review of existing degrees to determine if they include new courses that may be appropriate
WCC 6*	Establish/maintain/repair WCC Facilities	<ul style="list-style-type: none"> • 1a. Facilities (Safety): Building 600 renovation – benches in Room 625 (deferred maintenance) • 1b. Facilities (Safety): Building 600 renovation – Chemistry Lab renovation (deferred maintenance) • 1c. Facilities (Safety): Building 600 renovation – fume hood repair (deferred maintenance) • 1d. Facilities: Building 600 renovation – Cadaver Room repair (deferred maintenance) • 1e. Greenhouse/propagation house (Measure J) • 1f. Other Measure J/deferred maintenance projects per plans
YC 7*	Full Time Agricultural Manufacturing/Mechanics Instructor	<ul style="list-style-type: none"> • Hire a full-time, categorically funded Agriculture Instructor for one year to build the Agriculture Manufacturing / Agriculture Mechanics program to meet the emerging need for agriculture technicians and farm

		managers in the Yuba-Sutter area. Full-time student enrollment and productivity will be evaluated at the end of the academic year to assess effectiveness of position and if positive, alternative funding or general funding will be attained by department for future years.
YC 18	Student Services Committee: AB-86	<ul style="list-style-type: none"> • AB-86 is a state grant that will fund adult education through-out the state. The Student Services committee will formulate a working group to prepare and develop a Program Proposal for Yuba College.