

District Services								
Action Plan 2015-18								
College/ District Services Goal	District Strategic Imperative	Linked to Program, Student Service or Administrative Service Review	Strategy/ Action	Target Date	Long Term or Short Term	Measurable Objective	Estimated Costs	Can This Strategy be Funded by Multiple Sources?
B 1		Business Services ASR	To use Business Services most efficiently across the District	December 2015	Short Term	Automation of Payroll Time Entry (December 2015)	N/A	N/A
B 2		Business Services ASR	To create more operational efficiencies and increase responsiveness for the department.	December 2015	Short Term	Organizational redesign of the Business Services Division and the creation of the Human Resources Risk Management Analyst position and Fiscal Services Supervisor position (December 2015)	N/A	N/A
B 3		Business Services ASR	To have tools for operational coverage due to staff turnover.	June 2015	Short Term	Update/Revise Procedures/Job books for all jobs in the Business Services Division (June 2015)	N/A	N/A
B 4		Business Services ASR	To use the institutional planning and evaluation processes to improve the Business Services Division	2014-15	Short Term	1. Create a monthly checklist/year-end check list of projects to be completed (2014-15) 2. Transition of Business Services Division into 2 Suites (as opposed to 4 Suites) (2014-15) 3. Assess restructuring Datatel to provide data at department and college-level and contrast costs of restructuring versus the current scenario. Develop detailed guidelines for department and college-level fiscal planning and management. Incorporate guidelines into the Fiscal Plan. Develop training program communicating these processes. (2014-15) 4. Develop a comprehensive communication plan associated with Business Services processes. (2014-15)	N/A	N/A
B 5		Business Services ASR	To insure that resources are available for Strategic Imperatives (including Mission and Vision of the District) (2016-17)	2016-17	Long Term	Work collaboratively with the Colleges and District Services to ensure that fiscal resources are managed with fiscal prudence. (2016-17)	N/A	N/A
B 6		Business Services ASR	To insure that the division has most qualified staff (through professional development and networking) (2016-17)	2016-17	Long Term	Improve Business Services key processes in an effort to enhance accountability and efficiencies in the utilization of staff time; develop methods and systems to improve and streamline Business Services staffing and operations and to measure and control those operations to provide performance feedback (2016-17)	N/A	N/A
B 7	7. Information to Support Decision Making	Business Services ASR	To insure that the institution has user friendly processes (2017-18)	2017-18	Long Term	Implement technology-driven processes in the Business Services Division to enhance effectiveness and create greater efficiencies (Position Control System, Reporting capabilities, Automated Budget and Journal Entries, Automated Bank Reconciliations, etc.) (2017-18)	\$86,000	No - General Fund only
ES 1		EPS ASR	Complete the work of developing, implementing, publishing and evaluating a comprehensive planning process	2014-15	Short Term	Implement Strategic Planning Protocol for 2014-15 Comprehensive District Master Plan (2014-15)	N/A	N/A
ES 2		EPS ASR	Complete the work of developing, implementing, publishing and evaluating a comprehensive institutional effectiveness review process	2014-15	Short Term	Implement Institutional Effectiveness Review process (2014-15)	N/A	N/A

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ES 3	6. Install updated CurricUNET and TracDat	EPS ASR	Provide increased support for the curriculum process to assure compliance and accuracy in support of high-quality instructional programs that exceed the needs of the community	2014-15	Short Term	1. Create a streamlined process to assure ongoing curriculum alignment (2014-15) 2. Clean up Colleague data by adding location, division and CIP codes (2014-15) 3. Update CurricUNET by entering effective curriculum, Board approval dates; GE graduation areas (2014-15) 4. Clean up Curriculum Inventory (CI) Master Course File; cross check course information to course information in Colleague (2014-15)	N/A	N/A
ES 4		EPS ASR	Pursue imperatives and opportunities in Economic and Workforce Development	2014-15	Short Term	Staff and implement the Economic Workforce Development program (2014-15)	\$4,000	No - General Fund only
ES 5		EPS ASR	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	2014-15	Short Term	Evaluate effectiveness of the professional development plan and improve as appropriate (2014-15)	N/A	N/A
ES 6		EPS ASR	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	2014-15	Short Term	1. 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 (2014-15) 2. As a result of evaluations (4.1.2) implement process and service improvements to increase student learning and success by supporting the Colleges' functions and the achievement of their missions (2014-15)	N/A	N/A
ES 7		EPS ASR	In support of full implementation of the multi-college transition, provide leadership for the Phase II Student Services Reorganization	2014-15	Short Term	Assess and evaluate the efficacy of the restructure/reorganization (2014-15)	N/A	N/A
ES 8	7. Information to Support Decision Making	EPS ASR	Increase the District's capacity for data retrieval and analysis in support of a culture of evidence and data-informed decision-making	2014-18	Long Term	1. Implement District-wide training on data utilization in decision-making with data available on Report Server (2014-15) 2. Evaluate data capacity and implement improvements as needed (2014-15) 3. Utilize the Report Server to minimize and correct admission and enrollment service errors providing more accurate data to report for state, federal, and local reports (CCFS 320 & MIS) (2014-15) 4. Use Report Server data to analyze information; provide projection data to improve planning (2014-15) 5. Enhance migration of applications using Open CCCApply; improve functionality of application processes (2014-15) 6. Train College personnel to use the Report Server to retrieve data and extrapolate information for improvements in planning and processes associated with Admissions and Records (2015-18)	N/A	N/A

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ES 9		EPS ASR	Build relationships with the community to develop partnerships and develop a Contract Education program that is responsive to the educational needs in our region	2016-17	Long Term	Implement and market the Contract Education program (2016-17)	\$6,600	Yes - Grants and Contract Education
F 1		Foundation ASR	Establish a five-year strategic plan	2014-15	Short Term	Work with the Foundation Board and the Governing Board to establish a strategic plan carrying YCCD Foundation over the next five years. (2014-15)	N/A	N/A
F 2		Foundation ASR	Increase regional awareness of the institution, educational opportunities provided, and the value of education to our community	2014-15	Short Term	Update Foundation website (2014-15)	N/A	N/A
F 3		Foundation ASR	Maximize support to student programs and services through fundraising events	2014-15	Short Term	Implement mobile payment system/process (2014-15)	N/A	N/A
F 4		Foundation ASR	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	2014-16	Short Term	1. Re-establish employee fundraising campaign (2015-16) 2. Transition bookkeeping from QuickBooks to Colleague (2014-16)	\$15,000	No - General Fund only
F 5		Foundation ASR	Clarify post-award protocols and provide support systems to grant administrators that are aligned with the District's strategic intent	2015-16	Short Term	Establish a Grants Development Office within the Foundation Office (2015-16)	N/A	N/A
HR 1		HR ASR	Modernize and make the department's recruitment process more efficient and accessible to maximize district candidate pools	July 2015	Short Term	Acquisition and Implementation of the online Applicant Tracking System (July 2015)	N/A	N/A
HR 2		HR ASR	Create more operational efficiencies and increase responsiveness for the department	December 2015	Short Term	Organization Redesign of the Office of Human Resources and the creation of the Human Resources Risk Management Analyst position. (December 2015)	\$109,543	
HR 3		HR ASR	Use the institutional planning and evaluation processes to improve the Human Resources Master Plan	2014-15	Short Term	Update/Revise Human Resources Master Plan (2014-15)	N/A	N/A
HR 4		HR ASR	Use the institutional planning and evaluation processes to improve our professional development platform for managers and supervisors	July 2015	Short Term	Update/Revise Strengthening our Core/New Employee Orientation (July 2015)	N/A	N/A
HR.5		HR ASR	Create greater operational efficiency for the department, and to provide greater level of service to the employees of the district	December 2015	Short Term	Transition to Additional Office Space (December 2015)	N/A	N/A

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HR 6		HR ASR	Insure that the institution has the most highly qualified faculty, staff and administration to provide outstanding service to students	2016-18	Long Term	<ol style="list-style-type: none"> 1. Work collaboratively with the Colleges to insure that the District hires highly-qualified full-time and adjunct faculty and academic support staff (2016-17) 2. Work collaboratively with the Colleges and District to significantly enhance the professional development capabilities and delivery systems (2016-17) 3. 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 (2016-17) 4. 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) (2017-18) 5. Sustain the Continuous Quality Improvement (CQI) process, with measurable indicators to monitor accountability (2017-18) 6. Effectively communicate the Human Resources services, objectives, standards, requirements, annual survey results and policies and procedures to the College community. (2017-18) 7. Strengthen stakeholder's awareness and understanding of diversity inclusion and equity in the workplace (2016-17) 8. Strengthen stakeholder's awareness and understanding of risk management and safety in the learning and work environment (2016-17) 	N/A	N/A
IT 1		IT ASR	Federated Identity integration with Office 365	2014-15	Short Term	Allow authentication to occur on premise while still synchronizing the password with Microsoft who will provide a temporary backup with Office 365 in the event of an interruption in services to our local Active Directory Federated Services. This will also serve as the backbone for a true single sign-on solution (2014-15)	N/A	N/A
IT 2		IT ASR	Improve the educational experience for students and support District cost reduction by creating a virtual lab environment	2014-15	Short Term	<ol style="list-style-type: none"> 1. Implement underlying infrastructure necessary to support the virtual lab in the Library and Learning Resource Center at Yuba College (2014-15) 2. Install and beta test virtual lab (2014-15) 	N/A	N/A
IT 3		IT ASR	Create a technology project information site	2014-15	Short Term	Provide a method to communicate with personnel what projects are currently in progress, who the sponsor is, and other relevant information (2014-15)	N/A	N/A
IT 4		IT ASR	Ensure ongoing support of media equipment	2015-16	Short Term	Provide an ongoing maintenance budget for media equipment throughout the district (2015-16)	\$20,000	No - General Fund only
IT 5	2. Systematize Matriculation	IT ASR	Improve Student Planning	2014-18	Long Term	<ol style="list-style-type: none"> 1. Provide the training necessary to provide for the input of new degrees and certificates into Colleague (2014-15) 2. Facilitate, promote, and increase student success by providing students and Counselors the ability to create, view, modify, make what-if scenarios, on line in regards to a student education plan. It will also store the necessary data for reporting to the state (2017-18) 	\$2,000	No - General Fund only

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IT 6	9. Compressed Calendar	IT ASR	Support the transition of CLC from Yuba College to WCC	2015-17	Long Term	Provide an IT Programmer (Realignment) to support the identification of all database changes associated with the CLC realignment; coupling the changes necessary to support the compressed calendar will provide an efficient and effective approach to assuring success of both initiatives (2015-17)	\$84,379	No - General Fund only
IT 7	6. Install updated CurricUNET and TracDat	IT ASR	Support transition from CurricUNET to CurricUNET META	2015-18	Long Term	1. Purchase, install, and transfer data from current CurricUNET version into CurricUNET META by January 2016 2. Facilitate training on CurricUNET META maintenance for IT personnel by August 2015	\$60,000	No - General Fund only
IT 8	7. Information to Support Decision Making	IT ASR	Implement a report server solution (Answers) to increase data accuracy and accessibility across the District	2015-18	Long Term	Provide additional on-demand reports that do not require on site access (anytime, anywhere access); these reports are designed to assist with data driven decision making (2015-18)	N/A	N/A
MO 1		M&O ASR	Manage resources in a responsible manner	2014-15	Short Term	Manage district vegetation in a responsible manner to balance safety, aesthetics, water consumption, and available staff and equipment. (2014-15)	\$50,000	No - General Fund only
MO 2		M&O ASR	Ensure adequate custodian, grounds, and maintenance coverage across the district	2014-16	Short Term	1. Build a temporary custodian and grounds maintenance work pool at each campus. (2014-15) 2. Provide the Clearlake Campus with adequate custodial, grounds, and maintenance coverage. (2015-16) 3. Provide the district with adequate building maintenance coverage. (2015-16)	\$135,000	No - General Fund only
PD 1		HR ASR	Ensure the Police Department achieves and maintains appropriate staffing and training levels to more effectively support the colleges and district in creating a safe learning and teaching environment	June 2015	Short Term	Restore and maintain allocated full-time staffing levels and corresponding training in the YCCD Police Department. (June 2015)	N/A	N/A
PD 2		HR ASR	Integrate and deploy mobile data platforms into field operations to maximize YCCD Police Department efficiency and response time in the field	June 2015	Short Term	Fully integrate the Report Management System (RMS) into YCCD Police Department field operations using mobile data platforms and cellular data technology (June 2015)	N/A	N/A
PD 3		HR ASR	Integrate the YCCD Police Department into the fabric of each college by building relationships and trust through "Community Oriented Policing" strategies that will significantly enhance the delivery of police/security services to all stakeholders	June 2015	Short Term	Fully integrate campus-based "Community Oriented Policing" (C.O.P.) strategies into the daily operations of the YCCD Police Department. (June 2015)	N/A	N/A