CROSS COMPONENT GOALS – ANNUAL UNIT PLAN 2013-14—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiatives	Person(s) Responsible	ACCOMPLISHMENTS
		1.0 **Cultivate and foster a climate of cultural competence to enable all of our employees and students to work and learn effectively in cross-cultural situations.**	1.1 Working with Component colleagues, review and develop relevant policies to increase inclusiveness in the workplace (i.e., Faculty Hiring Policy; Student Equity Plan, etc.)	Ongoing-June 2014	Staff Time	District-wide	II, III, IV, X	President and Vice Presidents	1.1 In Progress. Most of the District's policies and procedures related to inclusiveness in the work place have been approved by College Council. However, a few policies such as the Faculty Hiring Policy and Management Hiring Policy are still pending and will be finalized by December 2014.
			1.2 Develop a model training plan for EEO Monitors who serve on hiring committees including concepts or diversity and cultural competence	November 2012-March 2014	Staff Time and est. $1,000 to pay for a consultant/trainer, if required	Human Resources/Staff Development	II, III, IV, V	Furukawa/ Hopkins	1.2 Completed. Two workshops on Cultural Competency were sponsored. A workshop on Cultural Competency was presented by Tom Brown on January 10, 2014; the Monitor Training was presented on January 17, 2014.
			1.3 Develop, review, and implement an EEO Plan to guide SRJC in recruiting and retaining diverse faculty/staff	December 2013-June 2014	Staff Time	EEO Committee	II, III, IV, X	Meyer and EEO Committee	1.3 In progress. It is anticipated that the District's EEO Plan will be finalized and Board approved by December 2014.
1.0	District Wide	2.0 **Enhance District-wide Emergency and Disaster Preparedness**	2.1 Continue to foster cross-component support that would ensure a coordinated effort between the District EOC and the DOC's on campuses sites during an emergency/disaster, and meet the District's initiative to reflect the College's	Ongoing/ June 2014	Est. $10.000 Emer. Prep. Acct.	ALL District-wide Supply for BSC/ASC	II, III, IV, VII, IX	Ichsan President and Vice Presidents	2.1 Collaboration In-Progress

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiatives	Person(s) Responsible	ACCOMPLISHMENTS
			commitment to maintain readiness in the event of an emergency.						
			2.2 Provide an update on District preparedness to the President and Board.	Ongoing/ Fall 2013	Staff Time	FPO	II, III, IV, VII, IX	Ichsan	2.2 Complete
			2.3 Implement the next phase of the Emergency Management Program with an outreach to the Santa Rosa community by developing and launching the Building Safety Coordinator/ Area Safety Coordinator program.	December 2014	TBD for Supplies Emer. Prep. Acct.	EHS FPO All	II, III, IV, VII, IX	Ichsan/Kuula President and Vice Presidents All	2.3 Santa Rosa – Student Svc– Complete Bus Svc – Complete Human Res – In-Progress Academic Aff – In-Progress
			2.4 Continue to develop the permanent EOC in Pedroncelli by having the Sections set-up their respective areas. The EOC will also be utilized for District-wide regulatory required training (e.g monthly NESO/Dis Prep, EOC/DOC, BSC/ASC)	Fall 2013	Est. $6,000 Emer. Prep. Acct.	FPO EHS	II, III, IV, VII, IX	Ichsan/Kuula/ Navarrette/ Maremont-Silver/ Bielen/Rudolph/ Roberts/Jolley/ Saldana-Talley/ Chapman/Diggs	2.4 EOC Re-Design - Complete Manufacturing of Stations - In-Progress
			2.5 Develop and implement table top exercise that is campus/ site specific covering possible	Ongoing/ June 2014	Staff Time	FPO EHS Police District-wide	II, III, IV, VII, IX	Kuula/Ichsan Presidents and Vice Presidents	2.5 Complete and Ongoing

CROSS COMPONENT GOALS – ANNUAL UNIT PLAN 2013-14—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiatives	Person(s) Responsible	ACCOMPLISHMENTS
			topics such as earthquake preparedness, active shooter, special needs, disruptive individuals, fire, bomb threat, etc.						
			2.6 Continue to provide leadership and foster established relationships for District practices in emergency and disaster.	Ongoing/ June 2014	Staff Time	FPO EHS Police	II, III, IV, VII, IX	Ichsan/Kuula	2.6 In-Progress
			2.7 Participate in the Great California Shakeout not only with the Operational Area, but also to test/practice District procedures such as, Alert U, Net Support Notify, duck, cover and hold-on (where applicable), etc.	October 2013	Staff Time	ALL	II, III, IV, VII, IX	ALL	2.7 Complete
			2.8 Provide leadership to the North Coast College University Mutual Aid Group as program manager of the six Community Colleges and three CSUs.	Ongoing/ June 2014	NCCUMAG Acct.	FPO Police EHS	II, III, IV, VII, IX	Ichsan/Bielen Kuula	2.8 Complete and Ongoing
		3.0 Centralize function for Professional/ Staff Development under Human Resources.	3.1 In conjunction with the Professional Staff Development Committee, identify training and professional development	2012-13	Staff Time	Human Resources Staff Development Academic Affairs	I, II, III	Furukawa, Meyer, Rudolph, Abrahamson, Ichsan, Kuula & Roberts, Chief of Police	3.1 Complete. Professional Development reports to Human Resources. However, planning the content of PDA Day is still under the purview of the Faculty Development

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiatives	Person(s) Responsible	ACCOMPLISHMENTS
			opportunities for staff.						Coordinators who work closely with Human Resources to implement the College's PDA workshops and presentations.
			3.2 Produce and distribute a "Training Calendar" for training opportunities with specific focus on classified staff and management this first year.	2012-2013	Staff Time from IT and Faculty Staff Development. Coordinator	District	IX, X	Meyer and Staff Development Coordinator.	3.2 In progress. A calendar does exist on-line to advertise presentations and workshops. However, some refinement is still needed to make this more "user friendly."
			3.3 Schedule and conduct several training workshops with emphasis on Emergency Preparedness, Safety in the Workplace, Supervisory Training, and ADA Requirements.	2012-13	Staff time from DRD, Facilities, and HR	District	IX, X	Wegman, Ichsan, Furukawa, Meyer, Kuula, McCaffrey	3.3 Completed and on-going. These various topics have been offered throughout the year and will continue to be offered as an-going menu of workshops for staff and faculty.
1	District	4.0 Diversify SRJC's funding base via the successful awarding of grants and contracts.	4.1 Institutionalize Office of Grants Management for the district.	2013- 14	Staff Time, funding for staff	Academic Affairs/ Student Services/	I	Rudolph, Wilson Navarrette	4.1 An Academic Dean was hired and tasked specifically with grants coordination and management for the District, and in particular with liaison duties between academic and student services grant writers and recipients.
			4.2 Develop and launch Grant Web site to support grant development and management.	2013-14	Staff Time	Information Technology/ Dean ISPD/ OIR	I	Rudolph, Wilson, Conrad, Berger, Greaney	4.2 Website was launched in F14 in conjunction with grant proposal workshop
			4.3 Continue with	2013-14	Funding for	Dean, ISPD	I	Rudolph, Wilson	4.3 In partnership with

CROSS COMPONENT GOALS – ANNUAL UNIT PLAN 2013-14—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiatives	Person(s) Responsible	ACCOMPLISHMENTS
			Hannover partnership to build the district infrastructure necessary to broaden grants funding base.		Hannover			Navarrette	Hanover, wrote and submit 6 Federal discretionary grants: In STEM – IUES, S-STEM In AG – USDA HSI AG In SS – CAMP District-wide – Title V, First in the World for a total of $8,744,000, received Title V for $2,650,000 over 5 years.
			4.4 Launch district wide training/ mentor program for grant writers, establish support for staff seeking grant funding.		Staff Time	Dean ISPD, IT, Human Resources Professional/ Staff Development	I	Rudolph, Wilson, Furukawa, Abrahamson, Greaney	4.4 Through grant development process and training have developed additional grant writers in district who have submitted applications separately from the Hanover/SRJC process.
			4.5 Continue to define and support the district infrastructure necessary to support funded grant projects.		Staff time, funding for software	Dean ISPD, Business Services, Human Resources	I	Wilson, Greaney, Roberts, Meyers, Jolley	4.5 Have continued to develop and maintain a 12 month rolling calendar of future federal discretionary grants. The grants office needs clerical support which was submitted via PRPP to the Academic VP.
1	District	5.0 Develop organizational capacity, awareness, and planning in support of College Initiative VIII - Integrated Environmental Planning	5.1 Review, analyze and engage in dialogue about unit-level sustainable practices reported in the 2013 PRPP (Section 3.5)	2012-13	Staff Time		II, III, IV, VIII	Ichsan, Saldana-Talley, Rudolph, Navarrette, Roberts, Chong Furukawa, , IEPC, IEE, Petaluma Sustainable Practices Task Group	5.1 Complete and Ongoing
			5.2 Establish component and site-based teams designed to explore best practices, develop plans, and	2013-14	Staff Time		II, III, IV, VIII	Ichsan Saldana-Talley, Rudolph, Navarrette, Roberts, Furukawa, Chong	5.2 SR, Pet, SF Teams established PSTC In-Progress

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiatives	Person(s) Responsible	ACCOMPLISHMENTS
			report progress toward becoming environmentally friendly						
			5.3 Ensure component and site-based participation in the development of a college environmental plan utilizing the CCC "Sustainable Plan" template as a road map.	2012-13			II, III, IV, VIII	Ichsan Saldana-Talley, Rudolph, Navarrette, Roberts, Furukawa, Chong	5.3 In-Progress

6.3a…ANNUAL UNIT PLAN 2013-14 – ACADEMIC AFFAIRS—YEAR END REPORT

Rank	Location	Goal	Objective	Time Frame	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
0001	ALL	1.0 Increase student success and retention by 1-3% over 2012-13.	1.1 Retain 75% of our students. 1.2 75% of our students will complete courses in which they enroll.	2013-14	Venues for sharing data, focus on best practices, commitment by faculty and staff to goals. IT resources to track.	Academic Affairs, Student Services	II, III, V, VI, VII	AAC, SSC, DCC	District-wide retention data is posted on the PRPP Web site and indicates that our retention numbers are increasing: In 2012-13, retention was 73.52%. In 2013-14, retention was 74.86%, an increase of 1.3% and just shy of the goal of 75%.
0002	ALL	2.0 Increase degree and certificate completion by 5% annually.	2.1 Increase degree completion rate from 1:12 to 1:10 2.2 Increase student transfer rate from 1:15 to 1:13 2.3 Increase certificate completers from 1:27 to 1:25	2013-14 and beyond	Clear communication of goals in all venues, shared commitment, data from OIR, possibly IT time.	Academic Affairs, Student Services	II, III, V, VI, VII	AAC, SSC, DCC	Graduation and completion rates for 2013-14 were relatively flat as compared to 2012-13. However, the big jump in completion had already occurred in 2013-14. As enrollments increase, it is hoped that completion rates will also rise.
0003	ALL	3.0 Accurately count Basic Skills students at SRJC in order to determine strategies to increase completion through the pathway	3.1 Implement changes to coding of five SRJC pre-collegiate level courses to accurately reflect SRJC success rates and allow comparisons with statewide data	2013-14	OIR and IT time, communication with staff and faculty as to why and how this needs to occur.	Curriculum Office, Curric Review Cttee	III, IV, V, VI, VII	Abe Farkas, Doug Fisher, OIR & IT Staff	Changes at the CCCCO in accounting for basic skills MIS data makes this no longer necessary and accomplishes the objective. In 2014-15, the College Skills and ESL departments will be examining the pathway lengths and proposing curriculum changes.
0004	ALL	4.0 Increase success rate of pre-collegiate students in pipeline and make sure students have the skills necessary for collegiate level work.	4.1 Implement incremental approaches in changes to math, reading and writing pre- and co-requisites for collegiate classes to ensure success.	2013-14	Data on best practices, shared widely. Faculty and curriculum committee commitment to make the changes. Staff time.	Academic Affairs, Academic Senate	II, III, V, VI, VII	Victor Cummings, Steve Lewis, OIR, Robin Fautley	The college successfully launched a pilot for pre-requisites and co-requisites in the Life Sciences, and is incrementally adding pre-requisites to 1-2 general education courses from each General Education area each fall.
0005	ALL	5.0 Provide leadership for an institutionalized response system	5.1 Utilize grants coordinator and AAC/SSC managers to plan for grants	2013-14	Hanover, dean and staff time. Cabinet commitment,	Academic Affairs, Student Services	III, VI, VII	Cathy Wilson, Mary Kay Rudolph, Ricardo	Interim Dean for grants development and coordination (Dean, Instruction and Strategic Program Development) was

		to vet, write and submit federal, state, local and foundation grants to support programs and services at SRJC	submissions one year out 5.2 Submit at least 6 grants for federal or foundation funding for amounts over $200K per grant each year with 50% success		faculty involvement.			Navarrette	hired More than $10M in grant submissions were made in 2013-14. To date, SRJC has been awarded more than $3M and are awaiting award notification on other grants.
0006	ALL	6.0 Develop more nimble and responsive CTE programs and majors to meet local and regional industry needs in a timely basis.	6.1 Revise advisory committees to reflect current industries and best practices for advisory membership. 6.2 Work with local Workforce Development to assess industry needs and expectations. 6.3 Utilize newly acquired "leavers" survey data to improve CTE programs and services in conjunction with Policy and Procedure 3.6 and 3.6P	2013-14	CTE -Perkins funding for leaver survey, Academic Senate white papers on advisory committees, active participation on the WIB and with North Bay Leadership Council, staff and dean time.	CTE Programs	II, III, V, VII	Jerry Miller, Anne DeClouette, Steve Lewis, Joel Gordon, Deb Chigazola,	Under the guidance of the new Dean III, CTE and Workforce Dev. all objectives for 2013-14 were met. Many will continue in 2014-15 as part of continuous improvement in CTE and workforce disciplines.
0007	ALL	7.0 Create an additional 20 TMC majors or all that are released from the CCCCO/ Statewide Academic Senate.	7.1 Work for resolution of concerns re: science/CS TMC unit requirements. 7.2 Ensure that all SRJC majors with option for a TMC have completed and submitted to the CCCCO.	2013-14	Faculty compensated time to draft TMCs, support from Curriculum office, Academic Senate support.	Academic Affairs	VII	Abe Farkas, Kris Abrahamson	At the end of 2013-14, SRJC will have 23 CCCCO-approved TMCs, meeting the requirement for 100% compliance. SRJC has faculty in place to add TMCs as they are announced by the Chancellor's Office.

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
1	District - SRJC	1.0 Implement as needed both SRJC and Vendor improvements to the Escape System	1.1 Continue working with Escape to implement requested and vendor-sent enhancements. 1.2 Conduct training on updates for affected staff.	2013-2014	Staff Time	Fiscal Services: Accounting, Payroll, Purchasing	III	Jolley, Moore, Desai	**Completed:** The District has successfully implemented all of the updates to the ESCAPE system. Additionally, Payroll has implemented all of the pension reforms needed in the Payroll system. Training was provided to all who asked for it.
1	District - SRJC	2.0 Maintain, and, where possible, improve Auxiliary Operations services/profitability	2.1 Solicit proposals for a new 3-year, food services contract for 2014-15 through 2017-18, with two possible 1-year extensions. 2.2 Review best practices at other districts for both food services and bookstore operations. 2.3 Analyze and compare different operational models to current District practices. 2.4 Determine improvements (if any) and Implement changes to operations	2013-14	Staff Time	Business Services: Purchasing, Vending, Food Services, Bookstore	III	Roberts, Moore, Jolley	**Completed:** The District conducted a highly inclusive and successful RFP process for both vending and food services. With both Fresh and Natural (F&N) and Canteen, the District has three year contracts with the possibility of two, one year extensions. In conjunction with AEC, Shone Farm and F&N, the District is using some of its cafeteria commissions to subsidize the purchase Shone Farm beef so that it can be served in the cafeteria, and promote sustainability efforts. Management of the Bookstore was officially reorganized from three managers, down to two. In addition, the Bookstore embarked upon several process-conversations to improve vendor payments (to garner discounts), change book return frequencies (to reduce fright charges), and improve inter-departmental cooperation.
1	District - SRJC	3.0 Explore and implement Parking Fund revenue improvements.	3.1 Purchase and install new daily parking permit machines that will accept cash, credit	2013-2014	Staff Time, Student Parking Survey Information	Fiscal Services, Police, Facilities	III	Roberts , McCaffrey, Ichsan, Jolley, Parking Committee	**Completed:** The District purchased and installed new parking permit machines that accepts cash and credit cards, replacing all of the District's old

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			cards and debit cards 3.2 Calculate the cost associated with creating a parking space to be used as the basis of a parking permit increase. 3.3 Work with shared governance groups and Board to implement increase (if there is one) in time for 2014-15. 3.4 If analysis warrants, affect an increase in Daily Parking Permits to cover the costs of credit /debit card acceptance upgrades.						machines, and drastically reducing the possibility of future theft. Insurance recovery provided the majority of the funds needed for the purchase of the new machines. No cost analysis was performed in 2013-14. That project will be held-over for 2014-15.
1	District - SRJC	4.0 Deliver, as needed, projections of revenues and expenditures to assist in budget planning, and maintaining the fiscal health of the District.	4.1 Monitor development at the State-level regarding the State's general revenues, and the potential budgetary effects on community college resources. Translate information received from the State Chancellor's Office into dollar-impacts on the District.	2013-2015	Staff Time	Business Services, Academic Affairs	III	Roberts, Jolley, Rudolph	**Completed:** Throughout the fiscal year, information generated at the State level was analyzed for its effect on the District. This information was used in the preparation of the 2014-15 Tentative Budget, and the two budget forums given to the District in May. Both of those presentations included forward projections on ending fund balance. With Academic Affairs, Business Services worked to help develop an FTES goal for 2014-15, and develop the FTES reporting strategy to maximize revenues for both 2013-14 and

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			4.2 Develop models that project potential revenue and expenditure changes, and resultant multi-year impact on the District's Ending Fund Balance. 4.3 In conjunction with Academic Affairs, develop enrollment targets (and the associate level of course offerings) to maximize apportionment funding, yet minimize the associated instructional expense. 4.4 In conjunction with Academic Affairs, and based upon FTES data, project full-time faculty hiring targets to ensure compliance with the State's Faculty Obligation Number (FON).						2014-15.
1	District wide	5.0 Effectively communicate budgetary information to all stakeholders to aid the planning process.	5.1 Develop materials to disseminate budgetary information to stakeholders. 5.2 Conduct budgetary forums and report-	2013-14	Staff Time	Business Services	III	Roberts, Jolley	**Completed:** Financial information was regularly given to all stakeholders in the form of the Tentative Budget, the Adopted Budget, the quarterly CCFS-311's, BAC updates, and the Budget Forums held in May.

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			out during various stakeholder meetings the state of the District's budget and the potential impacts of information coming from the State.						
1	District wide	6.0 Assist in the development of either a "Prop 39" Bond, Parcel Tax, or Sales Tax (for voter) to fund the District's fiscal needs for Capital Project improvements and Technology needs. .	6.1 Educate District personnel and Board Members on District financing and the benefits of a voter-approved "Special Tax" so that informed decisions can be made (individually and collectively) to help the District meet its Capital Project & Technology needs.	2013-14	Staff Time	Business Services	III	Roberts, Jolley, Ichsan, Conrad	**Completed:** The District prepared a comparative presentation, for the Board, on the most viable taxation method to help meet the District's capital and technology needs. The District also convinced the Board to allow the District to hire consultants to test the feasibility of a Prop 39 bond. The District successfully conducted an RFP process for the District's bond consultants. The services to be provided included a survey of likely voters, which showed the positive potential of going for a bond election in November 2014.
1	District - SRJC	7.0 Improve Emergency Preparedness	7.1 Work with Director of Facilities to develop an ongoing program of emergency planning and preparedness. 7.2 Identify ongoing training needs of the Police Department to better prepare for a District emergency.	2013-14	Staff Time, Training Funds, Other Agency coordination	Police, Facilities	IX	McCaffrey, Police Department personnel, Ichsan, individual Components	**In Progress:** Although some coordinated work has been conducted with the Dean of Facilities, the level of preparedness and interaction between Facilities and the Police Department needs strengthening.

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			7.3 Set dates, times, and locations of training and drill activities. Coordinate the activities with the affected components to minimize disruptions.						
1	District - Shone Farm	8.0 To implement a new system to properly account for Winery and "product" sales and track inventory.	8.1 Investigate available winery accounting and inventory software. 8.2 Review and select software. 8.3 Train affected personnel on new software.	2012-2014	Staff Time, Funds for the cost of the software	Fiscal Services, Shone Farm Foundation	III	Jolley, Roberts, Srinivasen, Wills	**Not Completed:** Although the winery and the Accounting Office have improved their communication, and records-reconciliations, the originally planned purchase (donation-receipt) of winery software was never completed. This will be a task carried over for consideration for 2014-15.

6.3a ANNUAL UNIT PLAN 2013-14 – HUMAN RESOURCES—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
1	District	1.0 Facility Request – Move the office of Professional Development into line of sight of HR.	1.1 To house all of the functions of the HR Department in one building. 1.2 Use resources (staff) more efficiently.	10-31-13	Space and facilities support; IT staff time.	Human Resources	III, VIII, X	Furukawa Meyer	Still in progress.
2	District	2.0 Select, purchase and implement an on-line Application process.	2.1 To obtain or create a system that allows for applications to be received & tracked on line, and stored electronically. 2.2 Easier and more efficient data collection. 2.3 Promotes/fosters sustainability.	05-31-14	IT Staff time and HR Staff time.	Human Resources	VIII, X	Meyer Hopkins	Complete. NeoGov went live 8/1/14.
3	District	3.0 Establish a process to electronically route HR forms (i.e., NOA's and PAF's)	3.1 Develop a way to reduce paper and more efficiently route paperwork. 3.2 Store information more efficiently.	06-30-14	IT Staff time.	Human Resources	VIII	Meyer Hopkins	IT has developed a draft NOA form that we hope to pilot by December 2014.
4	District	4.1 Establish a method to digitally image personnel files.	4.1 Address long-term storage and space concerns.	06-30-14	IT and/or Business Services	Human Resources	VIII, X	Meyer	Significant progress has been made to establish a method to digitally image personnel files, thereby reducing paper and physical space needed to store these files.
5	District	5.0 Develop an annual On-line Calendar of Activities/Workshops.	5.1 Have a more user-friendly system for employees to know when trainings are offered.	01-30-14	IT Staff time; Staff Development	Staff Development	III, X	Meyer	This goal will continue.

6.3a ANNUAL UNIT PLAN 2013-14 – HUMAN RESOURCES—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
6	District	6.0 Establish a centralized Professional Development Tracking system for all Employee groups to develop a record of completed trainings.	6.1 Will incorporate flex tracking for faculty. 6.2 Will track all mandatory trainings 6.3 Will track individual professional development plans.	06-30-14	IT Staff time and $20,000 for software or programming time.	Staff Development	IV, IX, X	Meyer	Professional development has been working with IT to establish a centralized tracking system for all employee groups to record and track completed trainings. This database should be completed this fall.
7	District	7.0 Improve the New Employee Orientation program.	7.1 Improve the orientation process, including scheduling orientation sessions regularly.	12-31-13	Staff Development	Human Resources	X	Meyer	Complete. We now have: • Monthly orientations for classified & management. • Quarterly orientations for classified & management. • Annual 2 day orientation for regular faculty.

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
1	Petaluma Campus	1.0 Develop a Site-Based Plan that re-envisions the Petaluma Campus for the future	1.1 Gather environmental scan data, internal and external community feedback, SWOT analysis, student input, and other supporting evidence	Throughout 2013-14	Existing resources	Administration	III	Petaluma Leadership Team	Partially Completed. An annual environmental scan and outcomes report was prepared by the Office of Institutional Research and the date used for program planning and preparation of the annual report to the community.
	Petaluma Campus		1.2 Organize and facilitate a process to re-brand the Petaluma Campus	Throughout 2013-14	Existing resources	Administration	III	Petaluma Leadership Team	In Progress. Conducted a rebranding session with faculty, staff and students with a professional facilitator on November, 21, 2013, and a follow up spring PDA activity was conducted with Petaluma faculty and staff.
	Petaluma Campus		1.3 Identify future faculty/staff/ management staffing needs, as well as financial/ facilities/technology needs	Throughout 2013-14	Existing resources	Administration	III	Petaluma Leadership Team	In Progress. Developed a Petaluma staffing plan designed to 'right size' the post-recession campus workforce. Initiated ongoing discussions with Vice Presidents regarding classified staffing and resource allocation models.
	Petaluma Campus		1.4 Explore joint ventures with community partners	Throughout 2013-14	Existing resources	Administration	III	Petaluma Leadership Team	In Progress. Initiated partnerships and connections with numerous community partners including Literacy-works, Los Cien, Petaluma Health Care District, Boys and Girls Clubs of Sonoma/Marin.
2	Petaluma Campus	2.0 Develop and implement an Outreach Plan for the Petaluma area	2.1 Form a campus-based Outreach Team consisting of faculty, managers, classified staff and students	Throughout 2013-14	Existing resources	Administration	VII	Petaluma Leadership Team	Completed. Petaluma Student Services members from Assessment, Admissions and Counseling collaborated with the District outreach team through monthly meetings and outreach activities.

6.3a ANNUAL UNIT PLAN 2013-14 – PETALUMA CAMPUS—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
	Petaluma Campus		2.2 Identify existing outreach efforts with K-12, business/industry, non-profits, government agencies, communities of color, and underserved populations	Throughout 2013-14	Existing resources	Administration	VII	Outreach Team	Completed. Petaluma Student Services members from Assessment, Admissions and Counseling collaborated with the District outreach team through monthly meetings and outreach activities.
	Petaluma Campus		2.3 Implement a plan that maximizes existing human and financial resources while expanding community connections and awareness of the campus	Throughout 2013-14	Existing resources	Administration	VII	Petaluma Leadership Team	Completed. Petaluma Student Services members collaborated with the District outreach team and other existing campus efforts, including Gateway to College and Puente.
3	Petaluma Campus	3.0 Participate in the development and implementation of SRJC's Strategic Plan	3.1 Actively participate in development, review and implementation activities	Throughout 2013-14	Existing resources	Administration	III	Petaluma Leadership Team	Completed. The Petaluma Leadership Team were actively engaged in reviewing the plan and are participating in the implementation of SP goals related to their areas of responsibility.
	Petaluma Campus		3.2 In collaboration with internal and external constituents, develop a site-based strategic plan that re-visions the Petaluma Campus for the future	Throughout 2013-14	Existing resources	Administration	III	Petaluma Leadership Team	In Progress. Rebranding process has begun. Continue with Educational Plan for 2014-15.

6.3a ANNUAL UNIT PLAN 2013-14 – PETALUMA CAMPUS—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
4	Petaluma Campus	4.0 In coordination with the District EOC, District Police, and Environmental Health and Safety, develop the capacity for Emergency/ Disaster Preparedness and Occupational Safety on the Petaluma Campus	4.1 Continue to refine and improve upon Emergency/ Disaster Preparedness through monthly meetings of the Petaluma Campus DOC (Department Operations Center) and participation in District trainings and related activities	Throughout 2013-14	Existing resources	Administration	IX	Petaluma Leadership Team/DOC/BSC's/ ASC's	Completed. The Petaluma DOC met regularly throughout the year to refine and expand the state of readiness in the event of an emergency or disaster on the campus. Debriefings were held on all incidents as a way to strengthen responsiveness and communication.
	Petaluma Campus		4.2 Continue to strengthen the DOC/BSC/ASC team by identifying and scheduling required and relevant emergency preparedness trainings	Throughout 2013-14	Existing resources	Administration	IX	Petaluma Leadership Team/DOC/BSC's/ ASC's	Completed. Joint meetings of the Petaluma DOC/BSC/ASC were held during the year, beginning with a tabletop exercise and in summer 2013. Emergency vests, backpacks, and other supplies were distributed. Building Safety Plans were reviewed and finalized.
	Petaluma Campus		4.3 Communicate Building Emergency Plans to all faculty and staff	Fall 2013	Existing resources	Administration	IX	Petaluma Leadership Team/DOC/ BSC's and ASC's	Completed. Finalized Building Emergency Plans have been posted to the Petaluma Campus website and made available to all staff.
	Petaluma Campus		4.4 Work with District EOC on on-campus emergency and disaster preparedness drills or similar activities	Spring 2014	Existing resources	Administration	IX	Petaluma Leadership Team/DOC	Completed. Petaluma DOC/BSC/ASC members participated in several preparedness drills during the year, including a tabletop exercise, Great California Shakeout, and fire alarm drills that greatly contributed to the ongoing development of readiness protocols.

6.3a ANNUAL UNIT PLAN 2013-14 – PETALUMA CAMPUS—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
5	Petaluma Campus	5.0 Expand the capabilities and capacity of the Petaluma Campus DOC	5.1 Complete DOC section binders and plans	Throughout 2013-14	Existing resources	Administration	IX	Petaluma Leadership Team/DOC	In Progress. Student Services DOC section plans completed. Continue to improve DOC binder information.
	Petaluma Campus		5.2 Identify and acquire documents, agreements and capital resources needed to manage the Petaluma Campus DOC sections	Throughout 2013-14	Campus and District resources TBD	Administration	IX	Petaluma Leadership Team/DOC	In Progress. Added forms to the Finance Section and updated all sections for completeness.
	Petaluma Campus		5.3 Review emergency equipment including backup power sources, to essential infrastructure to determine the actual needs of the campus in preparation of sustaining short and long term power disruptions.	Throughout 2013-14	Campus and District resources TBD	Administration	IX	Petaluma Leadership Team/DOC	In Progress. No significant advancement in this area, primarily due to staffing limitations.
	Petaluma Campus		5.4 Identify critical need components and funding sources to repair all deficient systems.	Throughout 2013-14	Campus and District resources TBD	Administration	IX	Petaluma Leadership Team/DOC	In Progress. No significant advancement in this area, primarily due to staffing limitations.
	Petaluma Campus		5.5 Complete Campus E-Power test	Throughout 2013-14	Campus and District resources TBD	Administration	IX	Petaluma Leadership Team/DOC	In Progress. No significant advancement in this area, primarily due to staffing limitations.

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Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
	Petaluma Campus		5.6 Purchase of supplies to enhance emergency preparedness of the Petaluma Campus	Throughout 2013-14	Campus and District resources Approximately $2,000	Administration	IX	Petaluma Leadership Team/DOC	Completed. Additional supplies were purchased and deployed, such as backpacks, vests, lightsticks, earplugs, dustmasks, and flashlights to all BSC's and ASC's and DOC members. DOC supplied and equipment were also acquired as resources allowed.
	Petaluma Campus		5.7 Provide backup power to critical infrastructure locations, including phone lines, facilities opera-tions, and electrical rooms, as needed	Throughout 2013-14	Campus and District resources Approximately $15,000	Administration	IX	Petaluma Leadership Team/DOC	In Progress. No significant advancement in this area, primarily due to staffing limitations.
6	Petaluma Campus	6.0 In cooperation with on and off-campus constituent groups, the Petaluma Campus Administration will pursue grants and other resources targeting at risk and underserved student populations.	6.1 Complete implementation of the Gateway to College Program	Throughout 2013-14	Staffing, professional development	Administration	VI, VII	Larsen, Lewis, Shannon, Saldana-Talley	Completed. Hired staff, recruited 80 students, enrolled and sustained the GtC program for the first year with outstanding student persistence, retention and achievement outcomes, and gaining national recognition. Gateway to College implemented their first year of courses with three cohorts of nearly 80 students. 78 of those students continued into the 2014-15 academic year to complete their high school diploma and receive college credit.
	Petaluma Campus		6.2 Explore the Charter School Implementation Grant through CDE in Partnership with Petaluma City Schools District.	Throughout 2013-14	Staffing, space and professional development	Administration	I, VI, VII	Larsen, Lewis, Shannon, Saldana-Talley	The Gateway to College Academy Charter School was approved within six weeks of being submitted to CDE.

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Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
7	Petaluma Campus	7.0 Explore, develop, implement and participate in opportunities to diversify the Petaluma Campus funding base.	7.1 Research and explore entrepreneurial and grant-funded programs that serve the needs of the local community, and students and staff on the Petaluma Campus	Throughout 2013-14	Existing resources	Administration	I, VII	Petaluma Leadership Team	In Progress. Gateway to College is the only program to-date of this type. Staffing changes and workload challenges have made it difficult to pursue grant opportunities independently. Two grants were submitted for sustainability projects to the Dr. Scholl's Foundation and State Farm and the campus was awarded an SRJC Foundation grant to replace some of the Life Science Microscopes.
8	Petaluma Campus	8.0 In collaboration with the District Integrated Environmental Planning Committee (IEPC), develop an action plan for sustainable practices on the Petaluma Campus.	8.1 Support and encourage the ongoing work of the Petaluma Campus Sustainable Practices Task Group.	Throughout 2013-14	Existing resources	Administration	II, VIII	Watts/Saldana-Talley/Sustainable Practices Task Group	Completed. The Petaluma Campus Sustainable Practices Task Group, on hiatus spring and fall 2013, began meeting in spring 2014 under the leadership of David Rau and David Kratzmann. Supported four projects/proposals 1) demonstration water catchment system, 2) Student Garden, 3) improving city transit routes to our campus 4) provided green tours for ENVS 12 class.
	Petaluma Campus		8.2 Complete the CCC Sustainability Template/Plan for the Petaluma Campus	Fall 2013	Existing resources	Administration	VIII	Watts/Saldana-Talley/Sustainable Practices Task Group	In Progress. Little or no advancement in this area due to the temporary hiatus of the task force last year, due to excessive work loads of administration team members.
	Petaluma Campus		8.3 Work collaboratively with IEPC to provide input on the district sustainability template/plan and Petaluma section of the plan.	Throughout 2013-14	Staff Resources	Administration	II, VIII	Watts/Saldana-Talley/Sustainable Practices Task Group	Ongoing. Task Force members that are also part of the IEPC committee continued to support, and provide input as requested.

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Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
	Petaluma Campus		8.4 Implement Sustainable Practices/ Composting Project	Throughout 2013-14	Additional Resources Estimated $100 Monthly Charge for service	Administration	II, VIII	Watts/Saldana-Talley/Sustainable Practices Task Group	In Progress. No significant advancement in this area, primarily due to current staffing levels, and instability of the café operation.
	Petaluma Campus		8.5 Improve Sustainable Practices/ Recycle Program through installation of new color-coded 4 section garbage/recycle containers for the Café to enhance the recycle program in that area.	Throughout 2013-14	Additional one time resources of $2,700	Administration	II, VIII	Watts/Saldana-Talley/Sustainable Practices Task Group	In Progress. Have begun talks with the District recycle manager to receive an appropriate amount of the district supplied funds in order to support the Petaluma Campus recycle program. Cafe Recycle Program has seen no significant advancement, primarily due to current staffing levels.
9	Petaluma Campus	9.0 Expand and foster Petaluma Campus public relations, communication, outreach, involvement in and connection with the local community	9.1 Complete the Petaluma Campus website upgrade 2.0	Throughout 2013-14	Web design/ development expertise	Administration	VII	Petaluma Leadership Team	Completed. The website upgrade was launched in fall 2013.
	Petaluma Campus		9.2 Develop social media as a means of communicating with students and our local community	Throughout 2013-14	Web design/ development expertise	Administration	VII	Petaluma Leadership Team	In Progress. Funds were allocated to expand social media marketing for the Petaluma Campus. The Gateway to College Program established Facebook and Twitter accounts and used social media as a way to recruit students. More work needs to be done with PR to build a Petaluma Campus presence on SRJC's Facebook page.

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Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
	Petaluma Campus		9.3 Facilitate accomplishment of the Friends of Petaluma Campus 2013/14 Annual Goals, including donor development and fundraising	Throughout 2013-14	Existing resources	Administration	I	Saldana-Talley	Completed. Held monthly meetings and annual retreat; successfully accomplished 2013/14 goals including membership expansion, donor development, and faculty/college connection; Foundation Board relations; nearly $1 million in Trust holdings, up 40.9% since 2009; 3rd Annual Building Community Breakfast was sold out, raised over $12,000 and garnered support from 20 table sponsors; Piano Project/88 Keys Campaign closed out and endowment created; Petaluma Campus and Mahoney Endowments have contributed over $91,000 to campus since 2009.
	Petaluma Campus		9.4 Create opportunities for student and community engagement with the Petaluma Campus	Throughout 2013-14	Existing resources	Administration	VII	Petaluma Leadership Team	Completed. Increased campus activities to 44 separate events. Fall and Spring Cinema Series, Chamber Concert Series, multi-cultural events and performances including Evan Low and Great Wall Youth Orchestra, were marketed to the community via email blasts and other local media outlets.
	Petaluma Campus		9.5 Design, develop and communicate an annual report of Petaluma Campus outcomes, accomplishments/ successes/benefits to the community	Throughout 2013-14	Existing resources	Administration	II, VII	Saldana-Talley, Petaluma Leadership Team	Completed. Presented "State of the Campus" at annual Building Community Breakfast using data from annual environmental scan. Broadcast presentation on local Community Access Television.

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Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
1	Petaluma Campus	1.0 Develop and implement an enrollment management and growth plan for the Petaluma Campus, including short- and long-term strategies, outreach and marketing	1.1 Explore and develop weekend college and fast track to transfer program	Throughout 2013-14	Existing resources	Academic Affairs	II, VII	Jacobson	Completed. A weekend college program was implemented starting spring 2014 and courses enrolled well. In Progress. Several meetings were conducted to investigate the feasibility of a fast track transfer program for Petaluma.
	Petaluma Campus		1.2 Outreach to local high schools and high school counselors to increase concurrent high school enrollment	Throughout 2013-14	Existing resources	Academic Affairs	II, VII	Jacobson/Larsen	Completed. Concurrent HS enrollment grew over last year by 68% in the fall, 182% in the spring, and 13% in the summer. A strong partnership with Casa Grande HS was developed and St .Vincent's HS has started offering Computer Science courses on their campus during the day for concurrent HS enrollment. Conducted special mailings and in-person outreach to all high school counselors and administrators highlighting the benefits of concurrent enrollment.
	Petaluma Campus		1.3 Identify best practices retention strategies and implement a plan to improve student retention	Throughout 2013-14	Existing resources	Academic Affairs	II, VII	Jacobson/Larsen	Completed. A list of best practices for student retention were identified and sent to faculty in the welcome letter at the start of the semester.
	Petaluma Campus		1.4 Continue to improve student access to complete major and certificate requirements on the Petaluma Campus	Throughout 2013-14	Existing resources	Academic Affairs	II, VII	Jacobson	Completed. Increased number of degrees and certificates available on Petaluma Campus a. Certificates: from 4 to 7 b. Majors: from to 14 to 18 Increased the development of student educational plans through Counseling services.

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Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
2	Petaluma Campus	2.0 Enhance student life opportunities and social media presence for the Petaluma Campus	2.1 Support an increase in and variety of student activities on the Petaluma Campus, including multi-cultural events	Throughout 2013-14	Existing resources	Academic Affairs	II, VII	Jacobson/Larsen	In Progress. Offered two major multi-cultural events open to the public.
	Petaluma Campus		2.2 Develop a plan with Public Relations to increase social media connection with students	Throughout 2013-14	Existing resources	Academic Affairs	II, VII	Jacobson	In Progress. Financial resources were allocated to support social media outreach, but progress was slowed by the press of other commitments on the part of PR and campus administration.
3	Petaluma Campus	3.0 Explore and strengthen CTE presence on the Petaluma Campus	3.1 Explore health occupations	Throughout 2013-14	Existing resources	Academic Affairs	II, VII	Jacobson	Completed. A meeting was held with the Dean of Health Sciences to explore Health Occupations at the Petaluma Campus. A Physical Therapy Assistant program was discussed. Petaluma is limited in health occupations by lack of STEM facilities.
	Petaluma Campus		3.2 Explore development of other CTE programs that support local industry demand	Throughout 2013-14	Existing resources	Academic Affairs	II, VII	Jacobson	Completed. A popular certificate in Child Development, Associate Teacher Certificate, was lacking one curriculum class in Petaluma in order for students to complete the program fully in Petaluma. Previous barriers in finding an appropriate classroom and materials were overcome and the class was offered spring 2014 with full enrollment.
4	Petaluma Campus	4.0 Explore a campus fee-based fitness center to support community involvement and educational needs	4.1 Investigate fitness center models at other community colleges in CA and elsewhere	Throughout 2013-14	Existing resources	Academic Affairs	II, VII	Jacobson	In Progress. Meetings were conducted with the Petaluma Health Care District to explore a collaboration in developing a medically integrated health and wellness center. In progress.

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Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
5	Petaluma Campus	5.0 In cooperation with on and off-campus constituent groups, develop and implement a plan that will increase student enrollment in ESL courses on the Petaluma Campus	5.1 Strategically redevelop an enrollment growth and management plan for ESL, including short- and long-range goals, outreach and marketing strategies	Throughout 2013-14	Existing resources	Academic Affairs	II, VII	Jacobson/Larsen	Completed. Several meetings were conducted with counselors, instructors, coordinators, and chairs in the ESL credit and non-credit programs. Based on the insight and collaboration of these meetings and ESL student surveys, a plan to resurrect a credit ESL program was agreed on and will be implemented fall 2014.
1	Petaluma Campus	1.0 Implement required mandates and recommendations of the Chancellor's Office and the College Success Programs and Services Act (SSPS)	1.1 Implement new registration priorities, assessment requirements, and other changes as they become mandates, district-wide.	Throughout 2013-14	Undetermined	Student Services	II, VII	Larsen	Completed. Registration priorities and SSSP mandates in place and tracked for fall 2014 semester.
2	Petaluma Campus	2.0 Promote a culture of Career Development for students starting with recruitment and through goal achievement.	2.1 Work with faculty and staff to encourage students to focus on their goals and major choices based on interests.	Throughout 2013-14	Existing resources	Student Services and Instruction	II, VII	Larsen/Jacobson	In Progress. Limited progress due to workload conflicts. More progress needed in 2014/15.
	Petaluma Campus		2.2 Promote work experiences, internships and service learning/volunteer opportunities.	Throughout 2013-14	Existing resources	Student Services and Instruction	II, VII	Larsen/Jacobson	Completed. New Work Experience instructor promoted all opportunities for students with the assistance of Resource Center Staff.

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
	Petaluma Campus		2.3 Examine District options for additional expansion of IT support for degree audit, educational plans and online resources for students.	Throughout 2013-14	Undetermined	Student Services	II, VII	Larsen	Completed. SRJC is now a member of the Educational Planning Pilot through the State Chancellor's Office, with Dean of Student Services as one of four SRJC representatives leading the pilot.
3	Petaluma Campus	3.0 Full Implementation of the Gateway to College Program	3.1 Implement all policies and procedures for Gateway to College first year implementation.	Throughout 2013-14	Existing resources	Student Services	II, VII	Larsen	Completed. Hired staff, recruited nearly 80 students, enrolled and sustained the GtC program for the first year with outstanding outcomes.
	Petaluma Campus		3.2 Explore additional funding sources to expand services for the Gateway to College population.	Throughout 2013-14	Existing resources	Student Services	II, VII	Larsen	Completed. Promoted private GtC funding through the Friends of Petaluma Campus Trust, private and corporate donors, and during the Building Community Breakfast. A GtC fund has been created with the SRJC Foundation and donations continue to grow.
	Petaluma Campus		3.3 Continue with outreach and branding efforts to promote Gateway to College under-standing throughout the County.	Throughout 2013-14	Grant opportunities combined with existing resources.	Student Services	II, VII	Larsen	Completed. A strong reputation and branding has developed among all countywide high schools, alternative programs and related non-profit agencies.
4	Petaluma Campus	4.0 Evaluate and refine allocation and utilization of space, staffing and resources of Petaluma Student Services.	4.1 Examine outreach efforts toward students, including ESL, ELL, and adjust services to better meet the needs of this population.	Throughout 2013-14	Staffing	Student Services	II, VII	Larsen	Completed. Outreach and in-reach was conducted by Counselors to key ESL classes to encourage retention, enrollment and support.

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
	Petaluma Campus		4.2 Secure additional resources and staff for the Petaluma Campus, and realign existing positions as feasible.	Throughout 2013-14	Existing resources	Student Services	I, II, VII	Larsen	In Progress. Workload and other limitations slowed progress in this area.
1	Petaluma Campus	1.0 In collaboration with District Business Services, the Petaluma Campus Business Services unit will facilitate the delivery of campus support and related business services.	1.1 Develop and refine Business Services on Petaluma Campus.	Throughout 2013-14	Existing resources	Business Services	X	Lewis	Completed. Improved parking revenue reconciliation and tracking, fee-based expenditure spending and tracking was improved through increased communication with departments.
	Petaluma Campus		1.2 Work on improving the efficiency of the budget and tracking process for Petaluma Campus.	Throughout 2013-14	Existing resources	Business Services	X	Lewis	Completed. Created monthly Escape reports to review budgets and identify issues. Met with Managers during Budget Development. Frequent review of the Contingency budget with the VP, Petaluma.
	Petaluma Campus		1.3 Provide Business Services support for campus-based projects and events.	Throughout 2013-14	Existing resources	Business Services	X	Lewis	Completed. Attended event planning meetings for Butter and Egg Days Parade, Day Under the Oaks, and Petaluma Building Community Breakfast to provide better support. Also provided support for and attended the Cinema Series and Petaluma Film Festival.
2	Petaluma Campus	2.0 In collaboration with District Business Services, support Department Operations Center	2.1 Refine rough draft of the Finance Section of the Department Operations Center (DOC) Binder for	Throughout 2013-14	Existing resources	Business Services	X	Lewis	Completed. Added forms to the Finance Section and updated sections for completeness.

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
	Petaluma Campus	(DOC) Emergency Preparedness planning efforts for the Petaluma Campus.	the Petaluma Campus. 2.2 In collaboration with the Petaluma Management Team, provide Business Services support in the coordination and organization of supplies and materials for the DOC Center.	Throughout 2013-14	Existing resources	Business Services	X	Lewis	Completed. Identified and purchased additional supplies for the DOC support team including safety vests, backpacks, flashlights/radios for distribution amount BSCs and ASCs.
3	District	3.0 Sustainability	3.1 Process paperless transfers	Throughout 2013-14	Existing resources	Business Services	VIII	Lewis	On-going.
	District		3.2 Have all required paperwork be scanned rather than hard copy	Throughout 2013-14	Scanner	Business Services	VIII	Lewis	In Progress. Resources to scan back file in warehouse. Have hardware necessary - currently payroll files are being scanned and should be complete in next three months.
	District		3.3 Accounting Website more interactive and helpful for students	Throughout 2013-14 and 2014-15	Existing resources	Business Services	III	Lewis	On-going. Plans are underway to complete this project in 2014/15.
1	Petaluma Campus	1.0 Complete and implement the draft key/card distribution/retrieval procedures in order to improve security of the Petaluma Campus.	1.1 Distribution; Improve current key/card distribution system through written process and enhanced availability.	Throughout 2013-14	Review of current staff resources with possible adjustments in staff support as needed	Facilities Operations	II, III, IV	Watts	In Progress. Due to the changes in staff assignments supporting the project additional revisions are needed. Faculty Support staff are actively utilizing the plan and making appropriate revisions as we work through using the new system.

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Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
	Petaluma Campus		1.2 Retrieval; Improve current key/card retrieval procedures utilizing enhanced documentation procedures	Throughout 2013-14	Review of current staff resources with possible adjustments in staff support as needed	Facilities Operations	II, III, IV	Watts	Completed. Faculty Support staff have played a key role in actively implementing, monitoring and improving the retrieval process and retrieving many keys.
	Petaluma Campus		1.3 Documentation; Improve current key/card short and long term documentation procedures.	Throughout 2013-14	Review of current staff resources with possible adjustments in staff support and software as needed	Facilities Operations	II, III, IV	Watts	Completed. Faculty Support and Facilities Operations are collaboratively and actively using new documentation spreadsheet with success. Needed changes have been made and sheet is effectively completed.
2	Petaluma Campus	2.0 Continue inventory of equipment, tools, supplies, and parts in order to improve efficiency and productivity of the facilities operations department.	2.1 Continue to document and label all tools currently in service, maintain records sheets in order to reduce cost by increasing accountability, providing better maintenance and reduce losses.	Throughout 2013-14	Additional administrative staff time, or a reduction in the department's ability to complete some general service work	Facilities Operations	II, III, IV	Watts	Completed.
	Petaluma Campus		2.2 Review parts, and supply inventories in all trade areas. Create, and maintain appropriate inventory sheets to reflect quantities needed on site.	Throughout 2013-14	Additional administrative support staff will be needed to complete and maintain this function.	Facilities Operations	II, III, IV	Watts	Completed. Organized electrical/lighting cage, working with supplier and have completed lighting inventory with Min/Max quantities needed. Supplier to monitor inventory to set levels.

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Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
	Petaluma Campus		2.3 Complete equipment and supply vendor list in order to more efficiently manage requisitioning of supplies	Throughout 2013-14	Additional administrative support staff will be needed to complete and maintain this function.	Facilities Operations	II, III, IV	Watts	In Progress. No significant advancement in this area, primarily due to staffing limitations.
	Petaluma Campus		2.4 Continue to develop campus equipment and supply standards in order to provide uniformity and efficiency of repairs or replacements.	Throughout 2013-14	Additional administrative support staff will be needed to complete and maintain this function.	Facilities Operations	II, III, IV	Watts	In Progress. No significant advancement in this area, primarily due to staffing limitations.
3	Petaluma Campus	3.0 Promote implementation of 5 year deferred/ scheduled maintenance plan items for the Petaluma Campus	3.1 Collaboratively work with Dean FPO on securing available funding for Petaluma Campus deferred maintenance items.	2013-14 - Through 2016-17	Will require state, district, and Petaluma funding commitment to complete projects	Facilities Operations	II, III, IV	Watts	In Progress. Discussions are ongoing. Funding has been provided on an as needed basis, particularly in the area of HVAC repairs and service. More is needed.
	Petaluma Campus		3.2 Continue to prioritize all maintenance items, and research all funding options for each project.	2013-14 - Through 2016-17	Will require state, district, and Petaluma funding commitment to complete projects.	Facilities Operations	II, III, IV	Watts	Completed. Developed extensive Petaluma Campus maintenance/bond project list.
	Petaluma Campus		3.3 Improve on mandatory inspection, maintenance, and record keeping.	Throughout 2013-14	Utilization of existing resources and/or outside contractors to complete specialized inspections. Additional funding may be needed.	Facilities Operations	II, III, IV	Watts	In Progress. We have made improvements in this area, identifying and completing inspections, and documentations.

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Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
4	Petaluma Campus	4.0 Review access control, room use, scheduling, and security process	4.1 Review and improve access control scheduling process.	Throughout 2013-14	Utilization of existing staff resources across multiple departments.	Facilities Operations	II, III, IV	Watts	In Progress. No significant advancement in this area, primarily due to staffing limitations.
	Petaluma Campus		4.2 Review faculty absence reporting and security process.	Throughout 2013-14	Utilization of existing staff resources across multiple departments.	Facilities Operations	II, III, IV	Watts	In Progress. No significant advancement in this area, primarily due to staffing limitations.
1	Petaluma Campus	1.0 Continue development of media instructional support services for the Petaluma Campus.	1.1 Design and develop a Media Services page on the Petaluma Campus Web site.	2012-14	With Petaluma Campus Existing resources.	Media	II, VII	Pearson	In progress, Waiting for deployment of Drupal to develop a new web page.
	Petaluma Campus		1.2 Survey faculty to determine if current classroom media and computing resources are adequate and determine if existing deployment is meeting the needs of the campus.	2013-14	With Petaluma Campus Existing resources.	Media	II, III, VII	Pearson	Completed. Results were analyzed and showed the need to provide additional document cameras and update instructor station computers. IC is currently acting on that need.
2	Petaluma Campus	2.0 Deploy Server based Uteolgy classroom control system.	2.1 Upgrade existing Uteolgy classroom instructor station based control systems to campus wide server based system to allow faster operation, improved help desk support and better tracking of instructor usage patterns	2013-14	With Existing District resources	Media	X	Pearson	Completed. All 33 Petaluma Campus classrooms that use Utelogy control systems are now managed by the Utelogy Server providing trend tracking,usage patterns and advance network failure notifications.

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Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
3	District	3.0 Develop a district visual resources and asset management system.	3.1 Work with Public Relations to develop a district wide photo and video management system to track and easily find materials, the subjects included and the release rights.	Ongoing 2013-2015	With Campus and District resources.	Media / Public Relations	I, II, X	Pearson / PR Director	In progress - Committee has been formed; evaluated products and made a recommendation to ITG for project funding.
4	District	4.0 Assess media collections and develop a process to obsolete and dispose of out of date materials in collection that are no longer circulated.	4.1 Develop with consultation of the academic departments a collection obsoleting process, develop a list to obsolete this year, solicit input from affected departments prior to disposition and dispose of obsolete materials.	2013/2014	With department existing resources.	Media with consultation from Academic Departments.	I, II, X	Pearson / Bowden	In Progress. Departments have been contacted individually in an effort to identify obsolete items no longer relevant to instructional programs.
5	District	5.0 Assess current Video Conferencing needs and develop a plan to create additional implementations.	5.1 Assess the requirements of unmet video conferencing requests and identify new spaces to potentially install additional video conferencing resources. Apply for bond funding from ITG to fund and develop these spaces.	2013/14	With existing Bond funding	Media	I, II, X	Pearson / Bowden	In Progress - Funding has been obtained for one new installation. Campus management has also identified the need to relocate a current room. Resources have been requested on PRPP.

6.3a ANNUAL UNIT PLAN 2013-14 – STUDENT SERVICES—YEAR END REPORT

Rank	Location	Goal	Objective	Time Frame	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
0001	ALL	1.0 Support Services for Veterans	1.1 Reconvene Veterans Task Force; Determine the resource level (staffing, space and funding) that will be available to expand support services to our student Veterans throughout the District, Establish a three-year plan for more extensive and better coordinated support of our student	2013-14	District	Veterans Office	II, VII	Kris Shear	Completed. 1. Reconvened Veterans Task Force beginning Fall 2013. 2. Had preliminary plans designed to expand current Veterans Affairs Office, task force recommended in November 2013 that the space would still be inadequate and to not pursue enlargement of the current office in Plover Hall, but that other appropriate space would be pursued. 3. Current plans are for a full service Veterans Resource Center, funded with bond funds, including 7 offices and a large lobby/rec space. Offices for visiting community service professionals, SRJC counselors, and SRJC DRD Specialist to be included. 4. Spring 2014 moved Veterans Specialist to Coordinator position on a temporary basis, to support additional duties being performed. 5. Completed training of Generalist Counselor assigned to Veterans in Spring 2015; now spends 50% of assigned time and extensive hours in the Veterans Office; also supplement with dedicated adjunct counseling hours.

| 0001 | ALL | 2.0 Preventive Mental Health Student Peer Support Network | 2.1 Develop a sustainable infrastructure for student -to-student support promoting Student Success, while utilizing existing resources. (CCC-SMHP Grant) | 2013-2014 | Admin work to secure external funding sources i.e. scholarships, fellowships, grants, internships, etc. | Student Health Services | II, VII | Susan Quinn | Completed development of sustainable infrastructure via securing grant funding from county.

Explored academic program links including Human Services Certificate, Community Health Worker Program, and Work Experience, but have been most successful in recruiting student interns pursuing psychology and health sciences degrees.

Monthly coalition meetings offer education, skills training and resource networking on topics such as stress management, healthy relationships, and substance abuse.

Teaching Fellowship scholarships were granted both years of the grant, where students engaged in suicide prevention teaching and program support activities.

Developed roles for and selected/supervised 8 student interns as:

Active Minds Leadership - devoted to the effective execution of the SRJC Active Minds chapter at SRJC (2 interns).

Peers-in-Conversation - organized bi-monthly lunchtime talks about relevant mental health topics (2 interns).

Community Liaison - represented SRJC at Sonoma |

									County Mental Health Board meetings and other community organizations throughout the school year (2 interns).
									Campus Correspondent - created videos of SRJC students talking about assorted health topics, for customized on-line magazine *Student Health 101* (1 intern).
									Petaluma Campus Outreach - to increase health promotion outreach efforts linked to the PEI program (1 intern).
									Collaborative relationships were established to infuse wellness information into program and student club activities, with a focus on at risk student groups.
									Orientation for Student Veterans - January 2014
									Promoting and Supporting Student-athlete Success (PASSS) - an advisory group of the Kinesiology, Athletics and Dance (KAD) Department.
									Gateway Program students on Petaluma campus (High School GED program for students that had previously dropped out).
									Spring Wellness Fair - the inaugural launch in 2014 was very successful with a coalition of student clubs participating to engage students in activities related to each of the Seven

									Realms of Wellness. Approximately 200 students attended.
									Whereas a sustainable model *internal* to SRJC was not fully accomplished, with significant cuts to the program activity looming, the Sonoma County BH Division agreed to continue support for the PEERS component of the PEI program by increasing their grant amount, which will run for at least the next three years.
0001	ALL	3.0 Affordable Care Act -Awareness	3.1 Increase student awareness of the Affordable Care Act to support financially accessible healthcare and student success.	2013-14	Staff time to research, coordinate activities and measure student learning	Student Health Services	II, VII	Susan Quinn	Eight educational ACA workshops were provided on SR and Petaluma campuses by certified ACA enrollment specialists; an ACA Educational Forum was sponsored with a speaker on policy from the Young Invincibles with a student panel; ACA enrollment services were provided for students in the two health centers through collaboration with a Redwood Health Coalition grant and community clinics. An SLO project linked to ACA was applied within SHS.
0001	ALL	4.0 Scholarship Programs Growth and Stewardship	4.1 Monitor, evaluate, modify and prepare for program growth of Anonymous Donor awards 1) need-based Transferring scholarships, 2) Teaching Fellows Program awards, 3) Foster Youth Success Completion Incentive Awards, and 4) Pell and	2013-14	District	Scholarship Center	II, VII	Rachael Cutcher	4.1 All new scholarship programs funded by the $6M Anonymous gift have been launched and successfully implemented. The 1) Transferring Scholarships, 2) Teaching Fellowships, and 3) Foster Youth Completion Incentive Awards programs were all increased in size to meet additional student needs, with the $1M additional gift; no new programs were added. The need for the 4) Pell

			Chafee Grant replacement awards. 5) Develop NEW need-based student award program based on $1M endowed gift. 4.2 Monitor and prepare for potential growth of Doyle Scholarship program including criteria, process, and award distributions from the Doyle Trust. The size of the program remains unknown as growth is tied to distributions received from the Trust.						Continuation Grant is at a lower level than originally anticipated and funds from that program will be redirected beginning Fall 2014. Total awards from the Anonymous gift totaled $174,000 in 2013-14. 4.2 Doyle Scholarships are back! Fall 2013 721 individual $700 Doyle Scholarships were awarded and Fall 2014, 873 $1000 Doyle Scholarships were awarded. Each December, Doyle Fund Balance, Doyle Trust Distribution level, and student need will be reviewed to plan the following academic year's Doyle Scholarship program.
0001	ALL	5.0 Hispanic Serving Institution Plan	5.1 Apply for HSI designation January 2014	2013-14	District	Student Services/ Academic Affairs	II, VII	Inez Barragan, Catherine Wilson	Completed – Applied for and received HSI eligibility & status. Applied for Title V – HSI funding, will hear by Sept 30, 2014.
0001	ALL	6.0 Evaluate Currency of District Policies & Practices Pertaining to Student with Disabilities	6.1 The District's policy and procedure for the provision of academic accommodations for students with disabilities will be compliant with current state and federal disability laws.	2013-14	Categorical	Disability Resources Department	II, VII	Patie Wegman	In Progress: draft revisions have been completed and adopted by the Disability Resources Department. Will be submitted to College Council during Fall 2014.

6.3a ANNUAL UNIT PLAN 2013-14 – STUDENT SERVICES—YEAR END REPORT

0001	ALL	7.0 Prepare for implementation of Student Success Act implementation of matriculation requirements	7.1 Counseling, EOPS, DRD & CalWorks will collaborate and consult with IT and A&R to ensure all elements are in place to document Orientation, Assessment, and Academic Plans for Fall 14 implementation.	2013-14	District	Student Success and Retention Office	II, VII	Marty Lee, Inez Barragan, Patie Wegman, Lily Hunnemeder-Bergfelt	Completed: Reviewed counseling and categorical program orientation against Title 5 requirement; Revised District policy and procedures related to SSSP to ensure compliance with State regulations; Completed MIS reporting mapping for orientation, assessment, and education planning; Completed: Converted Plover 558 to a computerized classroom that will accommodate assessment testing and education planning; Developed Student Success Theme: Create Your Future. Start Here; launched theme campaign through multiple media. Completed: Collaboration with all offices and IT was conducted to ensure the 11 elements were evaluated and implementation of essential services for all new students.
0001	ALL	8.0 Implement Student Success and Support Program (SSSP)	8.1 Develop SSSP plan following State guidelines. 8.2 Increase district-wide collaboration and coordination of student success initiatives.	2013-14 (ongoing)	Categorical/ District	Student Success and Retention Office	II, VII	Li Collier, Lauralyn Larsen	8.1 In progress: SSSP Plan draft started in spring 2013 and continued through summer in conjunction with Student Equity Plan; expected completion Oct. 2014; Separate budget plan proposal complete; awaiting state allocation. 8.2 Completed: formation of Student Success and Equity Committee; provided various professional development related to SSSP. Ongoing: increased collaboration and professional development across the District.

			8.3 Provide core matriculation services: assessment, orientation, and education planning, to all non-exempt students						8.3 In progress: increased core service volume; plan to mandate core services to all non-exempt first time students starting Spring 2015; established SARS Message system to manage Counseling wait list; established English and Math JAM for assessment preparation; increased Assessment and Counseling staff; more SSSP Counselor and staff recruitment in progress. Completed: SWC staffing proposal approved; established on-site management capacity. In progress: recruitment of regular classified staff to provide non-credit matriculation services; expanding services to off-campus sites for NC ESL.
			8.4 Review and revise program reporting and evaluation through MIS and ARCC 2.0						8.4 Completed: SS01 through SS10 MIS reporting data elements collection and reporting pathways; thru workgroup w/IT. In progress: SS11, Follow-up Services needs to identify more service locations and collect/report service data; Alpha Card system is being implemented in Fall 2014.
			8.5 Design and implement an effective early intervention system to promote student retention and success.						8.5 Completed the design of the Early Connection Program as an early alert mechanism; launched program in spring 2014; in progress to expand to larger scale starting Fall 2014; teaching faculty uses and benefits through PDA workshops and targeted trainings.

6.3a ANNUAL UNIT PLAN 2013-14 – STUDENT SERVICES—YEAR END REPORT

0001	ALL	9.0 Become a Pearson Vue - Approved Testing Center and transition GED testing to the new computer-based testing	9.1 Obtain approval to become a PVTC by preparing SRJC testing facilities to meet GED Testing Services and Pearson Vue requirements. 9.2 Help GED candidates complete 2002 series. 9.3 Train Assessment staff for the new computer-based GED testing.	2013-14	District / GED Revenue Fund	Assessment Services	II, VII	Li Collier	9.1 Completed: all facility and technical requirements were met in fall 2014; established two Pearson Vue Testing Centers (Santa Rosa and Petaluma) in December 2013. 9.2 Completed: increased amount of testing sessions to accommodate high GED testing volume in 2013; assisted over 1,000 GED candidates, more than double the prior year. 9.3 Completed: all current Assessment staff has been trained and certification obtained; provided over 400 GED candidates through computer-based GED testing in first half of 2014.
0001	Petaluma	10.0 Improve the delivery of assessment services	10.1 Upgrade Math, English, and ESL assessment to computerized or Internet based testing 10.2 Increase collaboration with high schools to provide early assessment for high school seniors.	2013-14	District / Categorical	Petaluma	II, VII	Lauralyn Larsen, Li Collier	10.1 Completed: COMPASS Math and ESL migration to internet-based testing; in progress with converting English placement testing to computerized testing through local programming. 10.2 Ongoing and in progress: increase the collaboration with local high schools both at Santa Rosa and Petaluma campuses; encourage high school seniors to complete assessment in senior year. In Progress: Developed a Jumpstart to College Program to Pilot at a South County High School to be expanded at other key high schools in the district.

6.3a ANNUAL UNIT PLAN 2013-14 – STUDENT SERVICES—YEAR END REPORT

0001	ALL	11.0 Additional resources for the Counseling Department to meet the Educational Planning mandate as defined by the Student Success Act.	11.1 Human resources and additional funding must be identified and allocated so students are able to meet with a counselor to develop an appropriate education plan. Additionally, follow-up services need to be developed so that students are identified, contacted and provided services that enable them to develop their educational plan.	2013-14	District	Counseling	II, VII	Marty Lee, Audrey Spall	In-Progress: Four full-time Counselors were hired and additional adjunct to help meet the demand of creating educational plans for students. Four more will be hired fall '14. A comprehensive plan is in development to address the needs of all students with an academic goal who have completed 15 units to develop and educational plan.
0001	ALL	12.0 Re-establishment of New Student Programs and Services.	12.1 The Office of New Student Programs and Services needs to be a priority for the District if it is to meet its enrollment targets, engage students in a meaningful way as they begin their pathway towards degree and certificate completion, and meet the mandates as defined by the Student Success Act in the areas of Orientation and Counseling services.	2013-14	District	Student Affairs	II, VII	Robert Ethington	Some aspects of the old New Student Programs area have been transitioned into the Counseling department and the Student Affairs & Engagement Programs department. With the loss of human and budget resources, it is very difficult to reestablish the program, however, maintaining the services that are the most beneficial to student engagement and success is important to support SSSP initiatives. This includes the Welcome Center, First Oaks, Student Ambassadors, etc. As initiatives for new students (e.g. the Call Campaign) continue to be developed and institutionalized, Student Affairs will continue to advocate for increased staff resources in this area.

6.3a ANNUAL UNIT PLAN 2013-14 – STUDENT SERVICES—YEAR END REPORT

0001	ALL	13.0 High School Equivalency Program (H E P) Grant	13.1 To enroll and serve 174 students in 13-14, Graduate 120 students with GED or equivalent (pending on California's adoption of another test instrument). 13.2 Matriculate 96 graduates into College or improved careers. 13.3 Have program fully funded by October, 2013	2013-14	Grant funded	HEP	II, VII	Catherine Wilson, Beatriz Camargo	13.1 **In Progress:** Enrolled 183 HEP students in FY 13 -1 4, graduated 42 students (changes to GED online created issues with testing) 13.2 In progress: 32 students (out of 42 attainers above) have matriculated into college, improved employment. This goal is dependent on 13.1. 13.3 **Completed** Program was fully funded beginning July 1, 2014.
0001	ALL	14.0 Degree Completion	14.1 Strengthen and enhance degree audit, degree success, and student evaluation services.	2013-14	District, SSSP	Admissions & Records	II, VII	Freyja Pereira	In-progress The degree and certificate petition forms are now available for students to complete and submit online. Program modifications to be implemented in fall 2014 will provide automated responses to students in their student portals regarding the status of their degree/certificate, eliminating paper and postage and providing more timely notification to students. SRJC is a participant in the CCCCO Education Planning and Degree Audit Pilot which is developing a statewide ed planning and degree audit tool for students, counselors and evaluators. This new program will replace SRJCs current homegrown degree audit program which currently does not incorporate transfer work. This new CCCCO program will be a more

									complete and efficient tool with more features and flexibility. Implementation of this project is planned for fall 2015. A&R upgraded the current subscription of College Source to TES (Transfer Evaluation Services) which allows the evaluation team to enter and maintain a more thorough database of course articulations. A&R is currently recruiting an additional evaluator funded by SSSP funds which is needed to implement the new SSSP mandates involving student assessment and ed planning. This automation of services and additional evaluator position will strengthen and enhance service to students.
0001	ALL	15.0 International Student Program	15.1 Enhance outreach, admission and retention of F-1 program.	2013-14	Special	Admissions and Records	II, VII	Peg Saragina	All objectives completed. Comparing Fall 2013 to Fall 2014: Outreach: Increased international recruitment agreements from 2 to 10; developed 8 new MOUs with partner schools; increased Web presence and videos; Web searches by new applicants increased from 3 to 25.

Admissions: Applications increased from 60 to 95 (58% increase); total enrollment increase from 88 to 130 (48%).

Retention: Increased continuing students from 49 to 60 (22% increase). |

0001	ALL	16.0 Successfully close 20 cases (status 26) to satisfy the WAIII contract with DOR	16.1 Increase job placement services and employer outreach. Continue to provide employment preparation services to consumers/ students through with academic tutoring and career development.	2013-14	Grant funded	Disability Resources Department	VII	Patie Wegman	Completed: Successfully closed 22 cases (2 more than the contract goal). Increased the job placement and retention services through the hiring of a part time 12 month Job Developer for the Workability II program.
0001	ALL	17.0 Provide greater access to Assistive Technology programs and services, to support DRD students achieve their Educational Goal(s)	17.1 Provide instruction to DRD students on Assistive technology programs and services that can be independently accessed on campus. Increase awareness of access stations throughout campus	2013-14	Categorical	Disability Resources	VII	Patie Wegman	Completed: Increase staff hours available to provide training to students in the Assistive Technology Lab (Santa Rosa Campus). Direct students to Assistive Technology computer stations in all open labs on Petaluma and Santa Rosa Campus, through updated Campus Maps, Campus Websites, and Flyers. In Progress: Place signage on designated Access Stations throughout the District
0001	ALL	18.0 Implement Student Survey for 10% of credit population in collaboration with Office of Institutional Research	18.1 Evaluate students' needs and satisfaction based on their response to specific questions.	2013-14	District	VPSS & OIR	II, VII	Ricardo Navarrette, KC Greaney	Completed: Student Survey sent to 10% of credit course sections with a response of 2,780 individual students. OIR has completed initial reports with an analysis of student survey patterns at the Santa Rosa and Petaluma campuses. Disaggregated responses based on student personal characteristics will be addressed in Fall 2014.

6.3a   ANNUAL UNIT PLAN 2013-14 – OTHER DISTRICT SERVICES: FACILITIES PLANNING—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
1.0	District Wide	1.0 Manage and Coordinate District Wide Projects and Space Planning	1.1 Plan, design, bid and complete the removal and restoration of roadway and parking surface as needed.	June 2014	+/- 50,000		I, II, III, IV, VIII	Ichsan/Bielen	Complete
				June 2014	+/- 250,000		I, II, III, IV, VIII	Bielen/Ichsan	
			1.2 Plan, design, bid and complete the re-roofing of Plover Hall as needed	December 2013	+/- 15,000		I, II, III, IV, VIII	Bielen/Ichsan	Complete
			1.3 RFP and Implement contract for cogen engine and chiller at no cost to the District for the replacement (est. $1,200,000 savings).	June 2014	+/- 150,000		I, II, III, IV, VIII	Bielen/Ichsan	Complete
			1.4 Plan, design, bid and coordinate with PSTC to complete 7 projects to allow the Fire Program to be offered on-site.	June 2014	+/- 60,000		I, II, III, IV, VIII	Bielen/Ichsan	90% Complete DSA Review
				June 2014	+/- 75,000		I, II, III, IV, VIII	Bielen/Ichsan	
			1.5 Plan, design, bid and complete the ADA improvement projects	Ongoing/ June 2014	TBD		I, II, III, IV, VIII	Bielen/Ichsan	Complete
			1.6 Review, order, replace lock and door hardware as needed in Burbank and Call Children Center.	June 2014	TBD/In-House		I, II, III, IV, VIII	Bielen/Ichsan	Complete
			1.7 Space planning and improvements as minimally required to meet	April 2014	TBD		I, II, III, IV, VIII	Ichsan	On-going

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			departmental and grant/programmatic need(s).						
			1.8 Plan design and complete the acoustical installation in the Petaluma Call Hall Offices	December 2014	+/- 12,000		I, II, III, IV, VIII	Watts/Ichsan	Complete
			1.9 Review with VPSS regarding layout of Commencement site	December 2014	TBD		I, II, III, IV, VIII	Ichsan/Navarette	Complete
			1.10 Coordinate and support VPSS in reconfiguring the Associates Lounge for improved usage.	December 2014	+/- 8,000		I, II, III, IV, VIII	Ichsan/Navarette	Complete
			1.11 Establish with Foundation and garner BFC approval for Donor "Brick" pathway program.	December 2014	TBD		I, II, III, IV, VIII	Ichsan/McClintock	Complete
1.0	District Wide	2.0 Develop and submit the District Five-Year Capital Outlay Plan to the State	2.1 Prepare, obtain Board approval and submit the 2014-2019 Major Capital Outlay Plan	June 2014			II, III, IV, VIII	Ichsan	In-Progress Based on CO feedback
1.0	District Wide	3.0 Develop and submit the District Five-Year Scheduled Maintenance Plan to the State	3.1 Prepare, obtain Board approval, and submit the District Five-Year Scheduled Maintenance Program	December 2013			I, II, III, IV, VIII	Ichsan	Complete
			3.2 Establish a Total Cost of Ownership	Ongoing/ June 2013				Ichsan	Complete

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			practice towards maintenance and modernization planning.						
1.0	District Wide	4.0 Continue to Implement District-wide Energy Conservation Measures and Sustainable Initiatives	4.1 Provide leadership and determine feasibility and effectiveness of various energy efficiency measures for Prop 39 submission, including study for the Solar Initiative.	June 2014			I, II, III, IV, VIII	Ichsan/Bielen	Complete
			4.2 Based on TCO/Accreditation requirements, establish need for "Energy and Sustainability Coordinator" position reporting to Dean FPO	Ongoing/ June 2014	+/- 75,000		I, II, III, IV, VIII	Ichsan	Complete
			4.3 Establish and adopt during the design phase, conservation and sustainable elements whenever feasible. Such as, PVs, lighting controls, ground-source heat pumps, thermal energy storage, LEDs, increased recycling and water conservation.	Ongoing/ June 2014			I, II, III, IV, VIII	Ichsan	Complete
			4.4 Replacement of the Santa Rosa Cogeneration plant	December 2013	+/- 15,000		I, II, III, IV, VIII	Bielen/Ichsan	Complete

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			with new engines for efficiency and savings through cost avoidance, to not only reduce the carbon footprint, but also save on utility costs and avoid ongoing annual maintenance costs for 10 years.						
			4.5 Provide leadership and continue to foster a relationship with the possibility of engaging in a no-cost energy conservation initiative at the District.	Ongoing/ June 2013	TBD		I, II, III, IV, VIII	Ichsan	Complete
1.0	District Wide	5.0 Enhance District-Wide Safety and Risk Management	5.1 Review and update the District Hazard Communication program for the new GHS-SDS requirements	Jun 2014	+/- 25,000		II, III, IV, VIII	Kuula/Ichsan	In-Progress RFP the necessary program
			5.2 Review and improve the health and safety training awareness, by establishing monthly offerings of New Employee Safety Orientation and Emergency Preparedness.	Ongoing/ June 2014	+/- 35,000			Kuula/Ichsan	Complete RFP the required LMS offerings
			5.3 Review and identify loss exposure trends with carrier to focus on supporting the	Ongoing/ June 2014				Ichsan/Kuula	In-Progress

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			reduction of the District loss exposure.						
			5.4 Review and restructure District Safety Programs, allowing for routine inspection teams and follow-up corrections.	Ongoing/ June 2013				Kuula/Ichsan	Complete
			5.5 Update and revise Dept. Safety Leader program to Building Safety Coordinator and Area Safety Coordinator program towards supporting regulatory compliance and operational coordination.	Ongoing/ June 2013				Kuula/Ichsan	Complete
1.0	District Wide	6.0 Enhance District-Wide Sustainability Initiatives	6.1 Continue review District-wide sustainable initiatives through IEPC to ensure conformance with District facility and budgetary parameters.	Ongoing/ June 2014			II, III, IV, VIII	Ichsan	Complete
			6.2 Based on TCO/ Accreditation requirements, establish need for "Energy and Sustainability Coordinator"	Ongoing/ June 2014	+/- 75,000			Ichsan	Complete

6.3a ANNUAL UNIT PLAN 2013-14 – OTHER DISTRICT SERVICES: FACILITIES PLANNING—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			position reporting to Dir. FacOps/Dean FPO.						
			6.3 Continue to improve the District's sustainability presence and commitment by developing web page content from a cross discipline representation and coordinate efforts with PR/IT to maintain front page web presence as well as accuracy of content.	Ongoing/ June 2014				Ichsan/Behrens	Complete
			6.4 Continue to develop the Districts sustainability plan utilizing the CCC program template.	Ongoing/ June 2014				IEPC/Ichsan/Bielen	In-Progress
1.0	District Wide	7.0 Enhance District-Wide Emergency and Disaster Preparedness	7.1 Continue to foster cross-component support that would ensure a coordinated effort between the District EOC and the DOC's on campuses/sites during an emergency/disaster, and meet the District's initiative to reflect the College's commitment to maintain readiness	Ongoing/ June 2014			II, III, IV, IX	Ichsan	In-Progress

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			in the event of an emergency.						
			7.2 Provide an update on District preparedness to the President and Board.	Ongoing/ Fall 2013			II, III, IV, IX	Ichsan	Complete
			7.3 Implement the next phase of the Emergency Management Program with an outreach to the Santa Rosa community by developing and launching the Building Safety Coordinator/Area Safety Coordinator program.	December 2014			II, III, IV, IX	Kuula/Ichsan	In-Progress
			7.4 Establish permanent EOC in Pedroncelli to utilize for District-wide regulatory required training (e.g. monthly NESO/Dis Prep, EOC/DOC, BSC/ASC)	December 2014			II, III, IV, IX	Kuula/Ichsan	In-Progress
			7.5 Develop and implement table top exercise that is campus/site specific covering possible topics such as earthquake preparedness, active shooter,	Ongoing/ June 2014			II, III, IV, IX	Kuula/Ichsan	In-Progress

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			special needs, disruptive individuals, fire, bomb threat, etc.						
			7.6 Continue to provide leadership and foster established relationships for District practices in emergency and disaster.	Ongoing/ June 2014			II, III, IV, IX	Ichsan	In-Progress
			7.7 Participate in the Great California Shakeout not only with the Operational Area, but also to test/practice District procedures such as, Alert U, Net Support Notify, duck, cover and hold-on (where applicable), etc.	October 2013			I, II, III, IV, IX	Kuula/Ichsan	Complete
			7.8 Provide leadership to the North Coast College University Mutual Aid Group as program manager of the six Community Colleges and three CSUs.	Ongoing/ June 2014			I, II, III, IV, IX	Ichsan	Complete

6.3a ANNUAL UNIT PLAN 2013-14 – OTHER DISTRICT SERVICES: SRJC FOUNDATION—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
1	ALL	1.0 Endowment Campaign	1.1 Secure transformational ($500K) & major gifts $25K) from current donors. 1.2 Prospect, cultivate &secure major gifts from new donors. 1.3 Broaden donor base through Annual Fund, President's Circle and mid-level ($1K-$25K) gifts. 1.4 Secure commitment from SRJC president & Foundation board to actively fundraise. 1.3 Recruit new Foundation board members with emphasis on engaged fundraising.	FY 2013-14	NA	Foundation	0	Kate, Board, Staff & Fdn Committees	1.1 Raised $3.5 million to support student scholarships and SRJC instructional programs. 1.2 Raised $150,000 from four new donors. 1.3 Increased President's Circle giving from $90K to $145K and Annual Fund from $16K to $25K. 1.4 Ongoing. President and SRJC Foundation Board assist with fund development and help identify prospects. 1.5 Recruited five new Board members with interest in fundraising.
2	ALL	2.0 100th Anniversary Campaign for SRJC	2.1 Conclude feasibility survey to determine support from College leadership and key donors. 2.2 Develop campaign strategies based on feasibility recommendations. 2.3 Implement campaign in community.	FY2013-2019	NA	Foundation	0	Kate, Board, Staff & Foundation Committees	2.1 Feasibility study completed. Results presented to SRJC Foundation executive board. 2.2 Based on survey results, recommendation not to proceed with multi-million dollar campaign. 2.3 Campaign will not be implemented, however the Foundation will look at other options to engage donors for the 100th Anniversary.

6.3a ANNUAL UNIT PLAN 2013-14 – OTHER DISTRICT SERVICES: SRJC FOUNDATION—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
1	ALL	3.0 College Program Support	3.1 Collaborate with College president and Foundation board to establish organizational direction for Foundation. 3.2 Work with College leaders to determine highest priority needs. 3.3 Cultivate and secure gifts to support College priorities.	FY2013-2014	NA	Foundation	0	Kate, Staff	3.1 Completed. Organizational goals and staffing priorities have been developed and implementation is underway. Foundation's five-year strategic plan has been successfully completed and is in review for next five years. 3.2 Ongoing. Direct contact to President, VPs, Deans, department chairs and others to determine immediate and ongoing needs. Also use of PRPP and other customized list. 3.3 Completed and ongoing.
1	ALL	4.0 Hire and/or promote staff to focus on specific fund development programs to ensure greater success.	4.1 Identify potential areas of support, i.e. corporate, planned giving, major gifts. 4.2 Assign qualified staff to utilize specific fundraising techniques to secure gifts in focus areas. 4.3 Maintain active prospects lists and tracking systems for more effective relationship building and communication between fundraisers.	FY2013-2014	NA	Foundation	0	Kate, Board	4.1 Identified/increased three major areas of support: corporate relations, planned giving/CGAs, and major gifts. 4.2 Assigned three fundraisers to focus on: corporate giving and resource development, planned gifts, and major gifts. Concentrated efforts to develop new prospect pool and expand personal connections to potential donors 4.3 Conduct prospect meetings with fundraisers every two weeks. Each maintains prospect pool of 20+ names. Purchased a wealth screening program to assist in qualifying prospects.

6.3a ANNUAL UNIT PLAN 2013-14 – OTHER DISTRICT SERVICES: INSTITUTIONAL RESEARCH—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
	All	1.0 Conduct research in support of district planning efforts by providing relevant data, analysis and information	1.1 Support IPC and the district's quest for integrated planning	Throughout 2012-13	staff time	Institutional Research	I, II, III, IV, V,VI,VII, VIII	Greaney	Completed. OIR regularly supports IPC and makes presentations at meetings in addition to research and analysis projects to support planning.
			1.2 Support the district's Strategic Planning effort	Throughout 2012-13	staff time	Institutional Research	III	Greaney	Completed. OIR was very involved in the strategic planning process, particularly with the environmental scanning and evaluation work groups, and in development of the Strategic Plan Scorecard.
			1.3 Support the district's Accreditation effort	Throughout 2012-13	staff time	Institutional Research	IV	Greaney, Hunter	Completed. In addition to other efforts, OIR produced the staff and student accreditation surveys.
			1.4 Maintain the district's planning website	Throughout 2012-13	staff time	Institutional Research	III	Greaney, Fadelli	Completed, but the website needs to be overhauled (not just maintained)
			1.5 Implement a visually appealing interactive web site where SRJC users can explore data in an engaging, user-friendly way	Throughout 2012-13	staff time, and $6,000 for the Tableau software suite necessary for implementing objective 1.5	Institutional Research, possibly IT	III	Greaney, Hunter, Fadelli	Completed. The data visualizations have been created, for the Strategic Plan Scorecard and plans are underway to present other data, including the SCJCD Fact Book in the same format.
			1.6 Publish the annual SCJCD Fact Book, the primary source for longitudinal institutional data used for planning purposes	Throughout 2012-13	staff time	Institutional Research	II, III, IV V VI, VII	Greaney, Fadelli, Hunter	Completed.
	All	2.0 Conduct required data collection and verification for state and federal reporting, including	2.1 Provide required data, analysis and verification	Throughout 2012-13	staff time	Institutional Research	III	Greaney, Fadelli, Hunter	Completed. All required federal and state reporting through OIR is completed accurately and on time.

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
		IPEDS, Student Success Scorecard, Gainful Employment, and placement test validation studies	2.2 Provide leadership in data verification efforts, specifically by chairing the MIS Task Force	Throughout 2012-13	staff time	Institutional Research, IT	III	Greaney	Completed and ongoing. In 13/14 there was particular emphasis on the new EMS software.
			2.3 Meet all deadlines to keep the SCJCD in compliance with state and federal data submissions	Throughout 2012-13	staff time	Institutional Research	III	Greaney	Completed.
	All	3.0 Conduct research in support of grant and categorical programs and other outside funding sources (CTEOS, Basic Skills, Perkins, matriculation, HSACCC, etc.)	3.1 Particularly for categorical and grant funding sources for OIR, conduct research and gather data as requested and required	Throughout 2012-13	Grant and categorical funding	Institutional Research	II, V, VI VII	Greaney, Fadelli, Hunter	Completed. Examples include assessment test validation studies, TEAS (Tracking the Success of Nursing Students), and AB86 research efforts.
			3.2 Contract with other community colleges to conduct the 2014 CTE Outcomes Survey	Throughout 2012-13	Grant and categorical funding	Institutional Research		Greaney	Completed. Work for the 2015 survey is already underway.
	All	4.0 Assess the effectiveness of Santa Rosa Junior College	4.1 Provide 2013 Institutional Effectiveness Report, and widely share results throughout the district	Throughout 2012-13	staff time	Institutional Research	III, IV, V, VI VII	Greaney	Completed. The results were shared at IPC and with the Board of Trustees.
			4.2 Modify the Institutional Effectiveness Report template for 2014 to align with the newly developed Strategic Plan	Throughout 2012-13	staff time	Institutional Research	III	Greaney	Not completed. The decision was made to follow the IES report template one more year as we close out the old process of College Initiatives. The transition to a Strategic Plan-Scorecard has begun.

6.3a   ANNUAL UNIT PLAN 2013-14 – OTHER DISTRICT SERVICES: INSTITUTIONAL RESEARCH—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			4.3 Conduct other analysis as requested and staff time permitting to compare SRJC with other community colleges in the state and in the nation	Throughout 2012-13	staff time	Institutional Research	III	Greaney, Fadelli, Hunter	Completed. Various analyses completed at the request of the President, Vice President, and other stakeholders.

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	Accomplishments
1	All	1.0 Implement enterprise level Student Information System database (SIS) replacement. Ideal goal is to have a cloud based system to reduce infrastructure cost and improved reliability at a reduced overall cost.	1.1 Implement a more robust and industry standard SIS system similar to other CA community colleges.	5 years	Database Analyst, SIS architect, senior programmer analysists, and reports programmers. Hardware and Software funding. Est. $15M	All	II, III, IV, V, VI, VII, VIII	Scott Conrad, Don Webb	IT has been contacting vendors and talking to other colleges via CISOA to explore future options. IT facilitated hiring SIG consulting to work with HR and A&R to start assessing their future IT support needs. IT has been defining costs and timing for a new ERP system if Measure H passes.
2	All	2.0 Instructional ComputingLab Upgrades	2.1 Doyle Library Public Access - 50 laptops; 2. Doyle Library Classroom - 30 computers; 3. Doyle Media Viewing Machines - 15 computers; 4. Windsor PSTC labs- 50 laptops; Cisco Petaluma Lab- 50 PC's; etc. See Josh's detailed list	3 years	Bond Funding $200,000 per year	All	I, II, VII	Josh Adams	IT has an ongoing plan for all computer labs (over 100) hardware and software upgrades and maintenance. This is updated 2x per year with inputs from faculty and staff. All upgrades are ITG Bond funded, so the success of Measure H is critical to future lab support.
3	All	3.0 Instructional Computing Distance Education Server Upgrade	3.1 Upgrade Distance Education Moodle Server	1 year	Bond Funding $25,000	All	II, IV, V, VI, VII	Josh Adams	The new server was purchased and implemented! DONE
4	All	4.0 Upgrade all District Phones to VOIP	4.1 Build out Cisco network infrastructure to support VOIP at all major campus buildings	3 year	Bond Funding $1,000,000	All	II, IX	Patrick Ekoue-totou	98% Done. Still finishing elevator and alarm lines. The goal is to complete the project by December 2014.

6.a ANNUAL UNIT PLAN 2013-14 – OTHER DISTRICT SERVICES: INFORMATION TECHNOLOGY—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	Accomplishments
5	Santa Rosa	5.0 Server Room Earthquake and Security upgrades	5.1 Make server room more secure to meet PCI standards. 2. Improve bracing to reduce potential earthquake damages.	3 year	Bond Funding, est: $100,000	Santa Rosa	II, IV, VIII, IX	Patrick Ekoue-totou	Done.

6.3a ANNUAL UNIT PLAN 2013-14 – OTHER DISTRICT SERVICES: PUBLIC RELATIONS—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
1	All	1.0 Build support significantly for College through social media	1.1 Develop and implement social media strategy that builds significantly expanded support for and enrollment in SRJC	Fall 2013 - Spring 2014	Staffing	Public Relations	II, III, VII	Ellen Maremont Silver	1.1 Integrated strategy is in development, will be completed by new social media/marketing staff member (to be hired in Fall 2014). With current STNC focused on Facebook, "likes" went from 2000 to 5000, with exceptional "engagement" (involvement) from students and community. Strategy included focus on stories showing students who overcame odds to succeed and interesting, motivating faculty members.
			1.2 Steadily expand the College's video library to build social media.						1.2 Video library increased with videos focused on international student program, First Oaks, WOLM, PDA, Paralegal Studies, athletics and more.
			1.3 Steadily expand the College's photo library. Provide a steady stream of new photos to support social media, annual report, other projects and departments. Keep images current with changing department cultures.						1.3 Hired an STNC student with a professional photography background who has taken thousands of high quality photos.

6.3a ANNUAL UNIT PLAN 2013-14 – OTHER DISTRICT SERVICES: PUBLIC RELATIONS—YEAR END REPORT

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
2	All	2.0 "Your (service person), our graduate " campaign	2.1 Targeted media campaign featuring personalized student success stories to a wide variety of demographics, with a component of web interactivity. 2.2 Campaign goal is to increase the community's feeling of shared identity and stakeholding in SRJC success, and encourage community investment in that success.	Spring, 2014	Current staff time plus $36,000	Public Relations	VII	PR staff	2.1 This campaign is on hold (dependent on funding and possible implementation to increase community support for SRJC) 2.2 The campaign's goal is being realized through one of the campaign's component - success stories with wide demographics – which has been successfully implemented in our social media.
3	All	3.0 Redesign home page and web site, moving departments into Drupal system	3.1 Create dynamic, attractive, up-to-date, efficient web site using sophisticated web tools 3.2 Enable departments to manage their own web presence more easily while maintaining unified design/branding 3.3 Enable SRJC web presence to be viewed easily on a variety of devices and in different screen sizes (i.e. smartphones, tablets)	Fall 2013-Fall 2015	Current staff can implement over 2 years; additional staff needed to do more quickly	Public Relations/IT	II, III, VII	Ellen Maremont Silver, Scott Conrad, Robert Thompson	3.1 Current staff has begun implementing the redesign. With current staffing levels, time frame will be from Fall 2014-Fall 2016. 3.2 Current staff has begun training the trainers for department web sites. Time frame for new department web sites will be from Fall 2014-Fall 2016. 3.3 Redesign has focused on mobile and other devices, enabling SRJC web site to be seen on any device.

Goal Rank	Location	Goal	Objectives	Timeframe	Resources Required	Area	College Initiative	Person(s) Responsible	ACCOMPLISHMENTS
			3.4 Bring greater consistency in look, feel and branding to the entire web site						3.4 Templates are being provided to departments to bring greater consistency in look, feel and branding to entire web site
4	All	4.0 Support goals of Hispanic Serving Institution with committed translation services	4.1 Spanish Translator	Fall 2013 – Spring 2014	Staffing	Public Relations	II, III, VI, VII	Ellen Maremont Silver, Ricardo Navarrette?	4.1 There has been a steady increase of translated marketing and outreach with current funding.
5	All	5.0 Digital Asset Management software	5.1 Efficient management, control, and searchability of digital assets (photos, videos, documents). Software would be shared across departments such as Public Relations, Media Services, Art, and Library Services.	Spring 2014	Current staff time, additional staff plus $35,000	Public Relations	II, III, VII, IX	Scott Conrad, Cherry Li-Bugg, Ellen Maremont Silver	5.1 The research for the DAM is being led by IT.