BAS DIVISION OFFICE 2011-2012

MCCCD Mission Statement: The MiraCosta Community College District mission is to provide educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves. *(adopted by the board on 9/20/2011)*

Inst. Objective ID # *(in the Strategic Plan)*	Action Plan ID # *(in the Strategic Plan)*	Action Plan Target Date(s) *(in the Strategic Plan)*	Responsible Party *(as indicated in the Strategic Plan)*	BAS Division Objectives Related to the Strategic Plan	Administrative Unit Objectives Related to the Strategic Plan Action Plans/Division Objectives	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*
I.2	I.2.1	April 2012	Facilities Director in collaboration with Sustainability Advisory Committee	Develop and implement environmentally sustainable policies, practices, and systems within the division and districtwide.							
	I.2.2	Beginning January 2012	VP BAS, VP IS, and VP SS		Review the 3-yr Plan of Actions and the implementation timeline for environmentally sustainable practices and systems, once it is developed by the Sustainability Advisory Committee in Spring 2012. Implement and assess the action plans as laid out in the 3-yr Plan of Actions.	The outcomes contained in the 3-yr Plan of Actions, developed by the Sustainability Advisory Committee, are achieved within the implementaiton timeline for environmentally sustainable practices and systems, as defined by the Sustainability Advisory Committee.	Timeline	Follow the implementation timeline within the 3-yr Plan of Actions developed by the Sustainability Advisory Committee.			
	I.2.3	By June 2012	Facilities Director in collaboration with Sustainability Advisory Committee								
	I.2.4	By June 2012	Facilities Director in collaboration with Sustainability Advisory Committee								
	I.2.5	October 2012	Facilities Director								
I.3	I.3.1	January 2012	Supt/Pres	Secure funding for the highest priority projects identified in the 2012 Comprehensive Master Plan.							

III.1	III.1.1	October 2011	Supt/Pres	Facilitate district efforts to centralize institutional planning and accreditation.							
	III.1.2	October - December 2011	Human Resources and Selection Committee								
IV.1	IV.1.1	June 30, 2012	VP BAS	Institute budget and fiscal control practices that will facilitate achieving an operationally balanced district budget for FY13.	Present an operationally balanced FY13 Tentative Budget (T.B.) budget to the board for consideration by the first Tuesday in June, 2012 and for a vote before June 30, 2012	The board votes to accept an operationally balanced Tentative Budget before June 30, 2012	Timeline: Prepare operationally balanced Tentative Budget, 1) present to BPC for review, 2) prepare for board distribution, 3) present at board workshop, 4) board accepts	5/18/12 - BPC reviews draft T.B. 5/28/12 - T.B. ready for distribution to the board; 6/5/12 - Board T.B. workshop; 6/19/12 - Board votes to accept			
	IV.1.2	September 30, 2012	VP BAS		Present an operationally balanced FY13 Final Budget budget (A.B.) to the board for consideration by the first Tuesday in Sept., 2012 and for a vote before September 19, 2012	The board votes to adopt an operationally balanced Final Budget before September 19, 2012	Timeline: Prepare operationally balanced Final Budget, 1) present to BPC for review, 2) prepare for board distribution, 3) present at board workshop, 4) board adopts prior to 9/19/2012	8/24/12 - BPC reviews draft Final Budget 8/27/12 - Final Budget ready for distribution to the board; 9/4/12 - Board A.B. workshop; 8/18/12 - Board votes to adopt			
	IV.1.3	June 30, 2013	VP BAS								
	IV.1.4	September 30, 2014	VP BAS								
IV.2	IV.2.2	Jan 31, 2012	Board of Trustees	Practice budgeting and fiscal control procedures and maintain systems that will result in unqualified audits every year.							
	IV.2.3	Feb 29, 2012	VP BAS		Successfully issue an R.F.P. for a 5-year auditing contract to commence with the 12/13 year	An R.F.P. for a 5-year auditing contract is issued by 1/31/12	Timeline: Prepare and issue the R.F.P.	By 1/31/12 - Issue the final version of the R.F.P.			
	IV.2.4	Mar 20, 2012	VP BAS		Prepare and present a recommendation to the Board's audit subcommittee for a 5-year contract commencing with the 12/13 year	The Board's audit committee accepts the vice president's audit recommendation before 3/1/12	Timeline: 1) Analyze proposals submitted in response to R.F.P., 2) select most qualified and cost effective auditors, 3) prepare and present recommendation to the Board's audit committee, 4) seek acceptance of recommendation by Board's audit committee	By 3/1/12 - the Board audit committee accepts the vice president's recommendation			
	IV.2.6	By April 30, 2012; *By April 30, 2013*	Board Budget & Audit Subcommittee and VP BAS		Convene an initial kick-off meeting with the selected auditors by 4/30/12	An initial kick-off meeting with the new auditors is completed by 4/30/12	Timeline: initial kick-off meeting held on time	by 4/30/2012 - the initial kick-off meeting is held			

	IV.2.7	November 30, 2012; November 30, 2013	VP BAS
	IV.2.8	December 24, 2012; December 24, 2013	Board Budget & Audit Subcommittee and VP BAS
	IV.2.10	February 28, 2012; February 28, 2013	VP BAS

Click to access MCCCD Strategic Plan

	BAS Division Objectives: Operational	Administrative Unit Objectives: Operational	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*
	Determine and define data elements in the BAS Division; create a divisional research agenda to ensure continual and consistent departmental data.	In consultation with BAS Department Directors, 1) identify methods and develop a schedule for collecting data elements identified within each department's Administrative Unit Objective, and 2) develop a tracking system to monitor progress on data collection.	All data elements identified by BASDivision departments have methods for collection and appear on a schedule that is monitored to ensure timely evaluation in preparation for program review.	Timeline	By 2/1/2012 a method for collection will be identified for each data element identified by BAS Division departments. By 2/15/2012 a schedule will be in place against which progress in data collection can be monitored. By July 30, 2012 data has been collected and is available for evaluation during the program review cycle.			
	Maximize the effectiveness of the operational infrastructure and processes that support the student learning environment.	Each department in the BAS Division will examine the effectiveness of its operational infrastructure and improve at least one departmental process that supports the student learning environment.	Each department within the BAS Division has improved at least one process that supports the student learning environment.	Internal Assessment; Internal written report to the VP, BAS	By 6/30/2012			
Jim, Gail, Moira	Promote professional development to improve the leadership, communication, and team-building skills of the BAS Division's staff.	BAS Division Office staff will participate in at least one professional development activity each year.	Each BAS Division Office staff member participated in at least one professional development activity during FY2011-2012.	Participation Rate	By 6/30/2012			

	Promote a positive and constructive relationship with all of the BAS Division's internal and external customers.	Improve the perception of the BAS Division Office.	The annual employee survey indicates an improved perception of the BAS Division Office.	2012 Employee Survey	Release date of 2012 Employee Survey results, Analysis of results, results incorporated into BAS Division Office program review			
Jim, Gail, Moira	Celebrate our successes; recognize and acknowledge individual accomplishments and contributions.	BAS Division Office staff will recognize group and/or individual achievements of others.	BAS Division Office staff acknowledged and appreciated the accomplishments and contributions of others within the department as well as employees of the college at large.	Number of demonstrations of appreciation initiated by BAS Division Office staff in recognition of others' accomplishments	By 6/30/2012			

FACILITIES
2011- 2012

MCCCD Mission Statement: The MiraCosta Community College District mission is to provide educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves. *(adopted by the board on 9/20/2011)*

Inst. Objective ID # *(in the Strategic Plan)*	Action Plan ID # *(in the Strategic Plan)*	Action Plan Target Date(s) *(in the Strategic Plan)*	Responsible Party *(as indicated in the Strategic Plan)*	BAS Division Objectives Related to the Strategic Plan	Administrative Unit Objectives Related to the Strategic Plan Action Plans/Division Objectives	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*
I.2	I.2.1	April 2012	Facilities Director in collaboration with Sustainability Advisory Committee	Develop and implement environmentally sustainable policies, practices, and systems within the division and districtwide.	Develop a three-year plan of actions and an implementation timeline for environmentally sustainable practices and systems including photovoltaic power systems, energy and water consservation projects, and water quality management	A division wide sustainability plan was developed. Facilities Director attended and participated in Facilities Plan Team meetings. Two Sustainability Advisory Task Force meetings were held during which sustainability measures for the Facilities Plan were developed.	Meeting Minutes, sign up sheets, draft Facilities Plan, draft Sustainability Action Plan	April 2012			
	I.2.2	Beginning January 2012	VP BAS, VP IS, and VP SS		Implement and assess action plans related to sustainability	Action plans were developed for 3-year sustainability plan	Deadline in Strategic Plan met	2012			
	I.2.3	By June 2012	Facilities Director in collaboration with Sustainability Advisory Committee		Enroll in the Natural Wildlife Federation Campus Ecology Program and become a member of the U.S. Green Building Council	MiraCosta membership obtained in the NWFCE program and US GBC	PO issued; membership attained	6/1/12			
	I.2.4	By June 2012	Facilities Director in collaboration with Sustainability Advisory Committee		Define the responsibilities for a sustainability coordinator and develop a job description for this position	A job description will be defined to include all roles and responsibilities	Written Job Description	6/1/12			
	I.2.5	October 2012	Facilities Director		Request funding for a sustainability coordinator through the institutional program review process	Program Review in 2012/13 included funding request for Sustainability Coordinator	Program Review Plan submittal in blackboard	10/1/12			

Click to access MCCCD Strategic Plan

BAS Division Objectives: Operational	Administrative Unit Objectives: Operational	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*

Determine and define data elements in the BAS Division; create a divisional research agenda to ensure continual and consistent departmental data.	Data will be tracked related to 1) number of work orders submitted, number completed, and number completed on-time; 2) number of setup requests of custodians	Data was collected, analyzed, and incorporated inito the Facilities department's program review.	Internal Assessment (all specified data was collected)	By 4/1/2012 finalize data collection. By 7/30/2012 data analysis to be completed. By end of September 2012 data incorporated into Facilities department's program review.			
Maximize the effectiveness of the operational infrastructure and processes that support the student learning environment.	Work with Director of Risk Managemen to Research, identify costs, and form a recommendation for acquiring an online chemical reporting and tracking program for district wide MSDS management.	An online comprehensive inventory management system is selected to collect and house Material Safety Data Sheets (MSDS) for all chemicals on district property.	2011-2012 - 1) Timeline: assist Dir of Risk Managment to research, identify costs, and select MSDS inventory management system. 2012-2013 - 1) Timeline: Seek funding. 2013-2014 - 1) Timeline: If funding is granted, target dates for purchasing and implementation. 2) Compliance with current federal, state, and local regulations.	2011-2012: By 3/1/2012 Risk Mgmt Director forms a committee to include Dir of Facilities to research available online MSDS inventory management systems. By 5/1/2012 Committee develops a final recommendation. 2012-2013: September 2012: Risk Mgmt Director requests funding in a Program Development Plan during the annual Program Review process. If funded, Funding becomes available 7/1/2013. 2013-2014: By 8/31/2013: If funding is awarded, purchase and install online MSDS inventory management system. By 12/1/2013 MSDS for all chemicals on district property are housed in the online MSDS inventory management system.			
Promote professional development to improve the leadership, communication, and team-building skills of the BAS Division's staff.	Complete Levels 1-3 Emotional Intelligence, Intelligent Leadership training for all facilities supervirory staff	All facilities supervisory staff completed Emotional Intellignence and Intelligent Leadership Training modules 1 through 3 by June 2012.	Training Course Certficates	Level 1 - July 2011, Level 2- September 2011 ; Level 3 - October 2011	*(preliminary note: these trainings have been completed)*		
Promote a positive and constructive relationship with all of the BAS Division's internal and external customers.	Exceed expectations of internal and external customers	The Facilities department is perceived as an effective partner by all college divisions	2012 Employee Survey questions related to perceptions of the Facilities department	Release Date of 2012 Employee Survey results, Analysis of results, results incorporated into the Facilities department's program review.			

Celebrate our successes; recognize and acknowledge individual accomplishments and contributions.	Facilities staff will recognize group and/or individual achievements of others.	Facilities staff members acknowledged and appreciated the accomplishments and contributions of others within the department as well as employees of the college at large	Number of nominations and demonstrations of appreciation initiated by Facilities staff members in recognition of others' accomplishments.	By 6/30/2012			

FISCAL SERVICES 2011- 2012

MCCCD Mission Statement: The MiraCosta Community College District mission is to provide educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves. *(adopted by the board on 9/20/2011)*

Inst. Objective ID # *(in the Strategic Plan)*	Action Plan ID # *(in the Strategic Plan)*	Action Plan Target Date(s) *(in the Strategic Plan)*	Responsible Party *(as indicated in the Strategic Plan)*	BAS Division Objectives Related to the Strategic Plan	Administrative Unit Objectives Related to the Strategic Plan Action Plans/Division Objectives	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*
IV.1	IV.1.1	June 30, 2012	VP BAS	Institute budget and fiscal control practices that will facilitate achieving an operationally balanced district budget for FY13.							
	IV.1.2	September 30, 2012	VP BAS		Develop a detailed FY12-13 budget in a timely manner. Determine solid revenue projections and expenditures using recommendations from the Board and the Budget and Planning Committee (BPC)	A balanced budget for fiscal year 2012-13 was developed, delivered, and adopted by the Board.	Timeline will be used to track the various budget development stages.	1) Preliminary Budget submitted as an informational item to the Board February 2012 meeting. 2) Board approved Tentative Budget by June 30, 2012. 3) Board adopted Final Budget by September 15, 2012			
	IV.1.3	June 30, 2013	VP BAS								
	IV.1.4	September 30, 2014	VP BAS								
IV.2	IV.2.2	Jan 31, 2012	Board of Trustees	Practice budgeting and fiscal control procedures and maintain systems that will result in unqualified audits every year.							
	IV.2.3	Feb 29, 2012	VP BAS								
	IV.2.4	Mar 20, 2012	VP BAS		Apply the Governmental Accounting Standards Board 34 and the CCC Budget and Accounting Manual standards to internal operations to ensure an unqualified audit.	The audited financial report is produced in a timely manner with an unqualified opinion.	Timeline, Internal Assessment.	1) 2010-11 - Final audit report issued with an unqualified opinion and submitted to the Chancellor's Office by December 31, 2011. 2) Between March-April 2012 begin preliminary audit-prep work. 3) Management letter issued following visit that shows adequate internal controls with no significant deficiencies or weaknesses noted.			
	IV.2.6	By April 30, 2012; *By April 30, 2013*	Board Budget & Audit Subcommittee and VP BAS								
	IV.2.7	November 30, 2012; November 30, 2013	VP BAS								
	IV.2.8	December 24, 2012; December 24, 2013	Board Budget & Audit Subcommittee and VP BAS								

	IV.2.10	February 28, 2012; February 28, 2013	VP BAS								

Click to access MCCCD Strategic Plan

BAS Division Objectives: Operational	Administrative Unit Objectives: Operational	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*
Determine and define data elements in the BAS Division; create a divisional research agenda to ensure continual and consistent departmental data.	Track operational data on a yearly basis for planning purposes within accounting and payroll: 1)Track total of payroll warrants processed; 2) Track number of benefit changes; 3) collect and analyze number of vouchers processed by accounts payable; 4) track processing time of travel claims; 5) track month-end close for acctg cycle	Data was collected, analyzed, and incorporated into the Fiscal Services Department's program review.	Timeline and Internal Assessment	By 6/30/2012: finalize data collection. By 7/30/2012: data reports in hand. By 8/31/2012: data analysis to be completed. By end of September 2012: data incorporated into Fiscal Services Department program review.			
Maximize the effectiveness of the operational infrastructure and processes that support the student learning environment.	1) Define parameters and implement budget transfer function in PeopleSoft to budget managers. 2) Train budget managers in PeopleSoft prior to the upload of the adopted Final Budget for 2012-13.	Budget blocks are imposed within PeopleSoft, and budget managers are managing their own budget transfers within defined parameters.	Timeline	1) Work with AIS to develop parameters for users. 2) By June 30, 2012 develop training materials for budget managers. 3) In late August 2012, after year-end close, conduct training workshops.			
Promote professional development to improve the leadership, communication, and team-building skills of the BAS Division's staff.	Fiscal Services Department staff members will participate in at least one professional development activity each year.	Each Fiscal Services staff member participated in at least one professional development activity during FY2011-2012.	Participation Rate	By 6/30/2012			
Promote a positive and constructive relationship with all of the BAS Division's internal and external customers.	Conduct yearly budget training workshops to equip budget managers, department chairs, and staff on generating and reading financial reports.	Training workshops were held in Fall 2011 and Spring 2012.	Annual Employee Survey and Flex Credit Evaluations	1) Release date of 2012 employee survey results, submission of 2) Date(s) of Flex evaluations, 3) results incorporated into the Fiscal Services Department's program review.			

Celebrate our successes; recognize and acknowledge individual accomplishments and contributions.	Fiscal Services staff will recognize group and/or individual achievements of others.	Fiscal Services staff members acknowledged and appreciated the accomplishments and contributions of others within the deepartment as well as employees of the college at large.	Number of demonstrations of appreciation initiated by Fiscal Services staff members in recognition of others' accomplishments.	By 6/30/2012			

HUMAN RESOURCES 2011- 2012

MCCCD Mission Statement: The MiraCosta Community College District mission is to provide educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves. *(adopted by the board on 9/20/2011)*

Inst. Objective ID # *(in the Strategic Plan)*	Action Plan ID # *(in the Strategic Plan)*	Action Plan Target Date(s) *(in the Strategic Plan)*	Responsible Party *(as indicated in the Strategic Plan)*	BAS Division Objectives Related to the Strategic Plan	Administrative Unit Objectives Related to the Strategic Plan Action Plans/Division Objectives	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*
III.1	III.1.1	Oct 2011	Supt/Pres	Facilitate district efforts to centralize institutional planning and accreditation.							
	III.1.2: Develop selection committee, recruit candidates, and recommend finalists to the supt/pres	Oct-Dec 2011	HR Director		HR department staff will provide support to selection committee chair & members to ensure an efficient recruitment process.	All steps in the recruitment process completed & finalist(s) recommended to superintendent/president.	Timeline & Internal assessment by HR Director & chair of selection committee	1. By Oct 31, 2011 Job opening announced with application deadline by Nov 30, 2011. 2. Within 1 wk. of closing date applications released to committee. 3. Within 3 days of candidates ID'd by committee, HR Technician to schedule interview candidates. 4. Within 3 days of Finalists ID'd, HR Technician to schedule finalist interviews. 5. Within 3 days of preferred candidate ID'd HR Director to complete reference checks. 6. Within 1 day after ID'd by supt/pres HR Director to make formal job offer.			

Click to access MCCCD Strategic Plan

BAS Division Objectives: Operational	Administrative Unit Objectives: Operational	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*

Determine and define data elements in the BAS Division; create a divisional research agenda to ensure continual and consistent departmental data.	Data will be tracked related to: 1) # recruitments completed, 2) training sessions conducted, 3) mediations conducted to address employee relations issues, 4) grievances handled	Data was collected, analyzed, and incorporated into the HR Department's program review.	Internal assessment (yes or no - is data collected)	By 6/30/2012 finalize data collection. By 7/30/2012 data reports in hand. By 8/31/2012 data analysis to be completed. By end of September 2012 data incorporated into HR Department's program review			
Maximize the effectiveness of the operational infrastructure and processes that support the student learning environment.	In support of the student learning environment, all processes involved in conducting recruitments will be timely and efficient.	HR processes are completed as specified in recruitment timelines.	Timelines & internal assessment	1. As each recruitment is requested a timeline is planned. 2. At the conclusion of each search an analysis is completed as to whether HR's commitments were completed as planned.			
Promote professional development to improve the leadership, communication, and team-building skills of the BAS Division's staff.	Promote professional development of HR staff to improve technical expertise in areas of responsibility and prepare for future advancement.	100% of HR staff completed at least one professional development activity.	Participation Rate	By 12/31/11 HR Director will meet with each staff member to explore options and interests. By 6/30/12 activities to be completed.			
Promote a positive and constructive relationship with all of the BAS Division's internal and external customers.	Exceed expectations of internal and external customers.	HR department is perceived as an effective partner by all college divisions.	2012 Employee survey questions related to perceptions of HR.	Release Date of 2012 Employee Survey results, Analysis of results, results incorporated into HR Department's program review.			
Celebrate our successes; recognize and acknowledge individual accomplishments and contributions.	HR staff will recognize group and/or individual achievements of others.	HR staff members acknowledged and appreciated for their accomplishments and contributions to others within the department as well as employees of the college at large.	Number of nominations and demonstrations of appreciation initiated by HR staff members in recognition of others' accomplishments.	By 6/30/2012			

PURCHASING 2011- 2012

MCCCD Mission Statement: The MiraCosta Community College District mission is to provide educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves. *(adopted by the board on 9/20/2011)*

Inst. Objective ID # *(in the Strategic Plan)*	Action Plan ID # *(in the Strategic Plan)*	Action Plan Target Date(s) *(in the Strategic Plan)*	Responsible Party *(as indicated in the Strategic Plan)*	BAS Division Objectives Related to the Strategic Plan	Administrative Unit Objectives Related to the Strategic Plan Action Plans/Division Objectives	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*

The 2011-2014 MCCCD Strategic Plan does not contain action plans that require action by the PM&M Department in 2011-2012.

Click to access MCCCD Strategic Plan

BAS Division Objectives: Operational	Administrative Unit Objectives: Operational	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*
Determine and define data elements in the BAS Division; create a divisional research agenda to ensure continual and consistent departmental data.	The Purchasing & MM Dept. will collect data on 1) the number of purchase orders processed July 1 to June 30 each year, and 2) the average amount of time it takes to process a requisition into a purchase order July 1 to June 30 each year, 3) number of in-house impressions in the copy center, and 4) number of impressions that are out-sourced.	Data was collected, analyzed, and incorporated into the Purchasing & MM annual program review.	Timeline & Internal Assessment	By 6/30/2012: finalize data collection. By 7/30/2012: data reports in hand. By 8/31/2012: data analysis to be completed. By end of September 2012: data incorporated into Purchasing & MM Dept. program review.			
Maximize the effectiveness of the operational infrastructure and processes that support the student learning environment.	Research and develop a procurement card system that will provide the district with 1) long-term reliable card support and services, 2) auditable financial records, reports, and vendor processes, 3) best rebate profits, and 4) customer service options that allow the district to meld its financial systems to the card provider's system.	MCCCD Purchasing Director served on the FCCCC-formed statewide committee, a specialized program targeted solely for the benefit of community colleges was developed, and the resulting procurement card system was implemented at MCCCD.	Timeline; successful development; implementation	By April 2012 the FCCC-formed statewide committee formal program recommendation prepared. By December 2012 state-wide community colleges have completed review and recommendation phase, have developed policies, procedures, internal workflow, and have secured Board approval to proceed with the program - MCCCD will have completed each of these steps.			

Promote professional development to improve the leadership, communication, and team-building skills of the BAS Division's staff.	Purchasing & MM staff members will participate in at least one professional development activity each year.	Each Purchasing & MM staff member participated in at least one professional development activity during FY2011-2012.	Participation Rate	By 6/30/2012			
Promote a positive and constructive relationship with all of the BAS Division's internal and external customers.	Each year systematically schedule one-on-one, face-to-face meetings with Deans, Directors, and key vendors to explore and evaluate ways the Purchasing & MM Department can refine and improve communications and support for programs and services.	A schedule was developed for 6 meetings during FY2011-12. Staff met with deans, directors, and key vendors identified in the schedule. Improving communications, mutual program support and enhanced service levels were explored; some processes were refined or initiated.	Internal Assessment: 1) Number and attendees of meetings held, 2) processes and communications that were refined based on feedback, and 3) new processes and communication that may have been implemented based on feedback.	6 meetings by 6/30/2012 and all resulting changes implemented.			
Celebrate our successes; recognize and acknowledge individual accomplishments and contributions.	Purchasing & MM staff will recognize group and/or individual achievements of others.	Purchasing & MM staff members acknowledged and appreciated the accomplishments and contributions of others within the department as well as employees of the college at large.	Number of demonstrations of appreciation initiated by Purchasing & MM staff members in recognition of others' accomplishments.	By 6/30/2012			

RISK MGMT
2011- 2012

MCCCD Mission Statement: The MiraCosta Community College District mission is to provide educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves. *(adopted by the board on 9/20/2011)*

Inst. Objective ID # *(in the Strategic Plan)*	Action Plan ID # *(in the Strategic Plan)*	Action Plan Target Date(s) *(in the Strategic Plan)*	Responsible Party *(as indicated in the Strategic Plan)*	BAS Division Objectives Related to the Strategic Plan	Administrative Unit Objectives Related to the Strategic Plan Action Plans/Division Objectives	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*

The 2011-2014 MCCCD Strategic Plan does not contain action plans that require action by the Risk Management Department in 2011-2012.

Click to access MCCCD Strategic Plan

BAS Division Objectives: Operational	Administrative Unit Objectives: Operational	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*
Determine and define data elements in the BAS Division; create a divisional research agenda to ensure continual and consistent departmental data.	Develop a formal ergonomic evaluation process as required to address and reduce repetitive motion injuries.	An evaluation schedule for 45 ergonomic evaluations within one specific division was established for FY2011-2012, and the 45 ergonomic evaluations were conducted as set forth in the schedule.	Number of ergonomic evaluations	By 6/30/2012 all ergonomic evaluations will be completed and documented, and associated costs will be identified and tracked for the designated division.			

Maximize the effectiveness of the operational infrastructure and processes that support the student learning environment.	Research, identify costs, and form a recommendation for acquiring an online chemical reporting and tracking program that will collect and house Material Safety Data Sheets (MSDS) for all chemicals on district property.	An online comprehensive inventory management system is selected to collect and house Material Safety Data Sheets (MSDS) for all chemicals on district property.	2011-2012 - 1) Timeline: research, identify costs, and select MSDS inventory management system. 2012-2013 - 1) Timeline: Seek funding. 2013-2014 - 1) Timeline: If funding is granted, target dates for purchasing and implementation. 2) Compliance with current federal, state, and local regulations.	2011-2012: By 3/1/2012 Risk Mgmt Director forms a committee to research available online MSDS inventory management systems. By 5/1/2012 Committee develops a final recommendation. 2012-2013: September 2012: Risk Mgmt Director requests funding in a Program Development Plan during the annual Program Review process. If funded, Funding becomes available 7/1/2013. 2013-2014: By 8/31/2013: If funding is awarded, purchase and install online MSDS inventory management system. By 12/1/2013 MSDS for all chemicals on district property are housed in the online MSDS inventory management system.			
Promote professional development to improve the leadership, communication, and team-building skills of the BAS Division's staff.	Risk Management staff will participate in at least one professional development activity each year.	Each Risk Management staff member participated in at least one professional development activity during FY2011-2012.	Participation Rate Two Professional Seminars	By 6/30/2012			
Promote a positive and constructive relationship with all of the BAS Division's internal and external customers.	The Department will streamline processes and reduce paperwork by investigating and implementing electronic practices that can be incorporated into the district with little to no cost and improve effectiveness and efficiencies.	The Department identified and incorporated electronic practices that streamlined processes and reduced paperwork.	Internal Assessment; End-users evaluations Two major program revisions to be completed	By 6/30/2012 develop an end-users evaluation form and gather feedback. Incorporate feedback into the Risk Management Department's program review.			

Celebrate our successes; recognize and acknowledge individual accomplishments and contributions.	Risk Management staff will recognize group and/or individual achievements of others.	Risk Management staff members acknowledged and appreciated the accomplishments and contributions of others within the department as well as employees of the college at large.	Number of demonstrations of appreciation initiated by Risk Management staff in recognition of others' accomplishments will be 5.	By 6/30/2012			

STUDENT ACCOUNTS 2011- 2012

MCCCD Mission Statement: The MiraCosta Community College District mission is to provide educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves. *(adopted by the board on 9/20/2011)*

Inst. Objective ID # *(in the Strategic Plan)*	Action Plan ID # *(in the Strategic Plan)*	Action Plan Target Date(s) *(in the Strategic Plan)*	Responsible Party *(as indicated in the Strategic Plan)*	BAS Division Objectives Related to the Strategic Plan	Administrative Unit Objectives Related to the Strategic Plan Action Plans/Division Objectives	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*

The 2011-2014 MCCCD Strategic Plan does not contain action plans that require action by the Student Accounts Department in 2011-2012.

Click to access MCCCD Strategic Plan

BAS Division Objectives: Operational	Administrative Unit Objectives: Operational	Administrative Unit Objective Outcomes Statement	Assessment Method(s), Measure(s)	Assessment Schedule (Timeline)	Assessment Results compared to Outcomes Statement	Status (met, unmet, in progress)	Additional Notes *(if any)*
Determine and define data elements in the BAS Division; create a divisional research agenda to ensure continual and consistent departmental data.	The Student Accounts Dept. will collect data on 1) the number of credit cards used, 2) number of tickets sold, 3) number of drops for non-payment, 4) number of calls received, 5) number of payments made, and 6) number of students helped in-person vs. online.	Data was collected, analyzed, and incorporated into the Student Accounts Department's program review.	Timeline & Internal Assessment	By 6/30/2012: finalize data collection. By 7/30/2012: data reports in hand. By 8/31/2012: data analysis to be completed. By end of September 2012: data incorporated into Students Accounts Dept. program review.			
Maximize the effectiveness of the operational infrastructure	In support of the student learning environment, research options and form a recommendation to offer payment plans to students. Initiate the use of outside collection agencies.	Results of research are analyzed and a decision is made regarding offering a payment plan option to students. A collection agency is hired to collect past-due accounts.	Reduced accounts receivable	FY closing documents			Collecting data in FY11/12

and processes that support the student learning environment.	Evaluate and ensure that the Student Accounts Department's internal procedures are congruent with federal, state, and board policies. Verify that department procedures are documented and observed.	The Student Accounts Department's internal procedures are congruent with federal, state, and board policies. Department procedures are documented and observed.	Results of annual district audits	Annual district audit cycle/timeline			
Promote professional development to improve the leadership, communication, and team-building skills of the BAS Division's staff.	Student Accounts staff members will participate in at least one professional development activity each year.	Each Student Accounts staff member participated in at least one professional development activity during FY2011-2012.	Participation Rate	By 6/30/2012			
Promote a positive and constructive relationship with all of the BAS Division's internal and external customers.	Increase communication within the BAS Division and with appropriate Student Services Division staff regarding Civic Center facilities use and fees involved.	Civic Center data is shared with and requires feedback from BAS Division staff and appropriate Student Services Division staff.	Internal Assessment: Number and subject of meetings held; number and subject of emails and memorandums sent and received.	7/1/2011 - 6/30/2012: Number and subject of meetings, emails, and memorandums			
	Earn respect from district colleagues and external customers by providing information requested in a timely, positive and service-oriented manner.	Positive employee and student survey results were received for Student Accounts.	Annual student and employee surveys	Release Dates of 2012 student survey and employee survey results, analysis of results, results incorporated into the Student Accounts Department's program review.			
Celebrate our successes; recognize and acknowledge individual accomplishments and contributions.	Student Accounts staff will recognize group and/or individual achievements of others.	Student Accounts staff members acknowledged and appreciated the accomplishments and contributions of others within the department as well as employees of the college at large.	Number of demonstrations of appreciation initiated by Student Accounts staff members in recognition of others' accomplishments.	By 6/30/2012			