

Santa Rosa Junior College

Administrative Services Master Plan Abstract 2001-2002

Introduction

Administrative Services provides planning and operations support in the implementation of institutional programs. Administrative Services' operational support of the college's mission includes institutional planning, facilities planning, computing services, facilities operations, grants administration, institutional research and environmental health and safety services.

Administrative Services component areas need to be sensitive and responsive to the changing internal and external environmental conditions impacting upon the entire institution. Growing student population, increasing diversity and corresponding service needs, changing technology, academic program planning and updating of regulatory mandates all impact the Administrative Services operations. Administrative Services component areas plan and implement new facilities, systems and technology infrastructures, develop new educational program sites, and rehabilitate existing structures, acquire and maintain major built-in and moveable equipment in support of academic and student service programs and operations.

Administrative Services planning focuses upon the support of instructional program and student service initiatives and on the need to plan for continued expansion of institutional services. Thus, this planning document attempts to respond to major academic affairs and student services program initiatives and identifies Administrative Services component planning initiatives as well.

Administrative Services Operational Planning Initiatives

Irrespective of new specific Academic Affairs and Student Services initiatives, Administrative Services needs to develop planning initiatives for continued support of existing programs and operations. These initiatives recognize the continued enrollment growth of existing programs, educational program sites and the ever increasing expansion of new technologies supporting academic and administrative operations. Hence, Administrative Services institutional service planning initiatives include the following:

1. **Expanded Institutional Research:** Institutional Research will be called upon to provide increased research informing the institutional planning process. Given the increased institutional need to evaluate external and internal information leading to programmatic decision making, program and operational planning, and outcomes

assessment, the college will need the Office of Institutional Research to expand its services in providing assistance in making data-driven decisions in program review and planning. Specific data development will assist in linking budgeting to planning initiatives. Along with Computing Services, OIR will help propagate data-mining in an attempt to assist academic and student services administrators to access quantitative data for tailored analysis. Additionally, the next generation of accreditation standards will require that the college establish and assess student learning outcomes at the classroom, program, and college levels. Institutional Research will assist the faculty in the development of evaluative tools to assess learning outcomes. In addition, OIR would like to conduct research to discern the factors that influence success for SRJC students, such as which services and interventions are most effective with which student groups

2. **Comprehensive Physical Master Planning Effort:** Through the use of professional planning consultants, the college will develop a comprehensive physical master plan for each of its campuses and educational centers. In addition to providing new and modernized facilities solutions, Administrative Services and planning consultants will evaluate facilities utilization, programmatic functional relationships, provide site and infrastructure planning such as land acquisition, parking solutions, site and technology infrastructures. Included here is planning for improving the entire campus infrastructure addressing modernization of dated facilities and building systems and cosmetic improvements. These planning efforts will require the blended efforts of college faculty and staff and professional planning consultants.
3. **Integrated Electronic Records Project Planning:** The college is in need of upgrading its mainframe based electronic records system so that core administrative data bases can relate to one another in order to provide fast, accurate cross-operational information in support of institutional decision-making and reporting. The college is investigating whether to go with a third party vendor or to create a internal integrated electronic records package.
4. **Expanded Technology Infrastructures:** In addition to the provision of new, quick and secure technology based equipment and software, Computing Services will plan for the expansion of technology infrastructure providing increased building-to-building connectivity capacity and developing wireless communication systems for students, instructional programs and administrative support services. Much of the technology infrastructure planning will follow themes developed as part of the Technology Master Plan including: connecting students with appropriate technology; replacing successful technologies on a scheduled cycle and giving appropriate support; providing students and staff with current technologies; planning for smaller, faster, more secure and easy use technologies; developing wireless technology systems and; improving technology infrastructure. Expansion of new technologies will require coordinating planning efforts with Facilities Operations given the impacts on electrical and mechanical (HVAC) systems..

5. **Environmental Impacts Planning:** The College desires to maintain a learning and working environment that is conducive to and protective of its natural resources and one that is healthy and safe. Additionally, the College is increasingly subjected to external governmental mandates controlling environmental and health and safety issues that require effective institutional responses. Facilities Operations and Environmental Health and Safety will develop effective recycling, toxic waste control, energy efficiency, air and water quality, expansion of ADA mandated building system improvements, ergonomic work station improvements and environmentally friendly building system initiatives.
- 6.
7. **Staffing & Training:** Administrative Services will develop training and staffing opportunities and alternatives designed to address increasing complex skills and knowledge requirements supportive to carrying out current and future responsibilities. Expansion of these opportunities and skill developments are required even if college operations and growth were static. Administrative Services needs to address the planned evolution of expanded college scheduling impacts including increased weekend facilities utilization and the pressure to develop near 24/7 technology accessibility. Given budgetary constraints, increased staffing may be initially limited thus necessitating creative staff scheduling to meet expanded program accessibility demands. Institutional Research and Environmental Health & Safety are considering providing increased amounts of on-line training on a 24/7 basis.

Educational Plan Initiatives: Administrative Services Planning Responses

Given the highly generalized nature of the Educational Plan, it is difficult for Administrative Services to provide specific planning detail in support of the Academic Affairs initiatives. Where possible Administrative Services has identified *implicit planning support* that would naturally follow if the generalized initiatives were implemented. For example, should expansion of certain instructional programs be implemented it is assumed additional instructional space (classrooms/laboratories), office space, desktop computers and network connections will be required. Hence any expansion of existing programs and/or additions of new programs will require support facilities and technology equipment. This is also true when consideration is given to strengthening developmental education and ESL programs. *Implicit here is increased research focusing on the needs of developmental and ESL program students.* Thus, the Office of Institutional Research will be involved in assisting in the development of quantitative data leading to program planning decisions. The following Administrative Services planning responses to the twelve (12) educational initiatives include both implicit and explicit planning detail where possible:

1. **General Education:**
Implicit: Institutional Research will provide consultation in developing measures and analysis. Institutional Research and Computing Services would assist in

training academic administrators in utilizing data-mining tools as an analytical tool.

2. **Economic Development and Workforce Education:**

Implicit: Institutional Research will provide research and data collection information where needed. If expanded programmatic efforts are to be implemented, Facilities Planning/Operations would assist in space development and Computing Services in the provision of desktop and network capabilities.

3. **Developmental Education and ESL:**

Implicit: Institutional Research will provide research and data analysis consultation. Computing Services will develop a Spanish version for web registration and adhere to ADA mandates.

Explicit: Physical master planning consultants will assist in functional program relationships in developing space planning components.

4. **Program Support:**

Implicit: Where PEPs have identified additional staff and space needs, Facilities Planning/Operations will address needs. Computing Services would need to plan for and provide desktop solutions, network connections, etc. Institutional Research can provide consultation assistance.

Explicit: Program Profiles given to master plan consultants to assist in planning for facilities and infrastructure requirements.

5. **Educational Outcomes:**

Explicit: Institutional Research is planning to assist faculty in the development of learning outcome measures which will be included in future accreditation requirements.

6. **Curriculum Development:**

Implicit: Administrative Services and its operational units will plan for space requirements, equipment and technology (desktop, network) installation.

7. **Class Schedule Development and Enrollment Planning:**

Implicit: Administrative Services provides classroom and laboratory utilization analysis in conjunction with Institutional Research. Institutional Research to consult and assist in other research and data collection services.

Explicit: Computing Services and Institutional Research continue to assist in developing data-mining skills of academic administrative staff. Computing Services assist in data collection design in support of class schedule analysis. Master planning consultants to analyze current space utilization rates and project future instructional space requirements.

8. **Diversity:**

Implicit: Administrative Services determine space for special needs students including international students. Computing Services provide increased secondary language web based accessibility. Institutional Research assist in developing research and Fact Book data regarding diversity measures.

9. **Educational Technology:**

Implicit: Increased staff support breeds need for additional support space, desktop equipment and network connections.

Explicit: Implementation of Technology Master Plan by Computing Services and Learning Resources. Master planning consultants to assist in planning technology infrastructure. Environmental Health and Safety will assist in ergonomic and ADA technology accessibility compliance.

10. **Off Campus Programs:**

Implicit: Demographic and student population research will need to be conducted by Institutional Research. Research should include analysis of impacts, if any, of on-line instruction on instructional facilities capacity requirements. Research could also analyze operational cost differentials for off-campus programs/operations.

Explicit: Planning consultants to assist in the analysis and planning for new educational center land acquisition and site locations.

11. **Multi-Campus, Multi-Site Issues:**

Implicit: Institutional Research to support data analysis for educational planning efforts for North County Center. Support services requirements may translate into space, facilities and technology planning.

Explicit: Planning consultants to assist the College in expanding existing Petaluma Campus and Public Safety Training Center and physical site development planning for future North County and West County Centers.

12. **Staff Development:**

Implicit: Environmental Health and Safety, Computing Services and Institutional Research assist in development and presentation of staff development training activities.

Inherent in the Administrative Services planning and implementation responses is the probable need for additional Administrative Services support staff and administrative staff. This will further breed the need for additional equipment and facilities support space for Administrative Services operations.

**Student Services Plan Initiatives: Administrative Services Planning
Response**

The Student Services Master Plan outlined seven planning initiatives to which Administrative Services has attempted to respond. Though a bit less generalized, the Student Services Master Plan also requires both an implicit and explicit planning and implementation requirements response from Administrative Services.

1. **Develop a Centralized Student Services Facility Plan For The Santa Rosa**

Campus:

Implicit: Computing Services, Facilities Operations and Environmental Health and Safety staff to provide preliminary and construction design input and implemented services.

Explicit: Administrative Services has developed Plover Final Project Proposal (FPP) funding documents and will negotiate final state funding share. Planning consultants to assist on need for expansion facility to eventually relocate Counseling Services.

2. **Prioritize Expansion of Services and Develop a Facilities Plan for the Petaluma**

Campus

Implicit: Administrative Services, Computing Services, Environmental Health and Safety to provide specific planning assistance during preliminary and working drawing design stage and to engage in installation and implementation services. Administrative Services will assess staffing and equipment impacts on its component operational areas.

Explicit: Administrative Services has developed, in conjunction with Executive Dean for Petaluma Campus and Student Services, the Final Project Proposal which has been approved by the State and scheduled for funding commencing in 2003/2004. Planning Consultants, Administrative Services staff to provide additional Petaluma Campus planning services to Student Services during design stage.

3. **Assess Need and Recommended Services For Competing Specialized Programs and Multiple Sites:**

Implicit: Institutional Research to assist in the needs assessments for Student Services support for specialized programs and at multiple educational program sites. Computing Services to assist in developing technology support of these programs and services. Environmental Health and Safety to ensure that students services are accessible and planned with environmental health and safety concerns address.

Explicit: Planning consultants and Administrative Services to incorporate specialized services program needs into physical master plan.

4. **Human Resources Development:**

No Administrative Services planning assistance anticipated at this time.

5. **Identify and Respond to Unique Needs of Special Student Populations:**

Implicit: Institutional Research to provide assistance and consultation in tracking and measuring needs of special student populations. Facilities Planning, Facilities Operations, Computing Services and Environmental Health and Safety to provide planning and implementation services for special student populations.

Explicit: Planning Consultants to incorporate facilities and technology needs for special student populations within the context of the comprehensive physical master plan. Computing Services to provide disabled and secondary language access to web based systems.

6. **Initiate and Renew Technological Delivery Systems:**

Implicit: Computing Services and Facilities Operations to assist in development of student services technology infrastructure requirements including facilities impact.

Explicit: Computing Services to assist Student Services in implementing student support related technology components of the Technology Master Plan. Planning consultants to incorporate Student Services technology needs into physical master plan requirements.

7. **Prioritize Core Access and Retention Resources:**

Implicit: Institutional Research to provide assistance and consultation in assisting in developing research to assess on-going matriculation, access and retention needs.

Administrative Services, as indicated earlier, provides planning and implementation support for instructional and student service programs. As the Educational and Student Services Plans are further defined and elaborated, Administrative Services will provide more specific planning and implementation information as well. It is clear that the impact of the several initiatives will impact on Administrative Services limited resources. When implemented, human resources, facilities, technology and equipment needs for Administrative Services will need to be included in the planning and budgetary calculus in order for the operational components to support the wide ranging planning initiatives.

Santa Rosa Junior College



Administrative Services Management Plan 2002-2003

OPERATIONAL GOAL	Completion Date
<p>1.0 SRJC Accreditation Self-study Response Respond to the Accreditation Self-study planning recommendations pertaining to Administrative Services.</p> <p><i>Institutional Goals: #3 Program Development & Delivery, #10 Institutional Effectiveness</i></p>	June 2003
Objective	
<p>1.1 The Vice President, Administrative Services will coordinate a systematic component assessment of the self-study planning statements and the visiting team's formal evaluation.</p>	
Activity	Timeline
1.1.1 Administrative Services will conduct an Accreditation Self-Study specific plan review within each of its component areas.	July 1, 2002
1.1.2 Administrative Services will evaluate response strategies to specific plan recommendations.	September 1, 2002
1.1.3 Administrative Services will commence the addressing of planning recommendations and develop strategic implementation plans.	October 1, 2002
Administrative Area: Administrative Services	Date: 2/18/02

OPERATIONAL GOAL	Completion Date
<p>2.0 Develop a comprehensive plan for completion of the working drawing design phase of a new Learning Resource Center (Library) on the Santa Rosa Campus, and initial planning and design phases of building projects generated by the new Library.</p> <p><i>Institutional Goals: #1 Instructional Quality, #3 Program Development & Delivery, #10 Institutional Effectiveness</i></p>	July 1, 2003

Objective
<p>2.1 Administrative Services will complete the design of a new Library on the Santa Rosa Campus and commence planning of projects identified as “secondary impacts” including a short-term temporary facility replacing the Analy Temporaries and a new multi-disciplinary permanent instructional building to replace approximately 35,000 square feet of temporary buildings; and the modernization and conversion of the existing Plover Library for a “one stop Student Services Center”.</p>

Activity	Timeline
2.1.1 Begin development of Analy Temps demolition plan and plans for relocating programs to be vacated during construction.	May 5, 2002
2.1.2 Begin Library working drawings for the Santa Rosa Campus.	July 1, 2002
2.1.3 Develop scope and budget information for new permanent replacement instructional building to replace 35,000 square feet of temporary facilities on the Santa Rosa Campus.	September 1, 2002
2.1.4 Begin preliminary drawings for the “Replacement Building Project”.	October 1, 2002
2.1.5 Identify funding sources for projects.	July 1, 2003
2.1.6 Begin preliminary drawings for “Plover Conversion” project.	July 1, 2004

Administrative Area: Administrative Services Responsible Administrator: Curt Groninga/Jay Carpenter	Date: 2/18/02 Page 2 of 10

OPERATIONAL GOAL	Completion Date
<p>3.0 Develop a long-range Modernization and Utilization Plan for vacant educational spaces in Analy Hall and Baker Hall.</p> <p><i>Institutional Goals: #3 Program Development & Delivery, #4 Resource Development, #10 Institutional Effectiveness</i></p>	July 1, 2003
Objective	
<p>3.1 Develop a Modernization and Utilization Plan for vacant educational spaces in several facilities which will include determination of department needs and project scopes including appropriate facilities driven staffing requirements, appropriate design, necessary upgrades to building electrical, HVAC, lighting and security systems, and provision of Group I and Group II equipment.</p>	
Activity	Time line
3.1.1 Select design professionals as needed.	July 1, 2002
3.1.2 Commence facilities driven staffing requirement review with appropriate Component administrators	August 1, 2002
3.1.3 Develop scope and budget information via consultation of design and district staff.	August 1, 2002
3.1.4 Identify funding sources(s) for projects.	August 15, 2002
3.1.5 Bid and construct projects.	September 1, 2002
3.1.6 Bid and install Group II equipment.	March 1, 2003
3.1.7 Complete project and occupy new spaces.	June 1, 2003

Administrative Area: Administrative Services Responsible Administrator: Curt Groninga/Jay Carpenter	Date: 2/18/02 Page 3 of 10

OPERATIONAL GOAL	Completion Date
<p>4.0 Administrative Services, in conjunction with other component areas and the Institutional Planning Council, will develop a refined Strategic Capital Projects Plan (including the Five-Year Capital Outlay Program) in response to the College's Integrated Master Plan.</p> <p><i>Institutional Goals: #1 Instructional Quality, #3 Program Development & Delivery, #4 Resource Development, #11 Fiscal Responsibility</i></p>	May 1, 2003
Objective	
4.1 To provide a renewed educational facilities plan based upon the completed Educational Master Plan and Student Services Plan and identified major Scheduled Maintenance needs.	
Activity	Timeline
4.1.1 Analyze completed Educational Master Plan and Student Services Plan and identify new and revised facilities needs, including Strategic Capital Projects and major Scheduled Maintenance needs.	July 1, 2002
4.1.2 Meet with component administrators, program administrators to develop schematic plan and recommendations.	August 1, 2002
4.1.3. Identify funding sources for projects.	September 1, 2002
4.1.4 Present plan and recommended priorities to Board Facilities Committee and District Facilities Planning Committee and Institutional Planning Council.	October 1, 2002
4.1.5 Present plan for Board Approval.	November 1, 2002
4.1.6 Develop necessary funding documents for inclusion in the 2004-2008 Five-Year Capital Outlay Program and Five-Year Scheduled Maintenance Plan.	May 1, 2003

Administrative Area: Administrative Services Responsible Administrator: Curt Groninga/Jay Carpenter	Date: 2/18/02 Page 4 of 10

OPERATIONAL GOAL	Completion Date
5.0 Computing Services will develop a plan to address present and future needs of Administrative Software Systems at Santa Rosa Junior College. <i>Institutional Goals: #1 Instructional Quality, #3 Program Development & Delivery, #10 Institutional Effectiveness</i>	March 1, 2003
Objective	
5.1 Collaborate with all segments of the institution to develop functional specifications that describe present and future Administrative Software needs.	
Activity	Timeline
5.1.1 Complete “Letter of Participation – ERP Project” and return to Foundation for California Community Colleges.	March 1, 2002
5.1.2 Use “Administrative Decision Director” to collect functional requirements of present and future Administrative Software System.	June 1, 2002
Objective	
5.2 In conjunction with the Foundation for California Community Colleges, develop and issue a RFP (Request for Proposal) that defines our Administrative Software needs.	
Activity	Timeline
5.2.1 Submit database defining the Administrative Software needs of Santa Rosa Junior College to the Foundation for California Community Colleges.	June 1, 2002
5.2.2 Collect vendor responses to RFP.	August, 2002
Objective	
5.3 Evaluate vendor responses to RFP and prepare plan for institutional review.	
Activity	Timeline
5.3.1 Compare vendor systems to existing systems.	September 2002
5.3.2 Evaluate various future directions for Administrative Software Systems	October 2002

including: *complete replacement of existing systems *partial replacement to complement or supplant a current system *migration of existing systems to new hardware and database 5.3.3 Prepare plan for future acquisition or in-house development of Administrative Software System.	November 2002
Administrative Area: Administrative Services Responsible Administrator: Curt Groninga/Ken Fiori	Date: 2/18/02 Page 5 of 10

OPERATIONAL GOAL	Completion Date
6.0 Collaborate with all segments of the College to implement the recommendations presented in the “Strategic Master Plan for Technology.” <i>Institutional Goals: #1 Instructional Quality, #3Program Development & Delivery, #10 Institutional Effectiveness</i>	Ongoing
Objective	
6.1 Gain exposure and support for the “Strategic Master Plan for Technology.”	
Activity	Timeline
6.1.1 Give presentations to various institutional groups.	Ongoing
6.1.2 Publish “Strategic Master Plan for Technology” on Web and hardcopy.	July 2002
Objective	
6.2 Identify projects in the “Strategic Master Plan for Technology” that receive funding support for 2002/2003 academic year.	
Activity	Timeline
6.2.1 Review budget planning documents.	October 2002
6.2.2 Prepare list of funded projects and project supervisors.	November 2002
Objective	
6.3 On an annual basis review and revise the “Strategic Master Plan for Technology” with the Institutional Technology Group.	
Activity	Timeline
6.3.1 Create a timeline for annual review of the “Strategic Master Plan for Technology.”	October 2002
6.3.2 Revise “Strategic Master Plan for Technology.”	November 2002
Objective	
6.4 Identify Computing Services impact on those projects in the “Strategic Master Plan for Technology” that received funding in 2002/2003.	
Activity	Timeline
6.4.1 Produce a summarized list of “Strategic Master Plan” projects and	June 2003

describe Computing Services' role in the project.	
Administrative Area: Administrative Services	Date: 2/18/02
Responsible Administrator: Curt Groninga/Ken Fiori	Page 6 of 10
OPERATIONAL GOAL	Completion Date
7.0 Administrative Services and the Office of Institutional Research (OIR) will refine and implement a comprehensive research agenda for the college during 2002-03.	December 1, 2002
<i>Institutional Goals: #2 Student Success, #4 Resource Development, #5 Student Retention and Persistence, #10 Institutional Effectiveness, #13 Institutional Advocacy</i>	
Objective	
7.1 To identify and prioritize Institutional Research needs, in concert with the Institutional Planning Council (IPC), Institutional Research Advisory Group (IRAG).	
Activity	Timeline
7.1.1 The Director of Institutional Research will work with IRAG and IPC to proactively identify district research needs.	September 1, 2002
7.1.2 The Director of Institutional Research will work with IRAG and IPC to develop a list of Institutional Effectiveness Indicators to be measured on an annual basis.	December 1, 2002
7.1.3 The Director of Institutional Research will submit appropriate research requests to IRAG for review and consultation.	On-going
7.1.4 OIR, in consultation with IPC and IRAG, will develop an appropriate research agenda to address the suggestions and recommendations outlined in SRJC's Accreditation Self-Study Report.	September 1, 2002
7.1.5 OIR will support and provide general institutional planning and research reports and data for decision-making and decision support.	On-going
7.1.6 OIR will develop a complete master list all federal and state government mandated research and surveys and coordinate their submittals (such as the IPEDS) on time.	On-going

7.1.7 OIR will assist faculty and staff in conducting classroom research.	On-going
Objective	
7.2 To assist and support Student Services in conducting mandated matriculation research.	
Activity	Timeline
7.2.1 OIR will conduct a study of student matriculation goals and how well they are being met.	September 1, 2002
7.2.2 OIR will conduct research regarding multiple measures, cut-off scores, locally managed tests and assessment instruments, disproportionate impact, outcomes, educational/student goals, needs and service delivery studies as needed.	On-going
Administrative Area: Administrative Services	Date: 2/18/02
Responsible Administrator: Curt Groninga/KC Boatsman	Page 7 of 10
Objective	
7.3 To improve research dissemination to better inform the campus community.	
Activity	Timeline
7.3.1 OIR, in consultation with IRAG, will post <i>appropriate</i> research reports and findings on the Institutional Research page of the SRJC website.	September 1, 2002
7.3.2 The OIR will provide research facts to be published in the Insider and Making Tracks.	On-going
7.3.3 The Director of Institutional Research will write articles, upon request and as appropriate, for Instructional Notes and other campus publications.	On-going
7.3.4 The OIR staff will, upon request and as appropriate, present research findings to campus groups such as the Academic Senate, Student Services Council, and Academic Affairs Council.	On-going
7.3.5 The Director of Institutional Research will maintain an on-going dialog with IRAG to identify new and appropriate channels for distributing research findings.	On-going

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OPERATIONAL GOAL	Completion Date
8.0 EHS will improve compliance with regulatory environmental, safety and health mandates within the district. <i>Institutional Goals: #10 Institutional Effectiveness</i>	On-going
Objective	
8.1 EH&S will update existing conditions at the Petaluma Campus regarding hazardous materials labeling and storage.	
Activity	Timeline
8.1.1 EH&S will replace existing chemical labels campus-wide with modern OSHA-approved labels.	September 1, 2002
8.1.2 EH&S will perform chemical inventory for Life Sciences, the Art Department and Maintenance/Grounds.	November 1, 2002
8.1.3 EH&S will update the Hazardous Materials Management Plan (HMMP) to reflect changes made during year.	January 1, 2003
Objective	
8.2 EH&S will develop and implement a new lock-out/tag-out safety program.	

Activity	Timeline
8.2.1 EH&S will research regulatory requirements, existing government agency resources, and existing sample programs from sister institutions.	October 1, 2002
8.2.2 EH&S will develop written policy and procedures, including field manual for employees.	January 1, 2003
8.2.3 EH&S will develop PowerPoint and/or video presentation, including student handout materials for lock-out/tag-out training class.	April 1, 2003
8.2.4 EH&S will conduct lock-out/tag-out training session for affected employees and supervisors.	July 1, 2003
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OPERATIONAL GOAL	Completion Date
9.0 EH&S will provide programs to improve the general health, wellness and emergency preparedness of the District through on-going educational events. <i>Institutional Goals: #10 Institutional Effectiveness</i>	On-going

Objective

9.1 EH&S will assist in the development and implementation of District emergency preparedness plans.

Activity	Timeline
9.1.1 EH&S will work with Campus Police in developing revised emergency preparedness plans.	August 1, 2002
9.1.2 EH&S and Campus Police will have revised emergency plan draft to key component areas and program directors for their review.	October 1, 2002
9.1.3 EH&S and Campus Police will present final revised emergency preparedness plan to college community for their information	November 1, 2002
9.1.4 EH&S and Campus Police will commence training on the newly revised	December 1, 2002

emergency preparedness plan.		
Objective		
9.2 EH&S will organize and sponsor, utilizing the SHAPE Committee as a work resource, a Fall 2002 Health, Wellness and Emergency Preparedness Faire and Staff Barbecue.		
Activity		Timeline
9.2.1 EH&S will finalize arrangements with Faire exhibitors, short course presenters, Culinary Arts students and Facilities Operations staff.		August 1, 2002
9.2.2 EH&S will coordinate the Faire and Barbecue on the Santa Rosa Campus.		October 1, 2002
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