

Administrative Unit Program Plan 2013-14

Q9 Personnel

Answered: 4 Skipped: 1

#	Responses	Date
1	A temp office assistant or student assistant: (20 hours/week) (a) Support accreditation documentation efforts—post evidences, meeting minutes, set up templates, record checking (b) Support SLO—tracking, converting documents (c) Support planning efforts—record checking multiple plans progress, post evidences (d) Maintaining websites	4/15/2014 9:59 AM
2	Need to hire a short term hourly or qualified student assistant to work on specific projects in the Instruction Office.	4/15/2014 9:55 AM
3	The office needs a Webmaster. The starting salary would be approximately \$66,000 a year.	3/28/2014 9:17 AM
4	Additional hourly staff or student assistants at Central Duplicating/Mail office may be needed	3/27/2014 8:54 PM

Q10 Professional Development

Answered: 5 Skipped: 0

#	Responses	Date
1	Attend RP Group conferences (Chialin and Brandon) Attend ACCJC Accreditation related workshop (Chialin)	4/15/2014 9:59 AM
2	a) Attend CIO conference in the fall and spring semesters. b) Attend various conferences related to instructional matters. c) Attend Banner workshop and MS Office, Adobe workshops and other trainings for classified professional development.	4/15/2014 9:55 AM
3	None required. Will work with staff to determine their needs.	4/2/2014 9:50 AM
4	The current employees need professional development in advanced web analytics, web page design, and social networking.	3/28/2014 9:17 AM
5	Plan to have a separate session of BPA for cashiers in 2014 to review the current business processes and create a plan to implement the recommended changes and continuously update our program plan for the following year. • Attend conferences and seminars for self-enrichment/enhance job skills. • Attend this year's Cañada's classified retreat. • Train additional staff for webXtender/indexing	3/27/2014 8:54 PM

Q11 Supplies and Equipment

Answered: 3 Skipped: 2

#	Responses	Date
1	NA	4/15/2014 9:59 AM
2	The office has sufficient funding for supplies and equipment.	3/28/2014 9:17 AM
3	Additional 3-hole punch for copier in Central Duplicating • Headset for Reprographics Technician • Accurate bill counter for cashier's office (due to increase in parking income) • Printer for Dave and Sarita (current printer jamming)	3/27/2014 8:54 PM

Q12 Facilities

Answered: 2 Skipped: 3

#	Responses	Date
1	Office space for the temp office assistant/student assistnat	4/15/2014 9:59 AM
2	The office has sufficient workspace for two employees.	3/28/2014 9:17 AM