The purpose of Program Planning and Assessment at Hartnell College is to obtain an honest
improve ment and outline s long-range goals.

The Program Planning and Assessment process
and data at Hartnell College . The result of the pro

Service/ Office/ Non -Instructional Program	Date Completed (must be in final form by 3/ 27/15)*

I. COMP REHENSIVE REVIEW

COMPREHENSIVE REVIEW DOES NOT APPLY FOR 2015/16

A. STAFFING PROFILE

1. In the table indicate the number in terms of FTE. For instance, 1 full -time staff person is 1.0, and a half- time person is .5 .

Positions	2011-12	2012-13	2013-

This section must be completed for ALL services/offices/non-instructional programs, including those scheduled for a comprehensive review in spring 2014.

A. DATA & TRENDS

1. Provide available data and information that define target recipients of the service/office/non-instructional program, including numbers/size, types and characteristics/needs of current and potential users, students, clients, and/or other relevant populations. List the sources of this data and information.

The Office of the Vice President of Administrative Services coordinates the services provided by Human Resources, the Business Office, Facilities, Maintenance and Grounds Management, and Food Services of the District and, in doing so, relies on the advice and guidance of the management team providing the services noted, i.e., Administrative Services Council and Facilities Development Council, other governance councils and committees, as well as Board policies and administrative procedures. The VPAS's Office oversees all long range financial and facilities planning for the District. The organizational structure of Administrative Services can be found on the college website as presented through organizational charts and councils and committee webpages for access by the college community and the general public.

http://www.hartnell.edu/sites/default/files/u90/2015-16_admin_servs_org_chart.pdf
http://www.hartnell.edu/administrative-services-council
http://www.hartnell.edu/facilities-development-council

2. Analyze and report on salient patterns and trends in this data. Given these patterns and trends in users, needs, usage and/or other key factors, identify particularly challenging issues in service/program provision, office functioning, and the evaluation of the service/office/non-instructional program.

During the past two years, the college has taken on the challenge in establishing a new administrative and participatory governance organizational structure. Once our college's administrative structure was stabilized and fully staffed, we were able to improve our new participatory governance structure. The V.P. of Administrative Services is permanent chair of

C. OUTCOMES

SERVICE AREA OUTCOMES

Each service unit/office/non -instructional progr

Was there review and analysis of the data? How did the staff engage in discussion? Were any interventions conducted? Are there any plans to make changes/improvements in the service/office/program ?

The CBO continues to meet monthly with the Administrative Services and Facilities Development Councils which are made up of staff and faculty representing management, faculty, classified unions, and confidential staff. Members were appointed by each group.

When council meetings begin in Fall 2015, every effort will be made to continue communicating the importance of attending council meeting to each representative. Additionally, the membership will be asked to inquire of their representative groups what specific matters they wish to see addressed at council meetings (i.e., 50% rule).

3. Describe assessment activities that need to be strengthened or improved . What are the challenges to achieving these improvements?

The members surveyed via the Participatory Governance Effectiveness Survey showed a high degree of satisfaction with the Administrative Services and Facilities Development Councils. Attendance remains an area that needs to be improved in both councils, however. The challenge of timing seems to be the primary issue – the ASC meets between 10:00 a.m. and noon on the second Wednesday of each month and seems to cause difficulty for some members, particularly faculty representatives. The FDC (which meets on the second Thursday of each month between 3:00 and 5:00 p.m.) had some difficulty with quorum at a few meetings which caused important agenda items to be delayed.

D. PREVIOUSLY SCHEDULED ACTIVITIES

This subsection focuses on activities that were previously scheduled. An activity can address many different aspects of your service/office/ program, and ulti mately is undertaken to improve or enhance your service/office/program , and keep it current.

Activity scheduled	What success has been achieved to date on this activity?	What challenges existed or continue to exist?	Will activity continue into AY 14-15?	Will activity continue into AY 15-16?*
1. Attendance of community events that can have an impact on Hartnell College	The CBO has attended 3 City of Salinas master plan meetings. CBO has participated in group sessions that provided input to City leaders. Attended all Successor Agency/Oversight board meeting related to closeout of RDA activity	No challenges currently exist.	Yes	Various Oversight board groups for RDA closeout will end. All Oversight boards will close activity at end of 2016 and will be consolidated into one agency.
2. Scheduled meetings with management/supervisor staff	CBO meets regularly with management/supervisor staff. The only scheduled meetings are with the Controller. The other managers have been with the college several years and do not require regularly scheduled meetings. The meetings with the Controller are training sessions to provide the Controller an opportunity for Q & A time.	Schedule meetings with all managers for group meetings. The CBO will make every effort to schedule meetings at least once a month.	Yes.	Yes

* For each activity that will continue into AY 2015-16 and that requires resources, submit a separate resource request in Section III .

1. Evaluate the success of each activity scheduled, inc luding activities completed and those in progress . What measurable outcomes were achieved ? Did the activities and subsequent dialogue lead to significant change in service or program success?

Improvement of attendance at Administrative Services and Facilities Development Council meetings remains.

Annual review and assessment of goals established during annual evaluation of departmental managers provides an opportunity to determine effectiveness. While there were no significant changes needed in services success during the last assessment period, some areas have been identified for further improvement to enable better service to students, faculty, and staff.

Success of management staff meetings can only be broadly stated in terms such as cooperation, support and time management. The measurable outcome for regularly scheduled meetings with the Controller will be determined on an ongoing basis. Generating timely, accurate reports for internal use and, Federal, State and local agencies supports understanding of job responsibilities.

This s ection must be completed for ALL services/offices/non -instructional programs, whether scheduled for annual or comprehensive review in spring 2014.

A. NEW ACTIVITIES

This subsection addresses new activities for, and continuin g new activities into, AY 2015 -16. An activity can address many different aspects of your service/office/program, and ultimately is undertaken to improve, enhance, and or keep your service/office/program current. A new activity may or may not require additional resources.

1. List information concerning ne w projects or activities planned. Please keep in mind that resources needed, if funded, would not be approved until spring 2015 and provided until FY 2015- 16. Ongoing activities involving resources that will no longer be available from grant funds starting FY 2015 -16 must be planned for appropriately.

Activity	Strategic Plan Goal(s) No. & Letter (e.g., 5A)*	Related SAOs,SLOs, PLOs, or goals	Desired Outcome(s)	Resources Needed	Person Responsible	Estimated Date of Completion (can be more than one year in length)	Comments
1. Establish an Emergency Management Office			Establish an office responsible for emergency and disaster planning and recovery; public safety, insurance, risk management	Manager, Admin.	V.P. Admin. Services	June 2016	

*** Please complete this page for each new activity. ***

B. RESOURCE REQUESTS

If

APPENDIX A . Strategic Priorities & Goals
(from Hartnell College Strategic Plan 2013 -2018)

Priority 1: Student Access

Goal 1A: Hartnell College will provide higher education, workforce development, and lifelong learning opportunities —with seamless pathways—to all of the college's present and prospective constituent individuals and groups.

Priority 2: Student Success

Goal 2A: Hartnell College will provide a supportive, innovative, and collaborative learning environment to help students pursue and achieve educational success.

Goal 2B: Hartnell College will provide a supportive, innovative , and collaborative learning environment that addresses and meets the diverse learning needs of students.

Priority 3: Employee Diversity and Development

Goal 3A: Hartnell College is committed to 1) increasing diversity among its employees; 2) providing an environment that is safe for and inviting to diverse persons, groups, and communities; and 3) becoming a model institution of higher education whose respect for diversity is easily seen and is fully integrated throughout its policies, practices, facilities, signage, curricula, and other reflections of life at the college.

Goal 3B: To attract and retain highly qualified employees, Hartnell College is committed to providing and supporting relevant, substa ntial professional development opportunities.

Priority 4 : Effective Utilization of Resources

Goal 4A: To support its mission, Hartnell College is committed to the effective utilization of its human resources.

Goal 4B: Hartnell College is committed to having its physical plant, furnishing s, and grounds maintained and replaced in a planned and scheduled way to support learning, safety, security, and access.

Goal 4C: Hartnell College will maintain a current, user -friendly technological infrastructure that serves the needs of students and employees.

Goal 4D: Hartnell College is committed to maximizing the use and value of capital assets, managing financial resources, minimizing costs, and engaging in fiscally sound planning for future maintenance , space,and technology needs.

Priority 5 : Innovation and Relevance for Programs and Services

Goal 5A: Hartnell College will provide programs and services that are relevant to the real-world needs of its diverse student population, while also developing and employing a culture of innovation that will lead to improved institutional effectiveness and student learning.

Priority 6: Partnership with Industry, Business Agencies and Education

Goal 6A: Hartnell College is committed to streng thening and further7(i)3(n)7(g)1tn