



Date: October 27, 2014

To: Dr. Monte Perez, President

From: Daniel Villanueva, Vice President Administrative Services

RE: Goals and Objectives 2014-15

My Goals and Objectives are as follows:

- To Co-Chair Budget and Planning and College Council Governance Committees and to participate in:
 - Facilities Committee
 - PROC
 - IT Committee
- To Co-Chair the Accreditation Steering Committee and insure all timelines, goals, and objectives are met for the upcoming 2016 Accreditation Cycle.
- To monitor and seek a balanced budget in the 2014-15 fiscal year.
- To work closely with Academic Affairs on Enrollment management planning and implementation to insure FTES goals and budget solvency are achieved.
- To start Medi-Cal Administrative Activities program in January 2015
- To continue to the expansion of College Enterprise Programs
- Work with IT to implement first year of five year IT plan

Other assignments as directed by College President.

TO: Dr. Monte Perez
President
FROM: Michael Allen
VP of Academic Affairs
RE: 2015-2016 Goals
DATE: August 12, 2015

Dr. Perez,

Below, please find my professional goals for 2015-2016.

1. As ALO, successfully lead the campus through the 2015-16 ACCJC self-evaluation process, and the spring 2016 site visit in order to maintain the College's reaffirmation status.
2. In collaboration with the Strategic Enrollment Management Committee, ensure that the college meets, at a minimum, its base enrollment targets for credit and non-credit FTES.
3. Implement an orientation program and a year-long academy for all new faculty members (both full-time and adjunct).
4. Working with the college leadership, develop an integrated planning scheme that will fully integrate the college goals and activities in a way to best utilize fiscal and human resources that promote student success.
5. Commence the streamlined process of developing an open-entry/open-exit non-credit English language learning curriculum that provides for transitional pathways to credit ESL coursework.
6. Actively mentor the academic deans so that they may fulfill their responsibilities in an efficient and collegial manner.
7. Lead a robust national recruitment effort for the LRC director, associate dean of academic affairs, and new full-time faculty positions.
8. Advance strategies that more fully amalgamate academic affairs with student services and administrative services to achieve the ultimate goal of increasing student success.
9. Engage more fully in the California Community Colleges Chief Instructional Officers Association.

Please feel free to contact me with any questions or matters of clarification. Thank you.

TO: Dr. Monte Perez
President
FROM: Michael Allen
VP of Academic Affairs
RE: 2014-2015 Goals
DATE: November 18, 2014

Dr. Perez,

Below, please find my professional goals for 2014-2015.

1. Improve the overall new faculty recruitment and hiring process by:
 - a. Establishing better relationships with local graduate programs that graduate diverse Master's and Ph.D. candidates;
 - b. Increasing national, regional, and state-wide advertising presences that focus on diversity in higher education, and participating in local higher education-related job fairs; and
 - c. Providing focused recruitment and hiring best practices training for the faculty; and establishing specific recruitment and hiring timelines so that all recruitment occurs at the same time, and hiring for the 2015-16 academic year is completed by March 30, 2015.
2. As ALO, lead the campus through the ACCJC spring 2015 follow-up report, the 2015-16 self-study, and the spring 2016 site visit in order to maintain the College's reaffirmation status.
3. More thoroughly understand the daily operations of the Assessment Center and the Child Development Center so as to effectively integrate both departments' operations into the Academic Affairs Division.
4. Collaborate with the 3SP, AtD, BSI, and Student Equity faculty and staff leadership in order to fully integrate the respective program goals and activities, and avoid duplicative efforts and fiscal management.
5. Continue to promote concurrent enrollment initiatives that support high school student goals, do not violate the faculty contract provisions, and provide for systematic efforts in the area of early assessment.

Please feel free to contact me with any questions or matters of clarification. Thank you.