

1. Assessment Plan - Four Column



PIE - Business: Child Development Center Unit

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Improve efficient operations via budget allocations/transfer - College Goal 12</p> <p>The CDC is seeking to further stabilize budget fluctuations related to external conditions and trends by having CDC Administrators in part or full moved to the college's General Fund. The CDC currently utilizes the Center budget, which is reliant on contract earnings, grants, and tuition to pay all Center staff, including contracted administrators.</p> <p>Removing one or both administrators from the Center budget will allow the CDC to be better positioned to absorb planned minimum wage and COLA increases put forward by State law and college negotiations, increasing food costs, and lessen the impact of fluctuations (created by external factors out of the Center's control) in overall operational costs.</p> <p>Status: Active Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Remove part/all Administrator/s salary from the CDC budget onto the General Fund One-Time Funding Requested (if applicable): 250000</p>	

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Increase enrollment - College Goal 4

The CDC will continue, when possible, to increase child enrollment as needed to earn the maximum contract amounts for both our State and Federal contracts/grants. This may include, but is not limited to, collaborations with outside entities and community partners in an effort to maximize existing space without severe over-enrollment which negatively impacts the level of quality education offered to young children and college students in a Teaching/Practicum Lab environment.

Status: Active

Goal Year(s): 2016-17

Date Goal Entered (Optional):

09/01/2016

Paid/State Recognized

Apprenticeship - Workforce

Development - College Goals 1 and 2

The CDC annually educates/trains over 100 Mt. SAC students interested in early childhood education, education and related fields focused on children, families and human services. By hiring "qualified" students (6 units or more in child development etc.) and assigning them to work with "Master" level Lead Teachers/Mentors these students attain the necessary "work hours" to qualify for permits and credentials from the CA Commission on Teacher Credentialing, which in turn positions them to immediately

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enter the greater early and elementary education (K-5) workforce upon graduation or transfer from Mt. SAC.

The goal of the CDC is to partner with the State Labor Department and possibly the Chancellor's Office to create a "recognized" paid apprenticeship, that will focus on specific training and experience that is attractive or highly desirable to early education employers (ie: school districts, Head Starts, county offices of education etc.), essentially creating a documented path towards exceptional workforce preparedness. Students will earn both their degree/transfer documenting educational achievements, while simultaneously earning a State/Mt. SAC certificate outlining specific application/training achievements and skills. This will serve to strengthen community partnerships and promote the entire Mt. SAC Child Development Program (including the Department and Center) to potential students as a state certified workforce development program.

The CDC will continue to fund the positions, and also communicate with the Chancellor's office or other State and private entities to determine if there is funding to help support this apprenticeship project.

Status: Active

Goal Year(s): 2016-17

Date Goal Entered (Optional):

Unit Goals

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Where We Make an Impact: Closing the Loop on Goals and Plans

09/01/2016

Emergency Preparedness/ Panic Buttons - College Goals 8, 11 and 14

The CDC seeks to improve security and emergency preparedness by installing "panic buttons" for staff in the classrooms and certain office spaces. The CDC currently receives custodial and restraining orders from enrolling parents, hosts observation and lab students from the campus at large, and invites individuals from the campus and greater community to apply for services. This results in C: Secure Resources dozens of "visitors" to the Center each day.

Center staff deal with irate students, parents, and applicants some who may pose a threat to the well being and safety of personnel. The panic buttons, in the case of an emergency, will alert the Public Safety Department that their assistance is immediately required.

Unfortunately, children are sometimes viewed as targets for deranged or malicious individuals and because the reception area of the CDC is accessible to the public, the panic buttons can assist staff in requesting immediate assistance if needed without alerting the "threatening" or hostile individual/s that a request for law enforcement or emergency assistance has been made.

In Progress - Purchase/Install panic buttons

One-Time Funding Requested (if applicable): 2000

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Where We Make an Impact: Closing the Loop on Goals and Plans

Status: Active

Goal Year(s): 2016-17

Date Goal Entered (Optional):

09/01/2016

Hire additional clerks/ office personnel - College Goal 12

As the CDC grows, and is audited/monitored by State agencies, the need for permanent eligibility/funding staff is imperative. There are numerous processes/procedures related to eligibility determination for State/Federal funds that require consistent staff to implement correctly. Currently the CDC only has one permanent, full-time Classified staff completing this work in addition to payroll for the Center, and other accounting/tracking duties. This position is currently assisted by at 3 other part-time, non permanent staff.

At least two part-time, permanent positions are required to continue to meet CA Dept. of Education and U.S. Dept. of Education contract/grant requirements related to enrollment and eligibility determination and follow-up on a consistent basis. The CDC was cited in 2014-2015 for noncompliance issues related to State contracts eligibility and need determinations, and as part of the action plan hired 2 of the 3 part time staff to assist with enrolling and tracking the 200+ CDC enrollees.

These positions will be allocated to

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

the CDC budget.

Status: Active

Goal Year(s): 2016-17

Date Goal Entered (Optional):

09/01/2016

Hire CDC Specialist - As the CDC expands, including seeking collaborations with local school districts and opening a new classroom. A permanent CDC Specialist is needed. This individual would be assigned for 10 months, 30-35 hours per week. The CDC budget will be used to pay for the position, however with the college's assistance (by absorbing costs for administrator/s) the CDC is better positioned to fund the position and absorb other increased costs (minimum wage increases, COLA and Classified employee increased costs).

Status: Active

Goal Year(s): 2016-17

Date Goal Entered (Optional):

09/01/2016