

LMC College Assembly

MONDAY, MARCH 4, 2019

LIBRARY 109

Agenda

- 1. Welcome (5 min)**
Bob Kratochvil, President
- 2. Vision for Success Goal Setting (20 min)**
Greg Stoup, District Senior Dean of Research and Planning
- 3. Evaluation of our Strategic Plan 2014-2019: An Educational Master Plan for LMC (30 min)**
The Planning Committee
Nancy Ybarra, Dean of Liberal Arts
Chialin Hsieh, Senior Dean of Planning and Institutional Effectiveness
- 4. Navigating the New Resource Allocation Process (20 min)**
Alex Porter, VP of Business and Administrative Services
Dave Vigo, Business Services Supervisor

Vision for Success

Evaluation of LMC's Strategic Plan 2014-2019: An Educational Master Plan for LMC

- The Planning Committee has developed a process and timeline to evaluate our *Strategic Plan 2014-2019: An Educational Master Plan for LMC (SPEMP)*. For an overview of the process, timeline, and an opportunity to “share your story”, visit the website at <https://www.losmedanos.edu/planning/planningresources.aspx>.
- The information gathered today will inform us on our progress towards achievement of our goals and in the development of the new Educational Master Plan 2020-2025 and ACCJC ISER 2020.

Group Work

- We are seeking your input related to the achievement of our strategic plan goals.
- The handout includes:
 - Strategic Plan 2014-19 Goals, Objectives and Strategies
 - Examples of achievements related to each goal
 - A section for you to enter a “story(s)” that either demonstrates your program’s achievement of a goal(s) and/or a need for improvement related to a goal(s).
- Note-taker at each table
- Share your stories via <https://www.losmedanos.edu/planning/planningresources.aspx>

Navigating the new Resource Allocation Process

Overview of the revised resource allocation process

Location of the Budget Request Form (BRF) and Budget Request Database (BRD) also known as the “Parking Lot”

<https://www.losmedanos.edu/businessoffice/>

Navigating the new Resource Allocation Process

The screenshot displays the LMC Business Services website. On the left is a vertical navigation menu with the following items: Business Office Home, Services for Students, Fiscal Services, Human Resources, Payroll, Cashier, Forms, and Contact. Below the menu is a 'Related Links' section with links to Maintenance & Facilities, Copy Center, Custodial, Faculty & Staff Resources, and Safety & Emergency Preparedness. The main content area features the LMC Business Services logo and breadcrumb navigation (Home / LMC Business Services / Business Home). A large heading reads 'Welcome to Business Services'. Below this are two call-to-action buttons: 'Budget Request Form is now available' and 'Budget Request Database'. Further down, the text states: 'We are located on the 4th floor of the CORE building. Monday through Friday 8:00 a.m. to 5:00 p.m.' The final section is 'Our Commitment', which includes a bulleted list of five points regarding customer service, financial stability, procurement, and campus liaison.

Business Office Home

Services for Students

Fiscal Services

Human Resources

Payroll

Cashier

Forms

Contact

LMC Business Services
Home / LMC Business Services / Business Home

Welcome to Business Services

Budget Request Form is now available

Budget Request Database

We are located on the 4th floor of the CORE building.
Monday through Friday 8:00 a.m. to 5:00 p.m.

Our Commitment

- Provide exemplary customer service to the campus community through training, budgetary advising, and accurate information and timely responses.
- Maintain financial stability (to ensure fiscal accountability of all expenditures) and institutional compliance with all rules and regulations.
- Provide the requester of supplies and equipment, the best service in procurement of goods and services within the scope of the District policies.
- Serve as campus liaison with District Offices (Business Services, Human Resources, Purchasing and Payroll)

Navigating the new Resource Allocation Process

Timelines for completion and submission

- When the form is completed and approved, send the Budget Request Form (BRF) to the Business Services Office (Email: dvigo@losmedanos.edu)
- BSO will send a confirmation and reviews proposal within 10 days
- When review is completed, BSO will send an email to the requestor if more information is needed or if the proposal is accepted and added to the Budget Request Database (BRD).
- Each accepted proposal will stay in the BRD for two years.

Navigating the new Resource Allocation Process

Process for approving requests

- The President determines available funding allocation
- Shared Governance Council (SGC) reviews proposals twice a year
- SGC identifies proposals that can be funded through grants
- Approved proposals will be announced immediately