

District Service Centers

Summary of New Resource Needs for 2016/2017

(Compiled from 2015-16 District Service Administrative Program Reviews)

Staffing (other than faculty)		Technology		Facilities		Other needs – Equipment, supplies, materials, repairs, professional development, etc.	
Service Center	PCCD	Service Center	PCCD	Service Center	PCCD	Service Center	PCCD
Strategic Goal		Strategic Goal		Strategic Goal		Strategic Goal	
<u>Classified Staff</u>		<u>Computers and Peripherals</u>		<u>Additional Space</u>		<u>Equipment Maintenance</u>	
A and R:	<i>C. Build Programs of Distinction</i>	Child Care Centers:	<i>A. Advance Access, Equity, and Success</i>	Ed Services:	<i>C. Build Programs Of Distinction</i>	Ed Services:	<i>C. Build Programs Of Distinction</i>
Dual enrollment coordinator that will coordinate the process with the high schools.		Three new computers for the Laney and Merritt Child Care Classrooms.		Offices. Training room. Conference room.		Computers and copier refreshed/replaced.	
DGS:	<i>C. Build Programs of Distinction</i>	DGS: <i>C. Build Programs of Distinction</i>		IT: <i>A. Advance Access, Equity, and Success</i>		<u>New Equipment, Materials & Supplies</u>	
Staff Assistant for a New Project Manager Maintenance & Operations.		Color/BW copier.		Conference rooms (3)		Laney and Merritt College Child Care Centers both need new dishwashers.	
Senior Chief Stationary Engineer (4 positions: DO, COA Merritt, and Laney).		Printer.				Ed Services: <i>C. Build Programs Of Distinction</i>	
Stationary Engineer (swingshift at COA)		AV Equipment for Conference Rooms #1 and #3:				New Scantron Machine.	
Electrical Engineer.		Projectors, Projection Screens, TV Monitors				Peralta Mobile Application for Enrolling in Courses	
Plumber Engineer.							
HVAC Engineer.							

Classified Staff, Continued:

Lead Grounds Worker/Gardener ,COA and Laney (2 positions)
Grounds Worker/, Laney

Ed Services: C. Build Programs
Of Distinction

Curriculum Specialist.
Staff Assistant for Distance Education.
Program Coordinator for Umoja.
Administrative Assistant Student Equity.
Dual Enrollment Coordinator.
District webmaster.

Finance: E. Develop and
Manage
Resources to
Meet Our
Mission

Warehouse clerk.

Technology Continued:

Ed Services: C. Build Programs
Of Distinction

New High-speed printers.
Laptops.
Mobile Tablets.

Finance: E. Develop and
Manage
Resources to
Meet Our
Mission

Laptops (2). For fiscal services.
Desktop computers (3) for purchasing.

Human Resources: D. Strengthen
Accountability,
Innovation and
Collaboration

Two printers
Two computers
Two telephones

Facilities Continued:

Existing Space – Improvements

A and R: C. Build Programs of
Distinction

Both the men’s and women’s bathrooms in the A&R building need remodeling.

The front of the building needs painting.

The back door to the building needs to be replaced.

The door from the front office into the back offices is coming off the hinges.

The front area of the Admissions and Records building need landscaping.

Human Resources: D. Strengthen
Accountability,
Innovation and
Collaboration

Human Resources /Employee & Retiree Benefits Stand-Alone Kiosk for web access.

Reconfiguration of office spaces.

Equipment, etc. Continued:

Human Resources: D. Strengthen
Accountability,
Innovation and
Collaboration

Digitization of employee benefits/medical records
Two desks and chairs
File cabinet
Privacy cubicles
Fireproof storage

International Education: A. Advance
Access,
Equity, and
Success

Terra Dotta Software

IT: A. Advance Access,
Equity, and Success

Desks and Chairs (45)

Classified Staff, Continued:

Financial Aid: *A. Advance Access,
Equity, and Success*

Financial Aid Compliance Officer

Human Resources: *D. Strengthen
Accountability,
Innovation and
Collaboration*

Senior Human Resources Analyst II

Senior Human Resources Analyst

Senior Employee Relations Analyst II

International Education: *A. Advance
Access,
Equity, and
Success*

Senior Clerical Assistant

4 Hourly Employees/ Independent Contractors

Technology Continued:

Institutional Research: *D. Strengthen
Accountability,
Innovation and
Collaboration*

Digital projector

International Education: *A. Advance
Access,
Equity, and
Success*

Computers

IT: *A. Advance Access,
Equity, and Success*

PC's (25)

Tablets (Android, Macs) (6)

Training Room Computers (30)

Facilities Continued:

Child Care Centers: *C. Build Programs
Of Distinction*

Both sites need a security front door.

Laney College needs a child's play- ground structure.

Replace the ugly cyclone fence around the Laney Child Care Center.

Financial Aid: *A. Advance
Access,
Equity, and
Success*

Financial Aid Conference Room.

IT: *A. Advance Access,
Equity, and Success*

Training Room

Security Entry Badge System.

Printed Materials

A and R: *D. Strengthen
Accountability,
Innovation and
Collaboration*

Development of PeopleSoft User's Guide.

Human Resources Procedures Manual.

A plan needs to be developed to scan all the academic records warehoused in the back room.

Human Resources: *D. Strengthen
Accountability,
Innovation and
Collaboration*

New employee orientation materials and training modules.

Classified Staff, Continued:

IT: *A. Advance Access, Equity, and Success*

Systems Analyst ERP Functional Business: (5 positions).

PeopleSoft Security Administrator

Network Security Administrator

Helpdesk Support II

PeopleSoft Sr. Application Software Programmer Analyst (3 positions)

Executive Staff Assistant (confidential)

Sr. Software Network/Systems Engineer (2 positions)

Technical Trainer / Instructional Designer

Finance Budget Analyst/IT

ERP Project Manager (2 positions)

PeopleSoft Application Software Programmer Analyst (2 positions)

District Telecommunication Administrator

PeopleSoft System Administrator

Software Release Manager / PMO Office

Help Desk Manager

Web Master

Technology Continued:

IT infrastructure

Institutional Research: *D. Strengthen Accountability, Innovation and Collaboration*

Tableau Server

IT: *A. Advance Access, Equity, and Success*

NOC (network operation center) devices (5)

Facilities Continued:

Public Information: *C. Build Programs Of Distinction*

Create a video production studio in the partially used warehouse adjacent to A & R.

Professional Development:

A and R: *D. Strengthen Accountability, Innovation and Collaboration*

PeopleSoft Training for Student Services staff.

Child Care Centers: *C. Build Programs Of Distinction*

Laney and Merritt College Child Care staff need the training at CA Association for the Education of Young Children (CAEYC) conference.

DGS: *D. Strengthen Accountability, Innovation and Collaboration*

Conferences and training for DGS managers, technical support staff, engineering staff, and grounds workers staff.

Ed Services: *C. Build Programs Of Distinction*

Conferences and travel: CCCAOE, HUEG, Curriculum Institute, Diversity in Higher Education, OSSE.

Training in curriculum management.

Classified Staff, Continued:

Public Information *A. Advance
Access,
Equity, and Success*

Community Engagement and Outreach
Specialists (2).

Administration

A and R: *C. Build Programs
Of Distinction*

Assistant Registrar

DGS: *C. Build Programs
Of Distinction*

Project Manager Maintenance & Operations

Ed Services: *C. Build Programs
Of Distinction*

Dean of Distance Education

Director of Student Equity Programs.

Associate Vice Chancellor of Academic Affairs
and Institutional Effectiveness.

Professional Development Continued:

Finance: *E. Develop and
Manage
Resources to
Meet Our
Mission*

PeopleSoft Training in Advanced Features

Conferences and travel: HUEG , Oracle, CAPPO,
National Institute of Governmental Purchasers

Training on the State Budgeting and Accounting
Manual

Human Resources: *D. Strengthen
Accountability,
Innovation and
Collaboration*

Conferences, travel and training:

ACCA, ACHRO, Oracle, Labor Law
