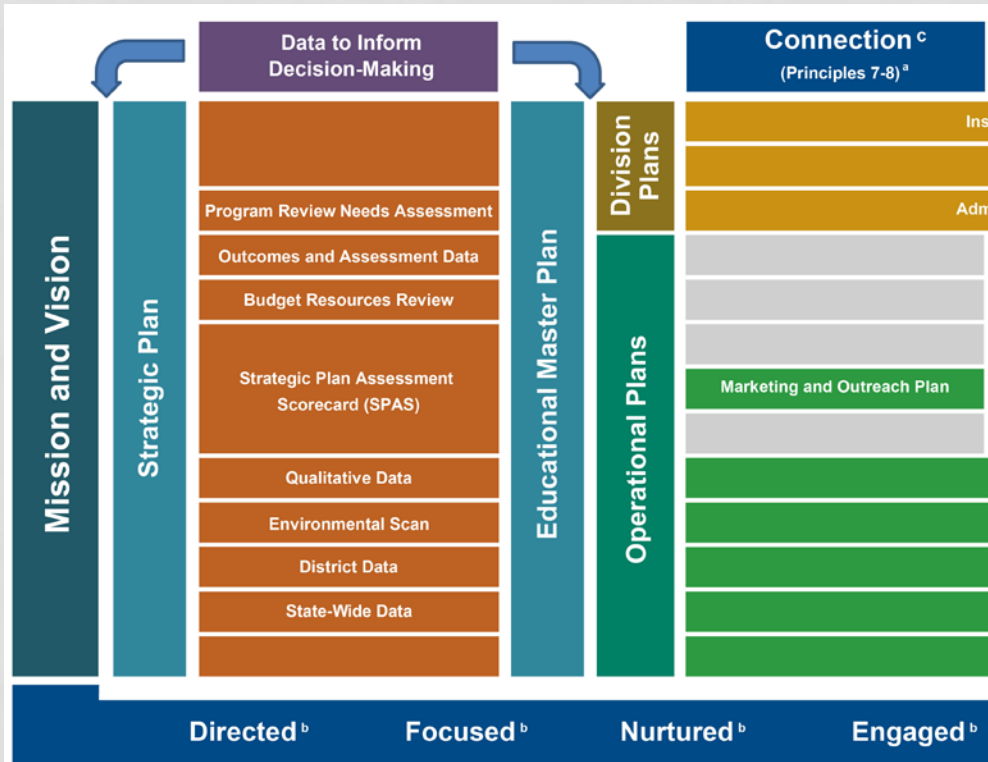# BEST PRACTICES –COLLABORATION AMONG DIVISIONS
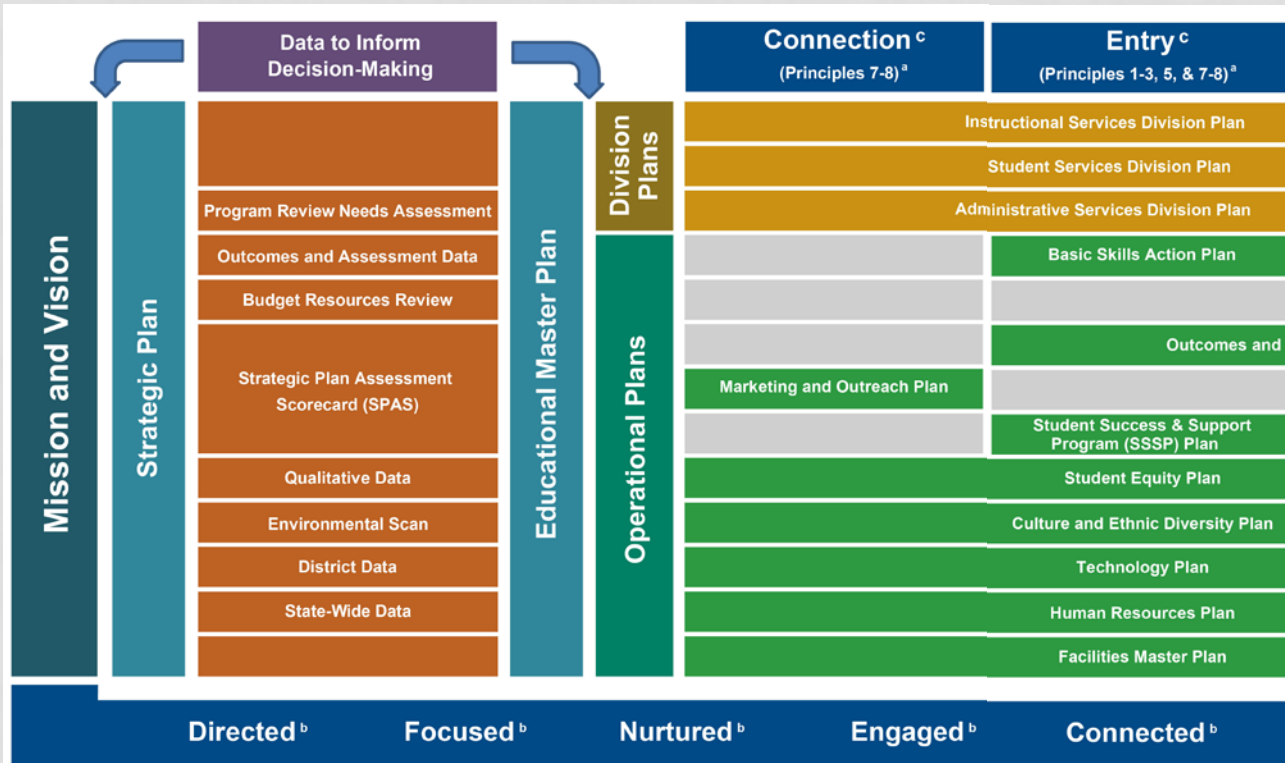
2017 PLANNING SUMMIT
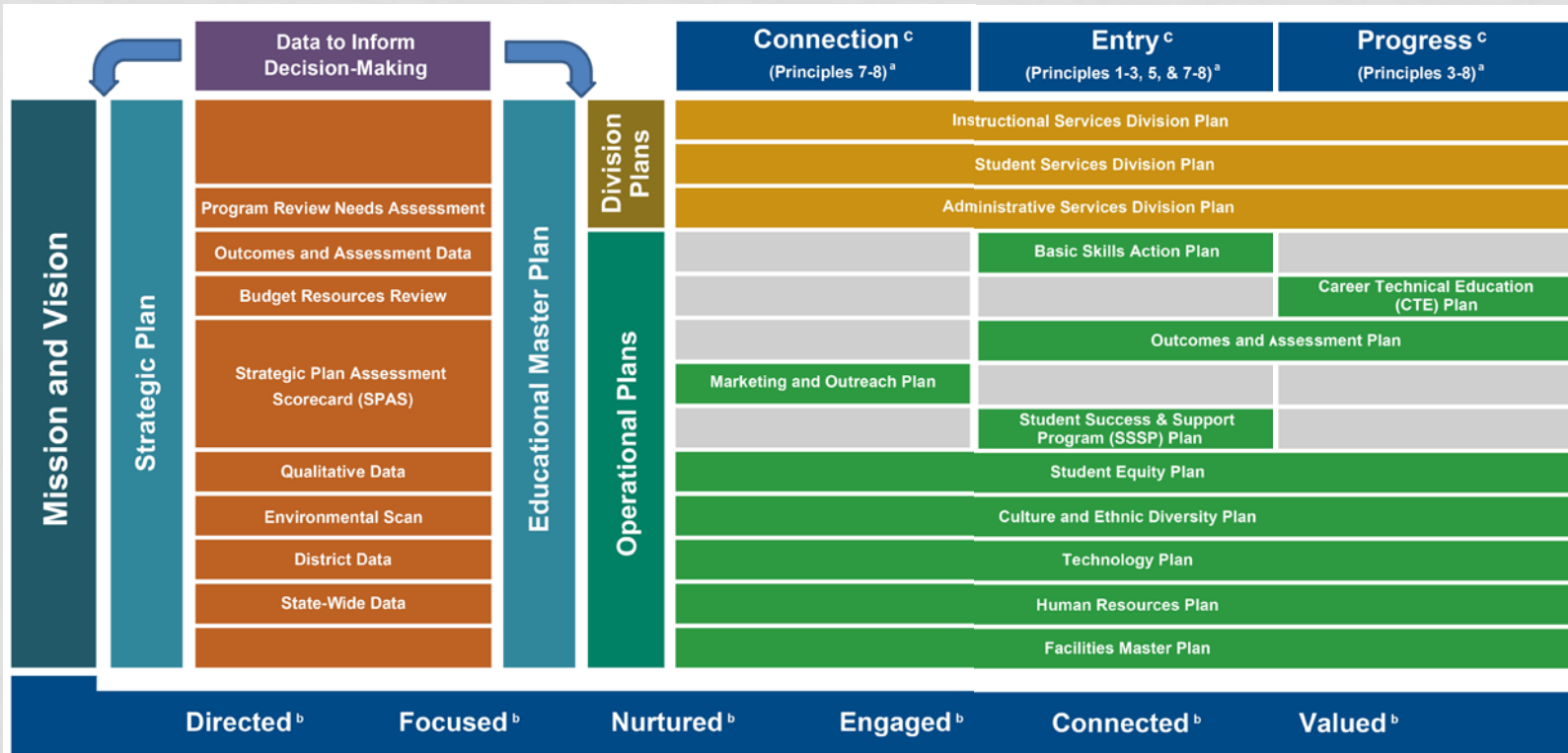
SAN DIEGO MIRAMAR COLLEGE

WHAT IS MY ROLE IN THE PLANNING FRAMEWORK?

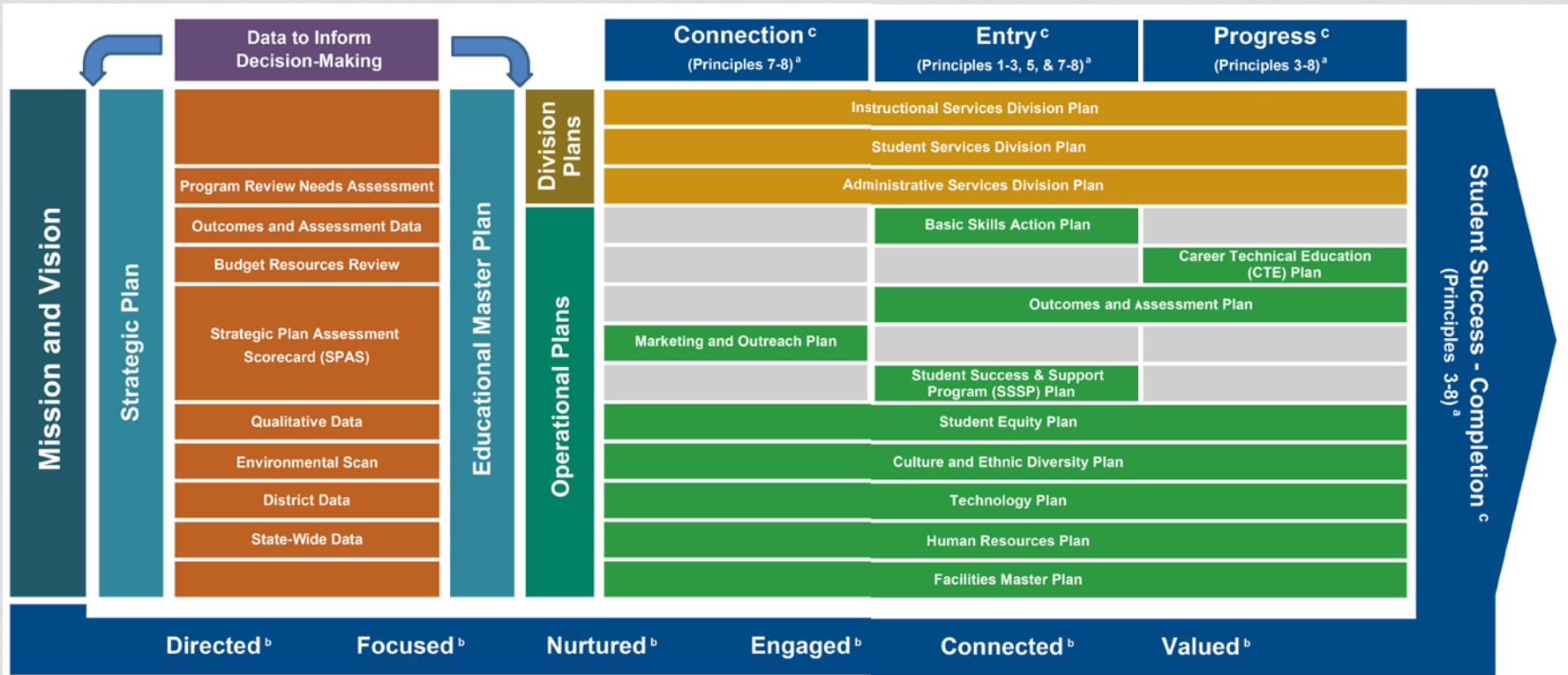# WHAT IS MY ROLE IN THE PLANNING FRAMEWORK?

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HOW DOES ADMINISTRATIVE SERVICES SUPPORT YOUR BEST PRACTICES?

- Connection Phase
  - Budget Planning – First Impressions Last: The Astronomy Research Seminar
    - Plan ahead to ensure your budgets are properly approved and authorized to use when you need them:
      - Contract/Face Sheet
      - GL and Budget Allocation
      - ABS Agenda Development

HOW DOES ADMINISTRATIVE SERVICES SUPPORT YOUR BEST PRACTICES?

- Entry Phase
  - Hiring Support – Jet-StREAM: Students Reaching Equity through Academics and Mentoring
    - Plan ahead to ensure your new Hourly employee is authorized to begin working when you need them to begin:
      - Board Approved Positions – Minimum 1 month in advance
      - Equifax Onboarding – Approximately 30 days
      - SDCCD HR approval to begin working

HOW DOES ADMINISTRATIVE SERVICES SUPPORT YOUR BEST PRACTICES?

- Progress Phase
  - Purchasing Support – Critical Thinking for Learning and Success
    - Plan ahead to ensure that your purchases are made so that your teaching supplies are ready when you are:
      - Stockroom
      - PeopleSoft Requisitions
      - PeopleSoft Purchase Order
      - PeopleSoft Receiving

HOW DOES ADMINISTRATIVE SERVICES SUPPORT YOUR BEST PRACTICES?

- Completion Phase
  - Facilities Support – Course Guidance and Course Planning
    - Plan ahead to ensure that your facilities needs are identified to meet the need of your students:
      - Evening and weekend Facilities support

BEST PRACTICES TO PLAN FOR RESOURCES

- Budget Resources
  - Board approval of grant resources
- Human Resources
  - Board approval of positions
  - On-boarding
  - SDCCD approvals
- Purchasing Resources
  - All purchasing must be pre-approved
- Facilities Resources
  - Advanced notification for allocation of space and staff