

Strategic Investment Priorities (SIP)

Project Funding and Position Request Process

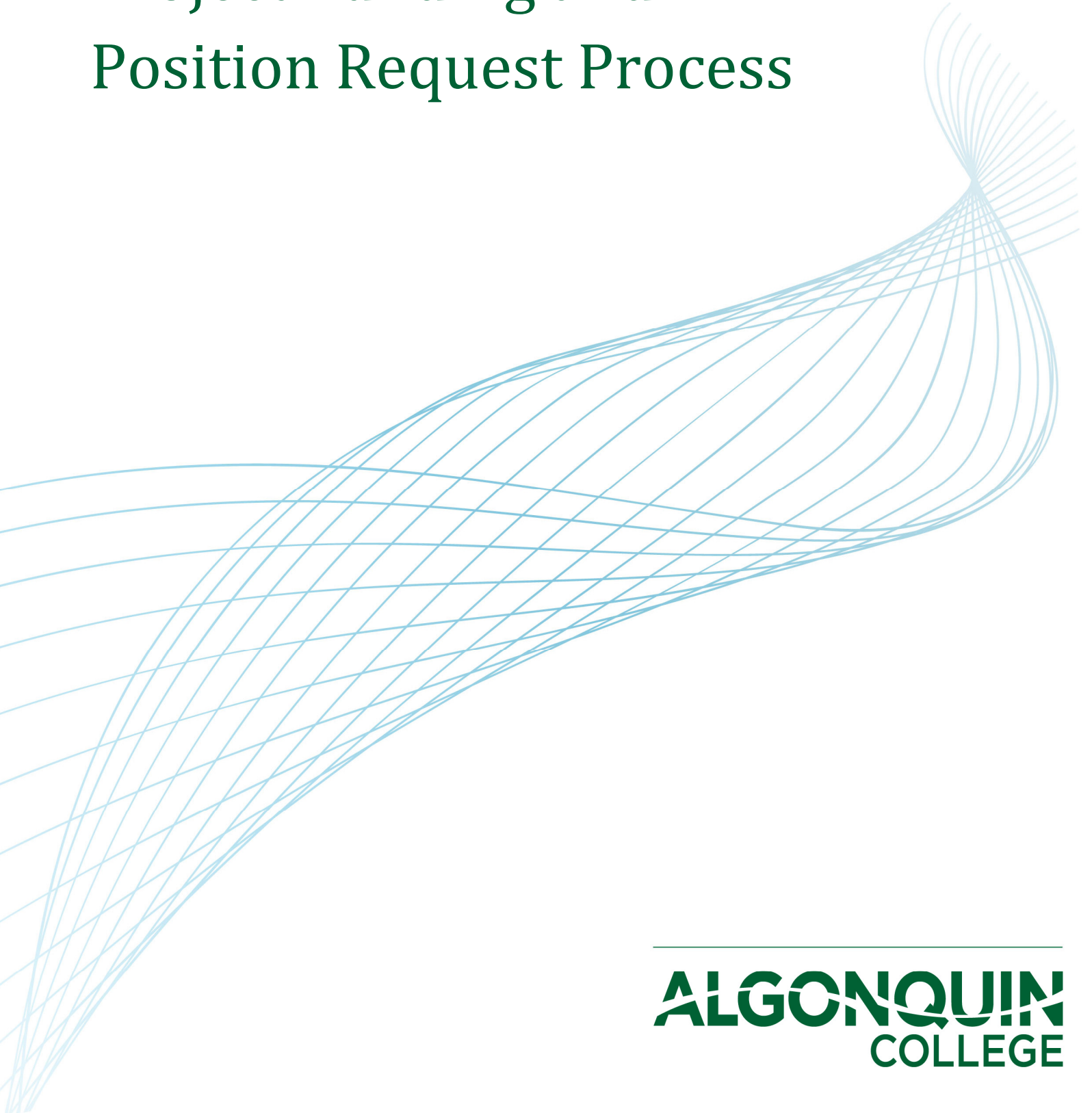


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1 Document Purpose

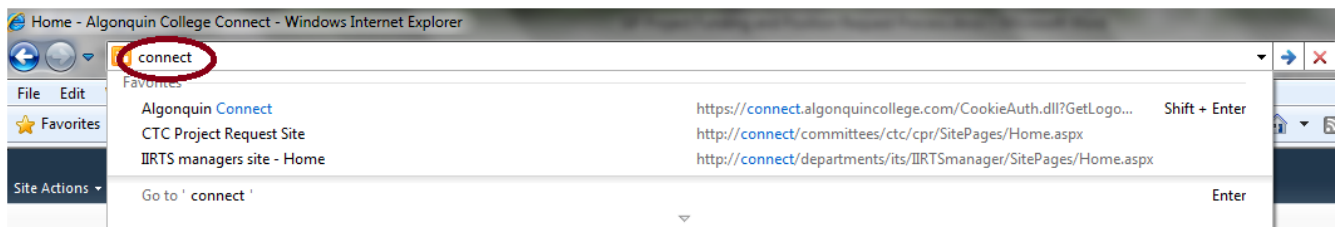
This document describes how to access and complete the Strategic Investment Priorities (SIP) Project Funding and Position Request forms.

2 How to Access the Request Forms

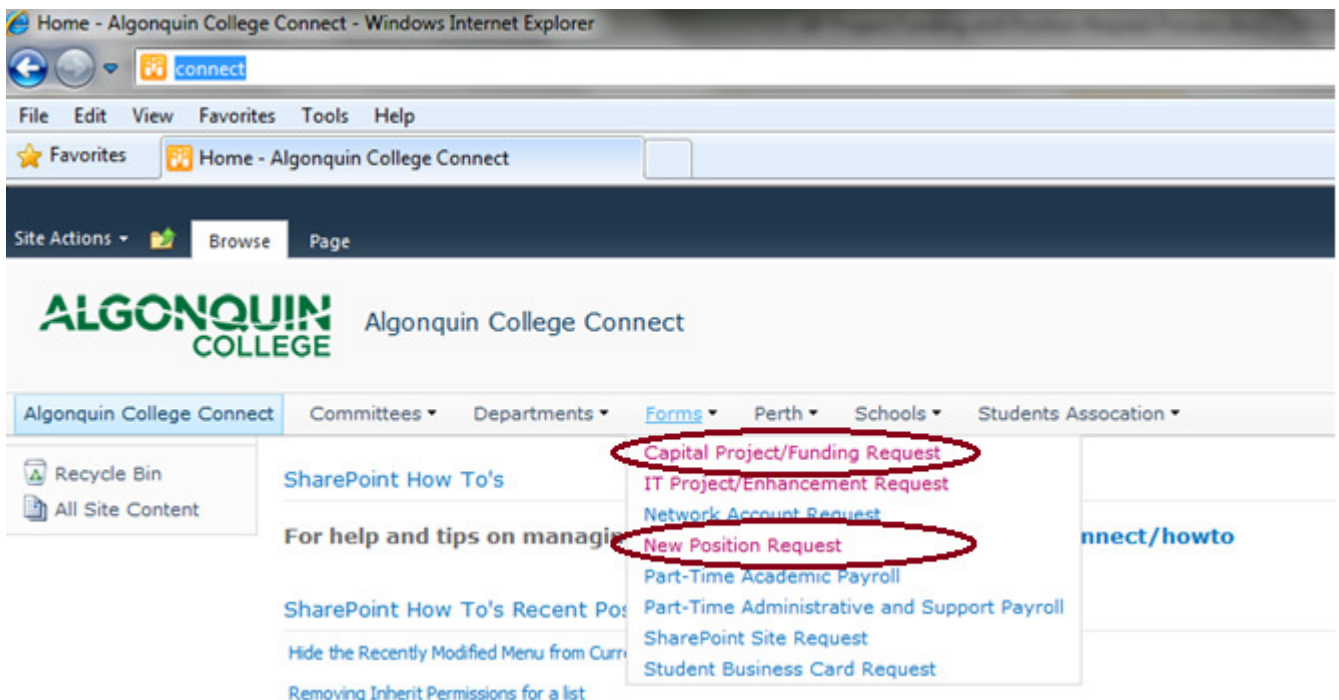
To access either the SIP Project Funding Request form or the Position Request form, follow the steps identified in the following sections.

2.1 While on campus

1. Launch your Internet Browser and type "connect" in the URL bar, as follows:

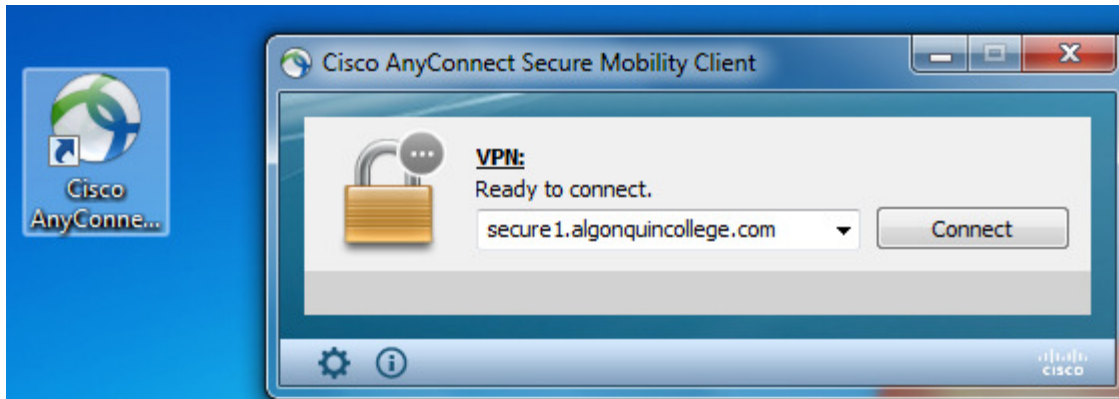


2. This will bring you to the SharePoint Connect page. From here, you can select either the Capital Project/Funding Request form or the New Position Request form from the "Forms" Menu item.



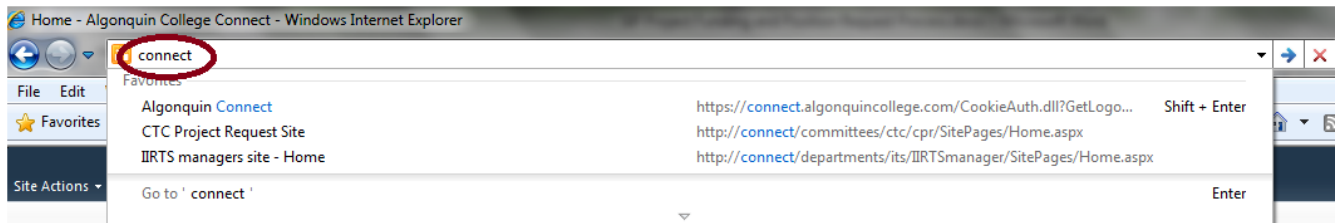
2.2 From home using VPN

1. If you have not yet installed the VPN Cisco AnyConnect Client on your laptop, follow the instructions in Appendix A.
2. Connect to VPN by launching Cisco AnyConnect Client and use your credentials to log in.



Note: When you are logging into SharePoint and are using a **non-College computer** you need to prefix your user id with Woodroffe\ and then enter your College password.

3. Launch your Internet Browser and type "connect" in the URL bar, as follows:



4. This will bring you to the SharePoint Connect page. From here, select either the Capital Project/Funding Request form or the New Position Request form, as shown above.

3 How to Complete Request Forms

Access to submit a request form is limited to the Deans, Directors, and one member of their staff. If you require access to complete the forms for your department and are currently denied permission, please contact Linda Landreville or Joanne Kalman for access.

3.1 SIP Project/Funding Request Form

The following two figures show a snapshot of the form:

Figure 1 - SIP Project Funding Request Form (1 of 2)

Print

ALGONQUIN COLLEGE SIP Project Funding Request

* Project Title:

*Project Sponsor:

*Project Owner(Dean, Director, or Manager):

*Brief Description:
* limited to 250 characters

*Governing Committee:

*Strategic Plan Alignment:

*Goal:

*Request Type:

If Request Type is 'Business Plan' , select the appropriate Initiative.

Initiative:

*Business Objective:
* limited to 250 characters

Are human resources and support required outside requesting department?

- Human Resources
- ITS
- Marketing and Communications
- Physical Resources
- RO
- Other

If Other, please identify department:

Has discussion regarding this project occurred with the identified department(s)?

Are there any space requirements to support this request?

If yes, explain Requirement:
* limited to 250 characters

If yes, has discussion occurred with CSIC?

Are there any other requirements to support this request?

If yes, explain Requirement:
* limited to 250 characters

Figure 2 - SIP Project Funding Request (2 of 2)

Funding Request

Fiscal Year:

Is this a continuation of a previously funded project?

Indicate if this is for Initial Planning purposes:

Indicate expenditure projection below:

	Salaries and Benefits	Contract Services	Supplies	Space and Infrastructure	Equipment	Other	Total
2015/16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
2016/17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
2017/18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
2018/19	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
2019/20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Cost of Ownership

Post Implementation Yearly Costs:

***Success Measures:** How will success be measured, i.e. Return on Investment, Cost Savings, Cost Avoidance, Risk Mitigation, or Non-Financial Benefits.

* limited to 250 characters

***Indicate when benefits are expected to be realized:**

* limited to 250 characters

***Planned Start Date:** ***Planned Completion Date:**

Risks/Constraints:

* limited to 250 characters

***Implications of NOT Proceeding with this Investment:**

* limited to 250 characters

Notes:

* limited to 250 characters

Opportunity for Students and Employees (such as Applied Research):
(Outline any opportunities for students and faculty to participate/contribute to the project including interaction with any external vendors. Please list all relevant learning programs that could potentially be involved.)

* limited to 250 characters

Save as Draft

Select the **Save as Draft** button to save the request as a draft for future editing

Submit

Select the **Submit** button when final, no further editing will be allowed

The following table provides guidance to complete the fields on this form. If you require assistance or further guidance, please direct your queries to the Finance Department through your Business Administrator or Budget Officer.

Field	Guidance
Print	Send this document to your local printer.
Project Title	Provide a brief description that highlights the nature of your request.
Project Sponsor	<p>Identify who owns the project/investment on behalf of the client organization.</p> <p>Project Sponsors articulate the business case and expected benefits of a project or investment, and ensure accountability for the realisation of project benefits.</p> <p>The Project Sponsor options are:</p> <ul style="list-style-type: none"> • VP Academic • VP Finance and Administration • VP Human Resources • VP Student Services • VP International and Strategic Priorities • Executive Director Advancement
Project Owner (Dean, Director, or Manager):	<p>Identify the person (Dean, Director, or Manager) who will be responsible and accountable for the delivery of this project.</p> <p>This field requires the name be part of the College’s staff directory.</p>
Brief Description	<p>Provide a succinct description of the objectives of the project/investment.</p> <p>This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.</p>
Governing Committee	<p>Select the governing committee to which you are submitting your request. If you do not know which committee to select, leave this field blank.</p> <p>The committee choices are:</p> <ul style="list-style-type: none"> • College Budget Committee (CBC) • College Space and Infrastructure Committee (CSIC) • College Technologies Committee (CTC) • Strategic Enrolment Management Committee (SEMC)
Strategic Plan	Identify the strategic pillar that aligns with the goals and

Field	Guidance
Alignment	<p>objectives of your request.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Applied Education and Training • Student and Client Success • Empowered People • Financial Sustainability
Goal	<p>Select the specific goal under the pillar to which your request applies. The options for each pillar are as follows:</p> <ul style="list-style-type: none"> • Applied Education and Training <ul style="list-style-type: none"> ○ Goal 1: Deliver an exemplary applied education and training experience ○ Goal 2: Create a unique suite of programs, products and services geared to meet the needs and expectations of our clients and students. ○ Goal 3: Leverage technology to enhance the educational experience ○ Goal 4: Provide opportunities for every full-time student to have a work experience outside of the classroom. • Student and Client Success <ul style="list-style-type: none"> ○ Goal 5: Deliver exceptional service to our diverse student and client populations ○ Goal 6: Leverage technology to automate and modernize our business processes, fostering an environment of continuous improvement. • Empowered People <ul style="list-style-type: none"> ○ Goal 7: Attract, develop and retain employees who have the knowledge and skills to be fully contributing members of the College ○ Goal 8: Create and foster an environment in which the College’s model of leadership competencies and behaviours is supported. • Financial Sustainability <ul style="list-style-type: none"> ○ Goal 9: Align our funded operational expenditures with provincial funding ○ Goal 10: Expand non-funded opportunities to increase revenue ○ Goal 11: Leverage strategic business partnerships

Field	Guidance
	<p>to meet the capital needs of the College</p> <ul style="list-style-type: none"> ○ Goal 12: Create the technological foundation to align with the digital direction.
Request Type	<p>Select the option that best reflects your project request. This information will assist the governing committees in prioritizing your request.</p> <p>The Request Type options are:</p> <ul style="list-style-type: none"> • Ancillary • Business Plan • Operational • Legislative Compliance • Other
Initiative	<p>If Business Plan is selected as the request type, the requestor must identify the specific initiative in the Business Plan to which this request applies.</p> <p>This field is context sensitive and will only display the initiatives applicable to the Goal that was selected.</p> <p>If Goal 9 is selected from the Goal, there is no initiative from which to select.</p> <p>The initiatives associated with each goal are provided in Appendix B of this document.</p>
Business Objective	<p>Identify specific outcomes that are to be achieved by this project/investment.</p> <p>Business Objectives should be SMART (Specific, Measurable, Achievable, Relevant, and Time bound).</p> <p>Examples of Business Objectives statements include:</p> <ul style="list-style-type: none"> • Market standing - market share, customer satisfaction, product range • Innovation - new products, better processes, using technology • Productivity - optimum use of resources, focus on core activities • Physical and financial resources - buildings, business locations, finance, supplies • Profitability - level of profit, rates of return on investment, savings • Management - management structure, promotion &

Field	Guidance
	<p>development</p> <ul style="list-style-type: none"> • Employees - organisational structure, employee relations • Public responsibility - compliance with laws, social and ethical behavior <p>This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.</p>
<p>Are human resources and support required outside requesting department</p>	<p>This section identifies whether resources are required from departments outside the department requesting this project. Some key departments have been identified. Select all that apply. If you select Other, identify the specific department in the field below.</p> <p>The pre-defined departments are:</p> <ul style="list-style-type: none"> • Human Resources • ITS • Marketing and Communications • Physical Resources • RO • Other
<p>Has discussion regarding this project occurred with the identified department(s)?</p>	<p>Select Yes or No from the dropdown menu to confirm whether there have been discussions with the departments identified in the section above.</p>
<p>Are there any space requirements to support this request?</p>	<p>Select this box if space within the college is required to support this Project.</p>
<p>If yes, explain Requirement</p>	<p>Use this field to identify the space requirements to support this project request.</p> <p>This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.</p>
<p>If yes, have discussion occurred with CSIC?</p>	<p>Select Yes or No.</p>
<p>Are there any other requirements to support this request?</p>	<p>Select this box if requirements (other than human resources and space) are required to support this project.</p>

Field	Guidance
If yes, explain Requirement:	Use this field to explain the requirement. This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.
Is this a continuation of a previously funded project?	Select this box if this project is a continuation of a project that was previously funded.
Indicate if this is for Initial Planning purposes:	Select this box if the funding request is for planning purposes only, meaning the funding request does not include the execution of the project.
Indicate expenditure projection below	Specify the amount of funding being requested for the project/investment. The funding request for each year should be categorized as accurately as possible in each of the five categories provided. The categories are: <ul style="list-style-type: none"> • Salaries and Benefits • Contract Services • Supplies • Space and Infrastructure • Equipment The form will calculate the totals for each year and the overall total.
Total Cost of Ownership Post Implementation Yearly Costs	Use this field to identify the ongoing support costs (such as licences) that would need to be allocated post implementation of the project.
Success Measure	Use this field to describe how success will be measured once the project has been implemented. Some success measurements include: <ul style="list-style-type: none"> • Return on Investment • Cost Savings • Cost Avoidance • Risk Mitigation • Non-Financial Benefits For example: <ul style="list-style-type: none"> • Provide the Financial Benefit(s)/Return on Investment (ROI) expected if the request is approved. Return on investment can be calculated as financial gain


Field	Guidance
	<p>from investment / cost of investment.</p> <ul style="list-style-type: none"> Indicate any Cost Savings that you anticipate from this project/investment. Cost savings occur when there is a reduction that causes future spending to fall below the current level of spending. These cost savings may then be removed from budgets, reinvested, or redirected to other spending priorities. Indicate any instances of Cost Avoidance you anticipate from this project/investment. Cost avoidance refers to reductions that cause future spending to fall, but not below the level of current spending. Often cost avoidance involves slowing the rate of cost increases. In other words, future spending would have increased even more in the absence of cost avoidance measures. Indicate the Risk to the College that would be mitigated if this project was implement Indicate any Non-Financial Benefits expected if the request is approved. Non-Financial Benefits are outcomes of an action or decision that contributes towards meeting a business objective. Inciate how this project/initiative can result in the College’s or Department/Schools strategic or business objectives being achieved or progress made towards achieving the objectives. <p>This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.</p>
Planned Start Date	Indicate the date when you plan to commence the project/investment or if the project is already underway, indicate the date that the project was kicked off.
Planned Completion Date	Indicate the date when you plan to complete the project/investment.
Risks/Constraints	Indicate any factors that may hinder decision making or impact outcomes of the project/investment over which you have no direct control.
Implications of not proceeding with this investment	<p>Indicate any risks, issues or negative impacts to the College’s business if this request is not approved.</p> <p>This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.</p>
Notes	<p>Indicate any relevant, additional notes that would support the decision making process for approving this request.</p> <p>This field is limited to 250 characters. If you enter more than 250 characters, you will not be able to Submit the form.</p>

Field	Guidance
Opportunity for Students and Employees	Outline any opportunities for students and employees to participate/contribute to the project including interaction with any external vendors. Please list all relevant learning programs that could potentially be involved.
Save as Draft	Select the Save as Draft button to save the request as a draft for future editing.
Submit	<p>Once you have completed the information above, click the Submit button to submit your request.</p> <p>Note: Once the form has been submitted, the form can no longer be edited.</p>

3.2 New Position Request Form

The New Position Request Form is displayed in Figure 3.

Figure 3 - Position Request form



Position Request

* Classification/Job Title: *

* Area:

* Group:

* Department-School:

* Type of Position:

* Required for fiscal year:

If this is an I/O:

Is this an I/O Extension?

If yes, Position #:

If yes, Cost Centre:

Current End Date:

If this is FT:

Cost Centre, if known:

* Payband:

* Funding:

* Reports to: *

* Position #:

* Date to be Filled:

* Justification:

* limited to 500 characters

* Is this Ministry or board mandated?

* Risk of not doing:

* limited to 100 characters

Attachments:

Select the **Save as Draft** button to save the request as a draft for future editing

Select the **Submit** button when final, no further editing will be allowed

SIP Project Funding and Position Request Process

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The following table provides guidance for completing the fields on the form. If you require any assistance or further guidance, please direct your queries to the Finance Department via your Business Administrator or Budget Officer.

Field	Guidance
Print	Send this document to your local printer.
Classification/Job Title	Indicate the Classification/Job Title for the position being requested.
Area	Select the area into which this position will report. The options are: <ul style="list-style-type: none"> • 1 Human Resources • 2 Finance and Administration • 3 Student Services • 4 International and Strategic Priorities • 5 Academic Services • 6 President and Board of Governors • 7 Advancement
Group	Select the appropriate category for the position. The options are: <ul style="list-style-type: none"> • Academic • Support Staff • Administrative
Department/School	Indicate the Department or School into which the position would report.
Type of Position	Indicate if this request is for a new Fulltime position or for an Initiatives and Opportunities (I/O) position.
If this is an I/O request: Is this an I/O Extension	Indicate whether this is an extension of an existing I/O position.
If this is an I/O request: If yes, Position #	If this request is an extension of an existing I/O, indicate the Position # for the current position.
If this is an I/O request: If yes, Cost Centre	If this request is an extension of an existing I/O, indicate the Cost Centre for the current position.

Field	Guidance
<p>If this is an I/O request: Current End Date</p>	<p>If this request is an extension of an existing I/O, indicate the current end date for the current position.</p>
<p>Required for fiscal year</p>	<p>Indicate the fiscal year required.</p>
<p>If this is FT: Cost Centre, if known</p>	<p>Enter the cost centre into which this position will report, if known.</p>
<p>Payband</p>	<p>Select the appropriate payband for the position. Options are:</p> <ul style="list-style-type: none"> • A to L • 5 to 21
<p>Funding</p>	<p>Indicate how this position will be funded. Options are:</p> <ul style="list-style-type: none"> • Funded from base • Incremental funding required to base (FT) • SIP funding required (I/O)
<p>Reports to:</p>	<p>Identify the person into which this position will report. This field requires the name be part of the College's staff directory.</p>
<p>Position #</p>	<p>Indicate the Position #</p>
<p>Date to be Filled</p>	<p>Indicate the date that the position is planned to be filled. The date provided should not be in the current fiscal year.</p>
<p>Justification</p>	<p>Provide the justification for requesting the position. This information will facilitate the prioritization and approval process for position requests. This field is limited to 500 characters. If you enter more than 500 characters, you will not be able to Submit the form.</p>
<p>Is this Ministry or boardmandated</p>	<p>Select Yes or No.</p>
<p>Risk of not doing</p>	<p>Describe the risk to the College if this position request is not approved. This field is limited to 100 characters. If you enter more than 100 characters, you will not be able to Submit the form.</p>
<p>Attachments</p>	<p>Attach documentation that supports your request, i.e. JFS, PDF, Business Case, etc.</p>

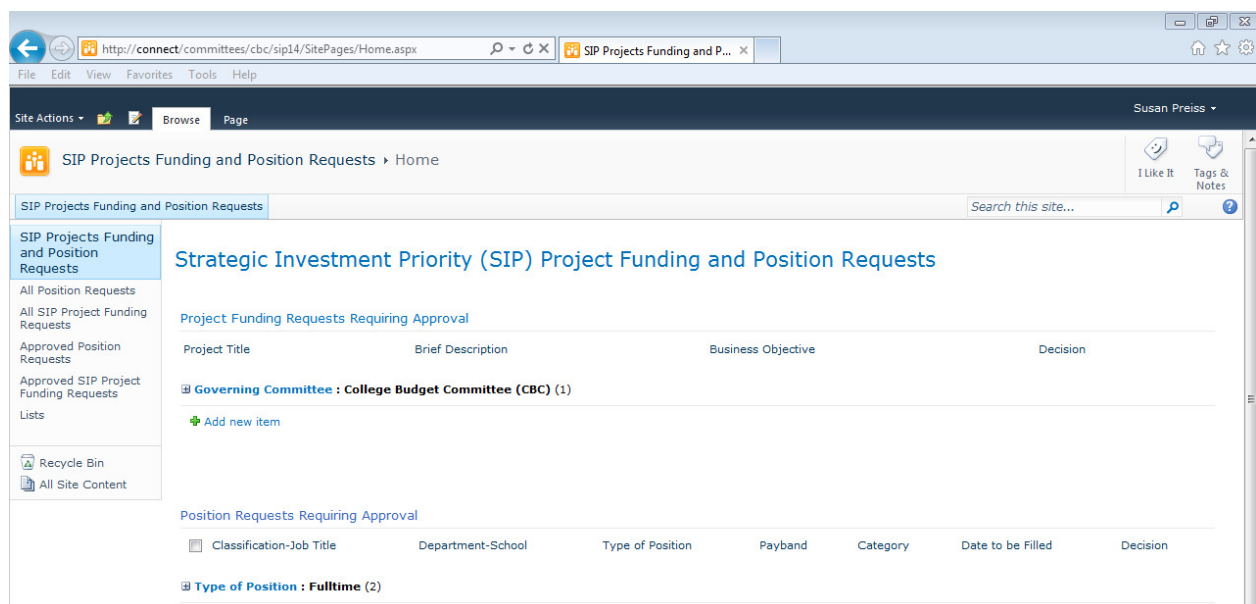
Field	Guidance
Save as Draft	Select the Save as Draft button to save the request as a draft for future editing.
Submit	Once you have completed the information above, click the Submit button to submit your request. Note: Once the form has been submitted, the form can no longer be edited.

4 How to View Request Status

4.1 SIP Project Funding and Position Requests Default View

To edit a saved draft or view your submitted request, refer to the SIP Project Funding and Position Requests SharePoint Site. The site is available at the following location: <http://connect/committees/cbc/sip14/SitePages/Home.aspx>. You must be logged into the network or the VPN to successfully access this site.

The default page displays all **Project Funding Requests Requiring Approval**, sorted by Governing Committee, and all **Position Requests Requiring Approval**, sorted by Type of Position.



The screenshot shows a SharePoint web browser interface. The browser address bar displays the URL: <http://connect/committees/cbc/sip14/SitePages/Home.aspx>. The page title is "SIP Projects Funding and Position Requests".

The main content area is titled "Strategic Investment Priority (SIP) Project Funding and Position Requests". It features two tables:

Project Funding Requests Requiring Approval

Project Title	Brief Description	Business Objective	Decision
Governing Committee : College Budget Committee (CBC) (1)			
Add new item			

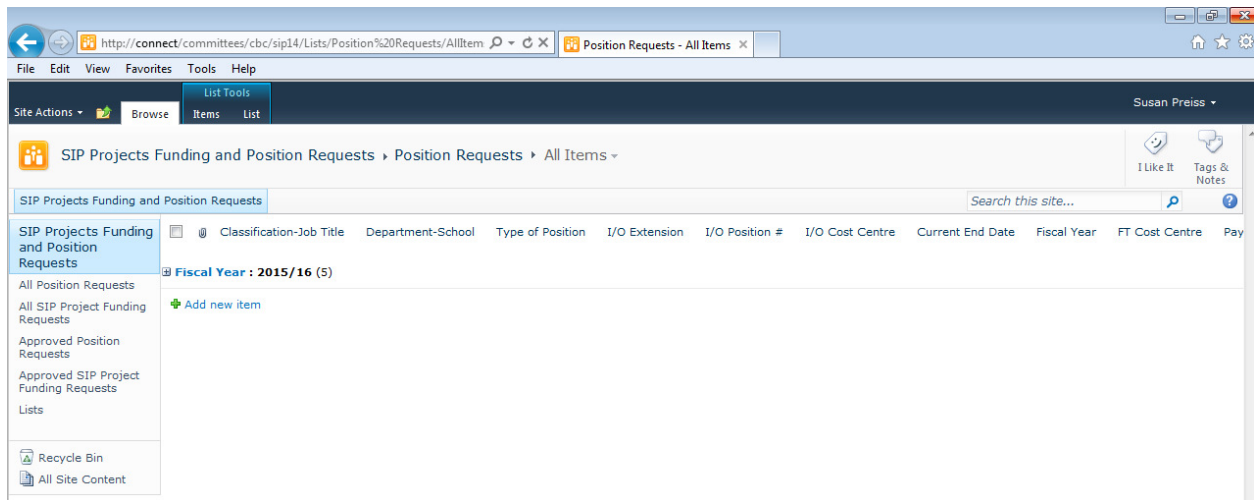
Position Requests Requiring Approval

Classification-Job Title	Department-School	Type of Position	Payband	Category	Date to be Filled	Decision
Type of Position : Fulltime (2)						

4.2 All Position Requests

Select **All Position Requests** to display all draft and submitted position requests. These requests are grouped by status (Draft or Decision status). To edit a draft request, either

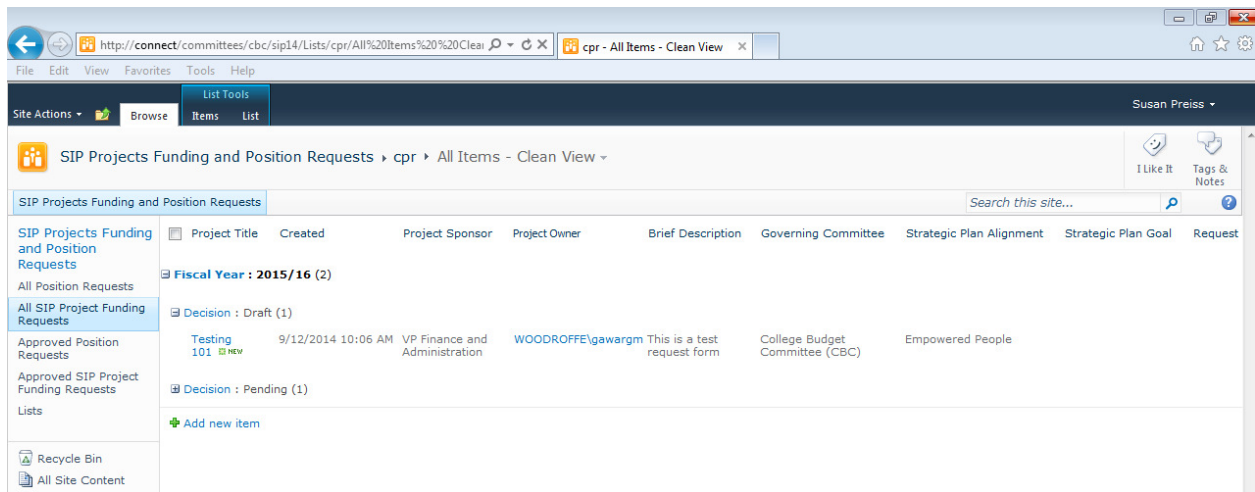
- Click the box to the left of the Project Title of the request to be updated, and select **Edit Item** from the ribbon bar at the top of the site, or
- Click on the Project Title, which will display the draft form. Then select **Edit Item** at the top left of the form.



4.3 All SIP Project Funding Requests

Select **All SIP Project Funding Requests** to display all draft and submitted position requests. These requests are grouped by status (Draft or Decision status). To edit a draft request, either

- Click the box to the left of the Project Title of the request to be updated, and select **Edit Item** from the ribbon bar at the top of the site, or
- Click on the Project Title, which will display the draft form. Then select **Edit Item** at the top left of the form..



4.4 Approved Position Requests

All approved position requests will be displayed in the view **Approved Position Requests**.

4.5 Approved SIP Project Funding Requests

All approved project funding requests will be displayed in the view **Approved SIP Project Funding Requests**.

Appendix A. How to Set Up VPN

To connect to the College's SharePoint environment from home, use the Virtual Private Network (VPN):

1. Ensure you are connected to the internet
 - Test this by accessing the [Google](#) search engine page. If you get a search page, you are connected.
2. Ensure that you have the Cisco AnyConnect client installed on your machine. If it is not installed, follow the steps below.
 - Go to the main [Algonquin College website](#),
 - Navigate to the [Information Technology Services](#) web site and download/install the Cisco AnyConnect VPN.
 - i. If prompted for a server name, simply enter the following *secure.algonquincollege.com* and log in with your College credentials (user name and password)
 - Verify that you are connected to the College with the VPN by accessing [MyAlgonquin](#). If the MyAlgonquin website displays, you have successfully connected.
 - If you have issues downloading/installing/connecting, contact the ITS service desk at 613-727-4723 ext. 5555 for assistance.
 - Once the AnyConnect client is downloaded, click on the AnyConnect icon and enter your credentials when prompted.

Appendix B. Business Plan Initiatives

This appendix provides the Business Plan Initiatives aligned to each goal

Goal 1: ACADEMIC & STUDENT SERVICES

Develop and pilot a mentoring program for off-cycle students.

Goal 1: ACADEMIC & STUDENT SERVICES

Implement cross-College intervention initiatives in 1st term classes to assist students experiencing academic challenges.

Goal 2: ACADEMIC, ADVANCEMENT & STUDENT SERVICES

Coordinate marketing, recruitment and admission efforts across 25 targeted programs.

Goal 2: ACADEMIC, FINANCE & ADMINISTRATION AND STUDENT SERVICES

Healthy Living Education (HLE) initiative establishes a planned Centre of Excellence with learning enterprises that will enhance the health and wellness of the College community and National Capital Region through the provision of academic programming, products, services, training and graduates.

Goal 2: ACADEMIC

Enhance the choice and flexibility of student learning options by increasing the availability of fully online offerings.

Goal 2: INTERNATIONAL & STRATEGIC PRIORITIES

- (1) Expand the Chinese Office.
- (2) Improve student recruitment conversion processes.
- (2) Pilot the use of remote technologies to deliver ESL overseas.

Goal 2: ACADEMIC

Continue the development of new degree programs and implement a degree marketing and recruitment plan.

Goal 2: ACADEMIC

Develop four (4) new graduate certificates.

Goal 3: ACADEMIC

Plan developed in 2014/15 by Curriculum Services and the Schools to create 13 new online courses in 2015/16.

Goal 3: ACADEMIC

Plan developed in 2014/15 by Curriculum Services and the Schools to create 140 new hybrid courses in 2015/16.

Goal 3: ACADEMIC

Implement Year 4 roll-out of the Bring-Your-Own-Device (BYOD) program initiative.

Goal 4: ACADEMIC

Implement Year 3 roll-out of the Work-Integrated Learning (WIL) program initiative.

Goal 4: ACADEMIC

Establish five (5) new stand-alone and eighteen (18) new in-class applied research projects.

Goal 5: STUDENT SERVICES, ACADEMIC & FINANCE AND ADMINISTRATION

Align initiatives with KPI survey questions and results to enhance student satisfaction.

Goal 5: STUDENT SUPPORT SERVICES

Review and Enhance Employment Services Operations.

Goal 5: Initiative and measure pending to reflect additional materials to be sent to graduating students.

Goal 5: FOUNDATION

Enhance Alumni awareness and engagement.

Goal 6: PRESIDENT'S COUNCIL

Execute Year 2 of the College's Enterprise Resource Planning (ERP) strategy to continue the modernization and automation of business processes.

Goal 6: FINANCE & ADMINISTRATION, ACADEMIC

Improve the College's business processes to mitigate risks and identify the best value for money required to update academic equipment, address facilities deferred maintenance and renew IT infrastructure.

Goal 7: HUMAN RESOURCES

Implement the top 3 initiatives/priorities determined by the 2014/15 Employee Engagement Survey.

Goal 7: HUMAN RESOURCES

Ensure Professional Development opportunities support all employee groups.

Goal 7: HUMAN RESOURCES

Implement direction and guidance to meet the HR priorities of the College.

Goal 8: HUMAN RESOURCES

Continue to offer modules of leadership through the Management Academy to all Administrators.

Goal 8: FINANCE and ADMINISTRATION

Implement first full fiscal year framework of RCM model, based on approved RCM principles to encourage innovation and align academic authority with financial accountability.

Goal 10: INTERNATIONAL & STRATEGIC PRIORITIES

Implement Year 2 of the College's International Education Strategic Plan

Goal 10: ACADEMIC

Deploy an account management sales model, implement a suite of educational technology options for the corporate audience, and enhance self-service capacity to increase the number of Corporate Training client organizations served.

Goal 10: FINANCE & ADMINISTRATION

College Ancillary Services will develop a roadmap to achieve strategic objectives that enhance services to students and employees, increase sales, improves productivity and provides more resources for strategic investment priorities.

Goal 11: FOUNDATION

Expansion of Fundraising targets

Goal 11: FOUNDATION

Complete Year 2 of the 5 Year Fundraising Plan.

Goal 11: FINANCE & ADMINISTRATION

Physical Resources will continue to lead the implementation of the ESCO facility improvement measures to achieve energy savings, reduce greenhouse gas emissions and encourage a culture of sustainability.

Goal 12: FINANCE & ADMINISTRATION

Increase the College's capacity to leverage Business Intelligence (BI) enabling decisions that are supported by data.

Goal 12: PRESIDENT'S COUNCIL

Position the College to more effectively define, collect, analyze, project, maintain, disseminate institutional data, information and research. Improve the capacity to provide information, options and assessment to serve the planning, decision-making and performance measurements needs of the College.

Goal 12: FINANCE & ADMINISTRATION

Ensure a consistent level of internet, wireless and network connectivity to students and employees.