I. **GENERAL INFORMATION**
   a. Prepared by: Al Muñoz
   b. Date: 10/10/13

II. **Continuous Quality Improvement Initiatives**

   Each initiative must be linked to one or more of the college’s strategic priorities. Insert into the proper column the strategic priority number(s) linked to a given initiative. The following are the college’s six strategic priorities:

   1. Student Access
   2. Student Success
   3. Employee Diversity and Development
   4. Effective Utilization of Resources
   5. Innovation and Relevance for Programs & Services
   6. Partnerships with Industry, Business, Agencies & Education

<table>
<thead>
<tr>
<th>Initiative Number</th>
<th>Strategic Priority Number(s)</th>
<th>Brief Description and Justification of the Initiative</th>
<th>Anticipated Outcome(s)</th>
<th>Targeted Completion Date</th>
<th>Responsible Person(s)</th>
<th>Comments/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
<td>Provide timely budget process</td>
<td>Budget Manager and BOT will be satisfied with the annual budget creation process</td>
<td>Spring 2014</td>
<td>Controller</td>
<td>Updated system</td>
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<tr>
<td>2</td>
<td>4</td>
<td>Timely, courteous service to all campus constituents related to all business services.</td>
<td>Campus constituents will be satisfied with services provided by the Business Office</td>
<td>Spring 2014</td>
<td>Controller</td>
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</tr>
<tr>
<td>3</td>
<td>4, 5</td>
<td>Update Business Office web page</td>
<td>Campus constituents will be satisfied with information provided on Business Office web page</td>
<td>Spring 2014</td>
<td>Controller; Grants Manager; Payroll Supervisor</td>
<td>Access provided to update web pages</td>
</tr>
</tbody>
</table>
## Resource Requests

<table>
<thead>
<tr>
<th>Initiative Number</th>
<th>Computer Hardware Software</th>
<th>Personnel</th>
<th>Facilities</th>
<th>Supplies</th>
<th>Training</th>
<th>Projected Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,2,3</td>
<td>2 Big Screen Monitors for Grants Manager and Controller</td>
<td>Increase part-time 20 hour accounting assistant to 40 hours</td>
<td>NA</td>
<td>NA</td>
<td>XX</td>
<td>$3,000 one time $45,000 ongoing</td>
</tr>
<tr>
<td>2</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>XX</td>
<td>$ 0</td>
</tr>
<tr>
<td>3</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>XX</td>
<td></td>
</tr>
</tbody>
</table>