

**Sample: Educational Planning Committee Report  
Academic Year 2019-2020**

Year 1 of the *Strategic Plan 2019-2022*

Year 1 of the *Educational Master Plan 2019-2025*

**EMP Focus Area and Goal:** *College Systems Goal 3*

**Champions:** Vice President of Administrative Services

**Presenters:** *Greg Nelson and Isidro Farias*

[CS Goal 3 Implementation Plan with action steps](#)

**EMP 6-Year Goal and Strategic Plan 3-Year Objectives:**

*CS Goal 3: Plan, design, facilitate and provide logistics for the creation of workforce housing for the purpose of recruiting and retaining District employees including staff, faculty, and administrators in a sustainable manner.*

*Strategic Plan Objective CS3.1: Plan and design a facility to house District employees at the Indian Valley Campus.*

*Progress Indicator CS3.1.1: Complete 25% drawings by Fall 2019, 50% by Fall 2020, and complete full set by Summer 2021 or sooner.*

*Progress Indicator CS3.1.2: Complete construction by Summer 2022.*

*Strategic Plan Objective CS3.2: Develop the board policies, administrative procedures, and associated collective bargaining related to employee housing.*

*Progress Indicator CS3.2.1: Negotiations are completed with collective bargaining units by end of the calendar year 2020 as it relates to processes and procedures for employee selection.*

*Progress Indicator CS3.2.2: BPs, APs and associated logistical documents are completed by the end of the calendar year 2021.*

- 1. What actions have been taken toward achieving the objectives above? Please describe (reference action steps when relevant). Attach or add links to relevant documentation as needed.** *Note: For attachments, clearly identify which objective the evidence supports. URLs are fine but please attach a screenshot of a webpage if the page will change over time.*

***Strategic Plan Objective CS3.1:***

*The Board of Trustees approved a contract with an architectural firm in April 2019 for the preliminary design of IVC Housing project. The Schematic Level plans (50% plans) were completed in August 2019. VP Nelson presented the housing development options to the Board of Trustees in a [September 20, 2019 Board Retreat](#). Various finance options were discussed at this meeting; however, it was determined that additional feasibility finance scenarios were needed before the BOT could approve staff to proceed to the next level of development. Staff is in the process of reviewing*

*alternative finance & development options and will present additional information to the BOT at a future meeting.*

**Strategic Plan Objective CS3.2:**

*Development of BPs & APs have not been started to date. However, District staff (Isidro Farias & Klaus Christiansen) attended The P3 Education Summit in October 2019. At this conference staff learned how housing developments are financed using private funding sources. Additionally, they also learned how to integrate facilities maintenance and operations functions for projects funded by private sources. Strategies that have been used by other colleges and public entities.*

[P3 Education Summit](#)

**2. Are you on track to achieve the objectives above?**

- a. Please self-rate your progress toward achieving each of the above objectives:



Red: No progress



**Yellow: Substantial progress**



Green: All action steps implemented and objective achieved

- b. What evidence (progress indicators, etc) supports your judgment of progress made toward this objective?
- c. Where are you not on track? What will you do differently for next year / what else needs to happen?

**Strategic Plan Objective CS3.1: Substantial progress**

We have a set of Schematic Plans that have been developed by an architectural firm so that is a good start to this project. Additionally, staff has also developed detailed financial data to assist in the selection of best method for moving forward on the housing development.

**Strategic Plan Objective CS3.2: Substantial progress**

We are behind in the development of policies for staff housing. Until we have a better idea on what type of housing will be developed and what amenities will be available it will be difficult to develop without this basic information. We will also need to look at how our current staff duties will be affected by this kind of development. It will require negotiations with unions, etc. Especially if the project ends up financed through a public partnership method.

**Performance Indicator Data for EMP 6-Year Goals**

CS Goal 3 Performance Indicator: 90% of employees entering workforce housing anticipate continuing to work for COM for more than 5 years. (Source: Survey of employees selected to participate in workforce housing).

2019-2020: No data.

**EPC Use Only:**

[December 2, 2019 Meeting Minutes](#)

EPC supports the self-evaluations of “substantial progress” for the objectives above.