

12 Month Work Plan
July 1, 2018 – June 30, 2019
Mary Jo Pasek
Community Relations/Event Scheduling

STUDENT SUCCESS:

- Continue to reinvigorate campus event scheduling internal & external
- Direct efforts to streamline online booking for Levan Institute
- Continue to sit on Honor's Celebration/Sterling Silver/Commencement planning committees

FACILITIES & INFRASTRUCTURE:

- Facilitate Schedule both weekly and monthly in newly designed format
- Move forward with proper protocol for all event scheduling to include proper contracts
- Review and update M&O as weekly changes occur
- Obtain new contract for Vallitix on campus
- Assist large BC groups with relocation to other venues to do ongoing construction
- Participate on Bakersfield College Safety Committee
- Work to ensure all events have recycle bins-second year ongoing need
- Update and renew Walker Lewis campus contract and bring to BC Administration
- Visit all new locations of BC – Southwest/Arvin & Delano

INTEGRATION:

- Sit on Administrative Council and President's Cabinet
- Review & Prioritize Facilities and Events Scheduling as part of the Annual Program Review
- Continue to train new staff to handle scheduling of all events
- Prepare emails to on campus staff to invite earlier participation in event planning
- Work with Business Services to improve timeline for billing external groups. (current delays over 90 days)
- Work with new Levan Center Director to bring gifted speakers to our campus

COMMUNICATION:

- Work with web content editors to expand the footprint of external events public relations on the campus
- Complete Events portion of FAS website including new landing page for Events
- Continue community involvement with KEDC/Rotary and Chamber of Commerce
- Chair the Junior League Sustainer Committee this upcoming year (800+ women)
- Do outreach to variety of underserved groups to invite them to our larger activities
- Prepare new events survey for external use
- Work with SGA on Distinguished Speaker Series

OVERSIGHT & ACCOUNTABILITY:

- Produce clear accurate scheduling for campus through quick turn around
- Train new staff on the use of Events website & walk through catering/facilities needs
- Obtain necessary applications and deposits for events

- Work with M&O for accurate tracking of hours worked that need to be billed-ongoing issues obtaining correct overtime

PROFESSIONAL DEVELOPMENT:

- Continue to research Events Software to help with the scheduling
- Meet weekly with staff and quarterly have lunch together off the campus to celebrate victories!
- Visit another JC Events Department to glean information and best practices