

12 Month Work Plan
July 1, 2014 – June 30, 2015
Mary Jo Pasek
Facilities/Event Scheduling

STUDENT SUCCESS:

- Reinvigorate campus event scheduling
- Move to Master Calendar on BC website
- Coordinate with SGA to enhance events
- Direct efforts to streamline online booking for Levan Institute
- Sit on Scholarship Committee

FACILITIES & INFRASTRUCTURE:

- Facilitate weekly meeting with M&O Department
- Move forward with proper protocol for all event scheduling to include proper contracts
- Review and update M&O as weekly changes occur
- Send email invite to former groups who have not returned to campus
- Participate on Facilities Committee
- Update the campus with the guidance of Amber

INTEGRATION:

- Sit on Administrative Council
- Review & Prioritize Facilities and Events Scheduling as part of the Annual Program Review
- Hire permanent staff to handle scheduling of all events and as a back up to Academic scheduling
- Prepare emails to on campus staff to invite earlier participation in event planning
- Prepare and distribute evaluation of BC's work in Events to all outside groups to learn more
- Audit all billings for the past four years
- Project a positive slogan to inside and outside BC individuals booking events

COMMUNICATION:

- Help facilitate Kern Ag Summit in October 2014
- Promote additional BC events through BC Ambassadors/Presidential Circle and Opening of Performing Arts facilities
- Using Intranet that is updated weekly share with campus and M&O
- Sit on Communication Project Team
 - Find and report on Community connections & Communication Opportunities
 - Make contacts in area businesses
 - Training for all

OVERSIGHT & ACCOUNTABILITY:

- Produce clear accurate scheduling for campus through quick turn around
- Provide email confirmation to all individuals or groups booking rooms
- Obtain necessary applications and deposits for events
- Work with Foundation to determine of purchased software available in their area can be used for events
- Work with M&O for accurate tracking of hours worked that need to be billed

- Take on quick books billing of events to avoid delays
- Review accounts to be sure none are over 90 days

PROFESSIONAL DEVELOPMENT:

- Should Events to able to use Foundation software be sure to have staff thoroughly trained and aware of updates
- Meet weekly with staff and quarterly have lunch together off the campus to celebrate victories!