

GILIGIA COLLEGE

Strategic Plan 2017 - 2019



History:

Giligia College was established in 2006 by Mr. Hovhanes Kartounian to meet the growing needs of the community and of the Information Technology and Healthcare industries. Since then, the community and the industries have responded. As a result, the college has experienced continual growth and has expanded its course offering considerably. In 2010, Our Glendale Campus was forced to relocate due to the city extending a freeway exit. Giligia College relocated to Montrose on the campus of Armenian Sisters Academy, until we found a strategic location for Giligia College. In 2012 Giligia College established a new campus in Van Nuys, California. This campus is positioned in the neighborhood of low income communities. This is not a coincidence but a strategic decision, because it's a high unemployment area where vocational training is needed more than other places around the community. As a result of hard work and commitment to its mission Giligia College has experienced much growth. Mr. Kartounian works to continue to provide students with the necessary tools to successfully fill the needs of the community for well trained and qualified professionals.

Mission of the Institution:

Giligia College is committed to develop and enrich lives by meeting the education, training, and workforce development needs of the communities it serves; to provide students with opportunities leading to potential career paths, teach them the skills needed to market themselves successfully to the professional marketplace, and maximize their employment opportunities.

Vision of the Institution:

Giligia College strives to serve the vocational education needs of the residents within its surrounding communities. We believe as an Institution we must excel by constantly adding valued information to our curriculums about the most current and updated Technology and Healthcare needs of the community. We strive to inspire constant learning by arranging our students to make knowledgeable career choices, proposing sustainable opportunities, and enabling students for developing encounters in new and recognized fields.

OBJECTIVES
2017 - 2019

1. Implement/ purchase a contract for a new School Record Keeper Database Software
2. Create a New Library with Updated Materials
3. Support The Residents of Its Community
4. To Increase & Maintain the Use of *Technology in Teaching and Learning Outcomes*

Strategies for Achieving the Objectives:

Implement/ purchase a contract for a new School Record Keeper Database Software

1. Giligia College has faced many issues with its use of the Microsoft Access student database, because this method of student information recordkeeping has outgrown its ability to accommodate to our current needs. We plan to hire a database creator to customize a program that's specifically targeted towards Giligia staff and will potentially serve the ideal needs of the college's recordkeeping requirements. The college is going to conduct a staff meeting to discuss with key members the urge to locate a computer programmer that is willing to take on the task of software creation as a custom project for Giligia College. During staff meetings we will ask members to do research to learn more about programming companies and creators that will potentially take on the job to custom make a database that's well suitable for the institutions record keeping needs. We plan on hiring this person to work with us on campus to identify the needs of staff members in the recordkeeping department. The goal for the record keeping department is to incorporate a much more technologically friendly aspect to their daily work flow in order to cut out the need for manual data generation and maximize positive daily outcomes for data processing. Staff time for their requested research has been allocated in the proposed budget to cover the costs of preparing reports for location of the database creation companies and documentation for archiving. The budgeting department and financial officer collectively have estimated their cost to achieve the data management software for around \$15,000 and do not want to go over this figure. This specific total cost model for a custom made database linked to the college server is less than the current cost of staff hours paid for data management services for their work with Microsoft Access. For example, a typical working hour's sheet for staff members in the data retrieval and management department is average 8 hours a day plus 10 hours overtime per week at \$22.00 / hr. That leads to the total costs for staff hours estimated at \$1,210 / week for indefinite data management & retention. Versus the goal of paying a

onetime lump sum of up to \$15,000 for a custom programmed data management software which would ideally electronically produce preferred categories of information for specific departments with one click of a button. The department goal is to cut out over time hours to data management staff and that will alter their pay to \$880.00 / week; which was the original amount they were promised upon hire. This will save the college \$330 / week for each staff member and ultimately a save the college \$1,320 / month per staff member. The budgeting department feels like this will benefit the college in the long run and ultimately make the data, management processes much for accurate and efficient and less time consuming.

Create a New Library with Updated Materials

- Giligia College has long been overdue for a more comprehensive and resourceful campus library which is capable of meeting the technological demands of our students. To solve this issue, we plan on designing and building a new campus library with added study areas and technology including new computer desktops, printers / copy machine and tablets. Our goal is to hire a contractor to design an ideal layout of the updated environment and then meet with college media and budgeting staff to discuss the budget for this project. Lastly, we will allocate funds to set a start date to begin renovation. Below is the budget chart of expenses that are considered by the college for 2017-2019 (a three year timeline).

PERSONNEL SERVICES, BLUEPRINT & CONSTRUCTION: \$25,000
EMPLOYEE PAY (on-going): \$2,200 / mo @ \$26,400 / yr
EQUIPMENT: \$9,700
BOOKS, DOWNLOADABLE BOOKS & MAGAZINES: \$10,000
MAGAZINES, NEWSPAPERS, ONLINE DATABASES: \$2,200
AUDIO VISUAL ITEMS & SOFTWARE & LICENSING: \$5,000
PAMPHLETS, MAPS, CHARTS: \$1000
SUPPLIES: \$3000 / yr
OTHER OPERATIONAL EXPENSE: \$1700.00 / yr
TELECOMMUNICATION: \$3,240.00 / yr
POSTAGE: 600 / yr
WORKSHOP & TRAINING EXPENSE: \$800 / yr
EQUIPMENT REPAIR & MAINTENANCE: \$2500 / yr
UTILITIES: 5,900.00 / yr
BUILDING REPAIRS & MAINTENANCE: 3,000 / yr
INSURANCE: 8,000 / yr
TOTAL YEARLY BUDGET: \$55,140
TOTAL ONE TIME PAYMENT BUDGET (HIGHLIGHTED ITEMS): \$52,900

Support the Residents of Its Community

3. Giligia College constantly strives to support the community we are located within and by doing so we get high satisfaction to see community members strive and become self-sufficient through their hard times and overcome difficult obstacles they are faced with. The college's goal is to help with fundraising for causes that are close to our hearts which will hopefully benefit the neighboring communities. We plan on conducting continuous research regarding areas of need within the community and addressing the needs as a measure of community involvement. The measures we plan to take would be the following: Fundraising through planned events, food and/or clothing drives for community disasters reliefs, equipment donations to facilities engaging in nonprofit work, offering cost free crash course computer classes to low income families to help with job qualification needs and helping low income families and individuals with job search and location. The budgeting department and financial officer took in consideration the goals set for community relation and strategized that the institution could provide up to \$32,300 for the following listed in budget chart below. These funds allocated are to purely solve problems, strengthen communities, and expand economic opportunity for community members.

Food and Business Attire Donations for Low Income Community Members: \$5,000
Cost Free Course Offering to Low income Community Members: \$5,000
Location Reservations for Community Events Planned by the College: \$8,000
Brochures & Promotional Fliers to Promote Community Events Planned by the College: \$1,500
Catering Services: \$5,000
Paid Staff Hours to Conduct Community Relation Events: \$7,800
TOTAL BUDGET: \$32,300

To increase the use of Technology in teaching and learning outcomes

4. Giligia College strives to make its programs and campus as technologically up to date as possible. Since we are in a community where computers have taken the place of manual methods of data processing within jobs that are hiring our graduates; we plan on creating a similar environment for our students within our classrooms. This is will provide students with a realistic experience of what it will be like working on the job and getting familiar with data processing systems that they will engage in with their future employers. Additionally, we would like for our networking staff to make sure they do the following updated requirements: Maintain and update pfSense firewall rules for network on a weekly basis. Monitor and adjust daily squidGuard filter rules each day. Monitor and update Snort Intrusion Prevention for network on a daily basis. Monitor the Avahi Print Server Application on a daily basis. Manage all of the networks traffic and HP Switches on a daily basis. Lastly, maintain fiber optic, POE, and broadband connections throughout the campus. These are the ideal daily duties required by staff for the new server use to maintain an error free network and prevent any website/ system hacks. Furthermore, Instead of using text books we are planning to convert to a no paper policy where we provide electronic texts on state of the art tablets or laptops based on student / teacher preference. We will also ask teachers to teach and review materials electronically on a high pixelated projector and also assign and collect homework, classwork tests and quizzes through an electronic student messaging platform which will be to be purchased through a web development agency. Teachers have also requested for updated program related software for the taxation & Web Design Programs, so we are going to aim towards purchasing software needed to escalated student learning outcomes. The budget that was allocated to these preferred additions was determined during a budgeting meeting and is in the amount of \$12,000 in total. If anything in this objective is not covered by this amount; during the next annual review we will try and reallocate more funds to complete goals. The \$12,000 is the most we can give to this objective at this time.

Tablets: \$3,840
Laptops: \$2,000
Projector: \$1,600
Software: \$4,560
TOTAL BUDGET: \$12,000

Strategies for Evaluating Progress toward Achieving the Objectives:

Implement/ purchase a contract for a new School Record Keeper Database Software

1. Conduct weekly meetings and request staff members to help locate a database creation firm. Present the final list and gather ideas from associated staff members. Pinpoint needs for custom database and compare the choices to budgeting options. Articulate plans for incorporation of set budget considerations inclusive of the implementation within the listed concept in the budget process.

Create a New Library with Updated Materials

2. Do research on companies that can get the new library project started. Take time to map out the steps it will take to achieve the final result for an updated library. Meet with staff members during scheduled meetings to gather their input for design options and take advice from the budgeting department to figure out what the college can afford. A balanced budget is our main goal for this project because it will reflect the discipline of good planning and management.

Support the Residents of Its Community

3. Conduct advisory committee meetings to request ideas for community involvement and input on positive and effective community impact for the mission of our college. Contact Local nonprofit agencies such as the work source centers of California and find out what needs should be met for the community. Request for student input recording their specific needs and work towards applying their input to the community. Make sure to grow revenue in different areas of the college business and to ensure that the organization is stable and not subject to risk associated with only one revenue stream. This will ensure that the college can maintain its involvement with the community it resides in and can make a difference in community member lives without budget issues. Continuously conduct an external review of financial internal control processes. Provide periodic reports to the president related to YTD budget statuses. Conduct a needs and market analysis to ensure community involvement is effective. Identify community groups and stakeholders to target for college planned community events and activities.

To increase the use of *Technology in Teaching and Learning Outcomes*

4. Conduct advisory committee meetings to request ideas for curriculum updates per industry standards. Present ideas to faculty members during meetings to pinpoint the needs of educators at the college and how they feel students will respond to the input the committee gave. Meet with budgeting staff to discuss budget options for the curriculum material updates.

The strategic plan is reviewed by the faculty, administration, and institutional advisory committee and revised as necessary at least annually:

Giligia College and its affiliates will systematically gather to analyze and review data within the strategic plan. The purpose of this is to properly make valid decisions while communicating the results and follow-up actions to the college faculty, administration and the institutional advisory committee on an annual basis. We ultimately plan to develop and promote a culture of gathering, examining, using, and communicating information for resolution meeting and goal setting purposes. Data based decision making examples will be identified and shared campus wide. These data reports will be given to advisory committee groups during advisory meetings, faculty members and staff to make sure their input and suggestions regarding the objectives and results are collected and implemented. Administrative support for data based decision making will also be provided; which will successfully incorporate the use of information in multiple venues. Additionally, we will communicate by sharing current and new uses of records / suggestions made prior, and their outcomes with committees during their semi-annual advisory gatherings and faculty/ staff meetings. The college will strive to establish and implement best practices and professional standards in the strategic plan review process to ensure accountability in order to identify success and prioritize directions. We believe that these measures will surly pinpoint and evaluate key performance indicators to measure the impacts on student learning success and to identify areas for celebration and action. The college finds it beneficial to gather advice and facilitate different offices such as the budgeting and main office as a resource for data-gathering assistance and information retrieval. This will include support and help in specific efforts such as surveys and data retrieval from colleague. Finally, we will establish a centralized location to serve as a resource to the campus community for the distribution of data.

The Results of the Evaluation of Progress toward Achieving the Objectives:

Implement/ purchase a contract for a new School Record Keeper Database Software

1. The progress made towards the purchase of a customized school record-keeper addressing the specific staff needs of Giligia College have been documented in the following ways:
 - On 01/04/2017 during the morning weekly staff meeting, staff members presented to the president of the college their research regarding several companies and people that work with schools like us to create a custom school record keeper database. They also provided their contact information for further inquiry.
 - As a group they called the companies via conference call to ask about their services and how they will benefit our institution. Amie Garcia who is the chief administrative officer of the institution took down notes during the conversation with the companies to further review the main points discussed.
 - In order to pin point specific staff needs to be presented to potential programming agencies we asked staff members to write down at least 5 needs for daily recordkeeping aspects they would like the database to have incorporated within. This will help us target the important areas of daily use and maximize productivity as an institution based on staff expectations. On 01/11/2017 staff members presented their top 5 needs and it was collected for review by management.
 - The president narrowed down the choices of companies that were gathered through staff research and came up with a list of the top three which he wanted to get input from during the next staff meeting.
 - On 01/18/2017 Staff members reviewed the top three choices for database creation companies and narrowed it down to a final choice where everyone agreed upon. The final choice was a company called Avid Recordkeeping Inc. and we started working with a programmer named Aaron Beck.

- On 01/20/2017 Aaron Beck sent us an invoice for the programming he will perform which was in the amount of \$12,670. Not including the customization based on staff needs which will be determined after his visit to the campus.
- On 02/10/2017 there was a budgeting meeting where the financial offer approved the amount requested for the database.
- As of 03/30/2017, we have purchased a new school record keeping database to meet all of our school data management needs. The new system is designed to maximize the student's educational experience and allow for a more efficient and effective data processing method. Management, staff and faculty will be fully trained with the new system estimated by early-2018 after the programming is complete to be congruent with our servers.
- Aaron beck continued to work on the programming of the database and had estimated a completion date of 08/10/2017 due to other projects he had consecutively.
- On 08/14/2017 the basic programming for the database was complete and now it was time to add the custom features which the college staff had requested.
- On 09/12/2017 Aaron visited the campus to gather the staffs input on customization needs for the database and scheduled a weekly training session to show staff members how to navigate through the database.
- As of 10/30/2017 the majority of the customization had been implemented and the database was in use by most staff members but there are several added requests that need to be programmed.
- There are continuous weekly 2 hour database training sessions set for staff members so they can become familiar to the database and how it operates for their daily data processing needs.
- The training sessions will be until 06/2018 per contract with programming company.

Create a New Library with Updated Materials

2. The progress made towards the creation of a new library with updated materials have been documented in the following ways:
 - The president of the college did research on several contactors that will potentially take on the project of designing a new school library. On 08/23/2017 during the morning staff meeting he thoroughly informed of his intent to start the project within the next 3-6 months upon hiring a contractor. He also asked staff members for their input on preferred design and equipment needs.
 - The president contacted several design firms and got quotes for the project design layout sketch and will be presenting it to the budgeting staff during the budgeting meeting. The lowest quote for the blue print and city approval of project was given to us from a company called K Art Design located in Lancaster, CA for \$5,200 dollars.
 - He also contacted a construction company called American Builder Construction located in Van Nuys, CA and their estimated construction quote was \$18,600.
 - After research for needed equipment done by Amie Garcia the amounts are as follows: Computer desktops: \$800 each x 6, Printers / copy machine: \$2,450 and tablets: 375.00 each x 6. Total of \$9,500 new equipment.
 - On 08/24/2017 there was a budgeting meeting to figure out the amount of funds available for this entire project and equipment purchases and to review the initial budgeting goals for the strategic plan. The president informed staff that the estimated quote for the entire project will be around \$33,300. The financial officer noted the potential expenses and informed that he needed to do an analysis of the entire yearly budgeting list in order to come up with an amount we can truly allocate to this project.
 - On 08/29/2017 a follow up budgeting meeting was set up to get the final amount from the Financial Officer. He would inform the group whether or not the college is able to designate to this project. He informed the staff in the meeting that since we purchased new curriculum materials last quarter for the amount of an extra expense

of \$10,420.00 we were only able to allocate a total of about \$26,000 to this library project. Purchasing cuts need to be made. Either less computers and tablets or a different construction company with a lower quote.

- On 09/14/2017 the college hired K Art designs to create the blueprint layout of the new library and paid them the negotiated amount of \$5000.00 even. They estimated a completion date of around 90-120 days with city approvals of the project.*
- On 09/22/2017 the designer from K Art visited the campus to take photos and measurements of the area they will be doing the blue print for.*
- On 01/30/2018 the blue print was ready for submission to the construction company.*
- The construction company reviewed the blue print sketch and has set a timeframe of estimated completion of 01/2019 based on building management approval.*
- We are waiting on management to give us an ok to inform the construction company to begin the project on campus.*

Support the Residents of Its Community

3. The progress made towards supporting the members of our community have been documented in the following ways:

- On 01/6/ 2017 the college conducted an event at the work source center of Van Nuys. This was to gather donations for clothes and food which will be benefitting low income individuals that are registered through the work source center of Van Nuys. The college also donated \$3,000.00 of its own proceeds and purchased work attire and food products to help members of the low income community registered at the work source center of Van Nuys.*
- During the event on 1/6/2017 the college helped collect community agency donations, conducted a raffle ticket draw; each ticket sold at \$5.00, a bake sale,*

canned food drive and also promised 50% of the proceeds in the month of January from college tuition will be donated to low income individuals to better their life.

- *Giligia College also offered to conduct a 2 week crash course for Microsoft Office to give low income individuals the opportunity to acquire basic computer skills to increase their chances of finding work. The crash course was conducted starting 02/06/17 – 02/17/2017 for registered attendees of the community fundraiser held on 01/06/2017 for enrolled low income affiliated of the work source center in Van Nuys, CA. The crash course costed the college \$2,500.00 to conduct.*
- *On 11/17/2017 at the Airtell Plaza Hotel in Van Nuys, CA the college conducted a community career fair that helped community members connect with over 45 present employers. In person interviews were also a possibility for potential candidates giving attendees an opportunity to get hired upon meeting the employer at the event. The hotel auditorium location cost the college \$3,200.00 for the day which included catering for attendees.*
- *The event on 11/17/2017 was also conducted for fire relief efforts due to out bursts of detrimental fires within the surrounding communities of Van Nuys, CA. Many students of Giligia College were also affected by the fires so the college decided to do a fundraiser for fire victims. The event will allocate funding to give these victims the necessary food and clothing to overcome the disaster they have faced until they find secure housing.*

To increase the use of *Technology in Teaching and Learning Outcomes*

4. The progress made towards increasing the use of *technology in teaching and learning outcomes* have been documented in the following ways:

- On 05/17/2017 there was a faculty meeting where Web Design & Taxation faculty members suggested that they needed updated classroom texts and materials as far as equipment goes to revamp the curriculum. The updates were initially suggested by the advisory committee members on 05/10/2017 so we can keep up with industry needs.
- The committee later reviewed the suggestions for equipment from faculty and agreed that it was valid requests for industry needs.
- On 06/22/2017 during the budgeting meeting the financial officer informed that we have a total of \$10,420.00 to allocate to these materials. The president stated that faculty wanted the new contract for the Photoshop InDesign and another for Java script. An updated projector for high quality pixilation. The taxation department requested the updated QuickBooks for teacher's edition for instructional purposes and over 10 text materials for resource purposes during lab.
- On 07/13/2017 purchases were made and once items arrived mobile technology was distributed throughout the school for a hands-on integration into the curriculum. There were 4 iPads integrated into both classrooms. All classrooms were given a hand hand-held video cameras. The school was equipped with a static devices. Each teacher received a Del Intel laptop and a high pixelated projector was installed in both class rooms. The QuickBooks teachers' edition and the updated Photoshop InDesign Software was installed on all the design computers and teachers laptop for Web Design and Taxation.
- On 08/15/ 2017 it was the first day faculty members got to work with the new equipment added to the curriculum.
- On 08/16/2017 there was a faculty meeting where teachers gave their input on how they liked the new additions and how / when they will update the programs

sequence of instruction to include the new equipment for student use. The president requested faculty of web design and taxation to have a draft sequence ready to present to the advisory committee for feedback on accuracy.

- On 01/18/2018 the committee reviewed the sequence and found it adequate for use. They also reviewed employer suggestion forms and located many suggestions that were geared towards the new equipment that were purchased, so that validated the industry needs.
- A continuous update for curriculum materials will be done per industry needs based on employer suggestions.
- We are working with publishers to buy the electronic versions of the text books for student use. They have provided us with the teachers content but we are waiting to purchase a student use package.

Note: The updated progress will be reviewed, documented and updated annually.