IA 4. Improve the way we understand and utilize Datatel systems to enable CCC staff to access information that connects student and instructional data with human resource, budget and expenditure data.		
2010-2011 Targeted Tasks	**2010-2011 Progress Indicators**	**What changes as a result on June 30, 2011? How do we measure?**
Review Budget Development and expenditure processes/technical support to enable easier continuous monitoring of the fiscal health of the institution. (Business dean)	Appropriate staff training held in the use of Datatel reporting tools.	**Budget originators will have easy access to relevant and current information.**
Develop Enterprise compatibility Strategy & Policy (includes all technology). (IT dean)		**Staff will use and be familiar with available reporting tools.**
		Staff can easily generate needed reports with minimal IT support.
		Reduce use of paper forms and time to process.
Use dedicated funding for staff skill assessment & training; require assessment and training in administrative computing, web content maintenance and office management software. (Marsha; IT dean)		**Staff will be better informed, have better access to current information and can more intelligently be involved in the decision making process.**
Expand self-service options for staff via myClackamas. (IT dean; Phillip)	Financial aid registration and advising self-service options made available to students (winter/spring)	
Implement/Train and Communicate New HR/Payroll Novus HR. (Marsha; business dean)		**NOTE: IA might be reworded so that it is not Datatel-specific Keep software more current. Office 2003 is seven years old. XP is even older!**
Implement electronic routing and approvals. (Business dean)	Cohesive data analytics plan has been drafted, communicated and implemented during 2010-11	
Develop and Implement Analytics Plan for use in 2011-12 FY. (Steffen; Marsha; business dean?)	**Reactivate email address fill-in on Outlook.**	
Overview: New hire training for software –ie, Datatel, Docuware, Report Builder, phones, FRX, etc. Specific to job Training for employees on specific to the job function. Ongoing Training As new features are available and adopted.		

	Data Source:	Contact:
		Marsha, Phillip, Steffen, Business Dean, IT Dean