Los Angeles Pierce College
Pierce College Council Electronic Accountability Form
2015-2016 Action Items
Form and Procedures Approved by PCC November 18, 2010

This section to be completed by Initiator

Initiator *(Committee, person, etc.)*	Mark Henderson
Name of area dean *(If applicable)*	Rolf Schleicher
Date of Submission	5-12-16
Recommendation *(Please be specific)*	Request approval for scheduled IT maintenance every first and third Friday (maintenance, back-ups, bug fixes and validation testing). Five working day blocks distributed twice a year 1) a week in August and 2) Spring Break week
Rationale *(Include desired measurable outcome)*	Maintenance window is necessary in order to stabilize our systems and maintain a level of accuracy, system validity, and resiliency.
Budget Impact	0

E-mail form to Rolf Schleicher, SchleiR@piercecollege.edu, and area dean (if applicable) for requests with a budget impact.
E-mail form to Lyn Clark, ClarkLR@piercecollege.edu, for requests without a budget impact,

Only forms received electronically will be considered.

This section to be completed by PCC

PCC Action Date	May 26, 2016
Budget Committee's Recommendation *(If budget impact)*	Not applicable
PCC Action	PCC approved plan.
President's Action • *Recommended* • *Not recommended with rationale*	

Date President's Action Reported to PCC	

This section to be completed by PCC if recommendation approved by the president and requires additional action.

Assigned to	
Date to Be Completed Specific Action	
Expected Outcome, If Applicable	

This section to be completed by Assignee

Action Assigned to	
Specific Action Required	
Date to Be Completed	
Evaluation of Outcome	
Date Outcome Reported to PCC Chair	(To be completed by PCC chair)
Date Outcome Reported to PCC	(To be completed by PCC chair)
Date Action Item Report Posted on PCC Web site	(To be completed by PCC chair)

E-mail form to Lyn Clark, ClarkLR@piercecollege.edu, upon completion of recommendation.