

1. Assessment Plan - Three Column

PIE - Administrative Services: Facilities - Warehouse

2. Where We Are Now: Year at a Glance

2019-20

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Summary of Notable Achievements: tbd

Program Planning (Equity, Retention and Success): tbd

External and Internal Conditions Analysis: tbd

Critical Decisions Made by Unit: tbd

Contributors to the Report: Bill Asher/Gary Nellesen

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p>Deliver high quality facilities planning, design, construction, and operational services of campus buildings, infrastructure, and equipment, while providing superior customer service. - Operate clean, safe, functional, and reliable facilities by maximizing predictive, preventative, and scheduled maintenance activities, while responsively meeting ongoing and urgent maintenance requirements. Manage cost of operation by proactively developing standards of care and operating budgets for new facilities coming on line.</p>	<p>Report directly on Goal</p> <hr/> <p>Request - Full Funding Requested - \$13,000 for a new copier/printer. Describe Plans & Activities Supported (Justification of Need): One-time funding request for a new copier for the Warehouse staff. Lead: Bill Asher What would success look like and how would you measure it?: A new copier/printer would increase efficiency. Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational</p>	<p>Reporting Year: 2019-20 % Completed: 75 Fill all open positions. (09/20/2019)</p> <hr/> <p>Reporting Year: 2019-20 % Completed: 0 On-going request for 13,000 for new copier/printer. (08/10/2020)</p>
<p>Status: Active</p>		

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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<p>Goal Year(s): 2018-19, 2019-20 Goal Entered: 09/20/2019</p>	<p>areas. Planning Unit Priority: Medium One-Time Funding Requested (if applicable): 13000 Request - Full Funding Requested - \$10,000 requested for a professional assessment of racking and organization. Describe Plans & Activities Supported (Justification of Need): A professional racking and organizational assessment is necessary to ensure maximum use of warehouse space. Lead: Bill Asher What would success look like and how would you measure it?: Improved organization would over all increase efficiency and and timeliness. Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas. Planning Unit Priority: High One-Time Funding Requested (if applicable): 10000</p>	<p>Reporting Year: 2019-20 % Completed: 0 On-going request. (08/10/2020)</p>
	<p>Request - Full Funding Requested - \$15,000 one time funding request for Security Enhancements. Describe Plans & Activities Supported (Justification of Need): Increased security enhancements are necessary to prevent theft. Lead: Bill Asher What would success look like and how would you measure it?: A secure Warehouse would prevent any future theft.</p>	<p>Reporting Year: 2019-20 % Completed: 100 Completed. (08/10/2020)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 15000

<p>Promote and integrate sustainable facilities, infrastructure, and equipment by implementing principles of the 2018 Educational and Facilities Master Plan, the 2018 Educational and Facilities Master Plan Environmental Impact Report, and the 2018 Climate Action Plan. - Utilize materials, supplies, vendors, and equipment that align with industry best practices and support the principles of sustainability embraced by the college and enumerated in the Facilities Master Plan, Environmental Impact Report and Climate Action Plan. Expand recycling and waste management practices to align with campus sustainability goals. Status: Active Goal Year(s): 2018-19, 2019-20 Goal Entered: 09/20/2019</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2019-20 % Completed: 25 Explore options to use recycled classroom and office supplies, such as recycled paper, cardboard, etc. (09/20/2019)</p>
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<p>Improve teamwork at all levels within Facilities Planning and Management - Engage productively in the planning, design, materials specification, and construction activities for all project types. Collaboratively transition projects from the construction closeout phase</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2019-20 % Completed: 25 Work collaboratively with Fiscal Services on the fixed asset portion of the Warehouse duties. (09/20/2019)</p>
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to the operations phase within the first year of operations.

Status: Active

Goal Year(s): 2018-19, 2019-20

Goal Entered: 09/20/2019

Replace retiring staff - Replace two retiring staff members.

Status: Active

Goal Year(s): 2017-18, 2019-20

Goal Entered: 08/10/2020

Report directly on Goal

Reporting Year: 2019-20

% Completed: 50

On-going recruitment to fill retired Warehouse Coordinator position. (08/10/2020)

In Progress - Fill two warehouse positions being vacated due to retirements.

Describe Plans & Activities

Supported (Justification of Need):

\$0-Funds are in on-going budget

Lead: Bill Asher

What would success look like and how would you measure it?: Fully staffed Warehouse staff

Planning Unit Priority: High

Increase Staff - Hire one Full-time Warehouse Worker.

Status: Active

Goal Year(s): 2017-18, 2018-19, 2019-20

20

Report directly on Goal

Reporting Year: 2019-20

% Completed: 50

Temp staff was hired through an agency to assist with recording fixed asset purchases. While effective, using temp staff for on-going responsibilities is not the most cost effective solution. (08/01/2018)

In Progress - Hire one additional Warehouse Worker staff position

Describe Plans & Activities

Supported (Justification of Need):

60,000-Funding for one position

Lead: Bill Asher

What would success look like and how would you measure it?: More effective Warehouse operation

Planning Unit Priority: High