



Planning for Institutional Effectiveness

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NOTE: This PIE Form is optimized to be used in Acrobat or [Adobe Reader 10 or later](#).



Planning for Institutional Effectiveness

Introduction

UNIT	MAINTENANCE	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	BILL ASHER	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	WASHER@MTSAC.EDU/5177	<input checked="" type="checkbox"/> Summary	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning

Your Unit Program Review will be recorded on this form summarizing the current year and documenting planning for the next three-year cycle. **Please remember** that all outcomes assessment work should be recorded in TracDat (<http://tracdat.mtsac.edu/tracdat>) in order for your assessment work to best contribute to institutional reports. Outcomes assessment work may include courses, programs, direct and indirect services, organizational structure, structural elements, and institutional outcomes. Respond to only the outcomes categories or types that apply to your unit.

Institutional Planning Framework

The college is unified through its demonstrated connection to the mission. Driven by the California Master Plan for Higher Education, revised by the President's Advisory Council, and approved by the Board of Trustees, it informs all planning and assessment.

Institutional Mission

The mission of Mt. San Antonio College is to support students in achieving their full educational potential in an environment of academic excellence.

Unit Mission

Enter your Unit mission statement here if applicable

College Themes and Goals

College themes and goals allow the campus to focus on critical issues. Articulated by the President's Advisory Council and approved by the Board of Trustees, they guide institutional planning and assessment processes.

Theme A: To Advance Academic Excellence and Student Achievement

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|-----------------|---|
| College Goal #1 | The college will prepare students for success through the development and support of exemplary programs and services. |
| College Goal #2 | The college will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals. |
| College Goal #3 | The college will utilize student learning outcome and placement assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels. |

Theme B: To Support Student Access and Success

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|-----------------|---|
| College Goal #4 | The college will increase access for students by strengthening recruitment opportunities for full participation in college programs and services. |
| College Goal #5 | Students entering credit programs of study will be ready for college level academic achievement. |
| College Goal #6 | The college will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer. |

Theme C: To Secure Human, Technological, and Financial Resources to Enhance Learning and Student Achievement

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|------------------|---|
| College Goal #7 | The college will secure funding that supports exemplary programs and services. |
| College Goal #8 | The college will utilize technology to improve operational efficiency and effectiveness and maintain state-of-the-art technology in instructional and support programs. |
| College Goal #9 | The college will provide opportunities for increased diversity and equity for all across campus. |
| College Goal #10 | The college will encourage and support participation in professional development to strengthen programs and services. |
| College Goal #11 | The college will provide facilities and infrastructure that support exemplary programs and the health and safety of the campus community. |
| College Goal #12 | The college will utilize existing resources and improve operational processes to maximize efficiency of existing resources and to maintain necessary services and programs. |

Theme D: To Foster an Atmosphere of Cooperation and Collaboration

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|------------------|---|
| College Goal #13 | The college will improve the quality of its partnerships with business and industry, the community, and other educational institutions. |
| College Goal #14 | The college will improve effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus. |

SectionOne

Where We Are: A Summary and Analysis of the Current Year 2014-15

I. Summary Context - Unit Goals for: MAINTENANCE

Identify up to ten (10) over arching goals that guided your Unit's work for the 2014-15 year (from your 2013-14 PIE form) in the following table and connect those goals to the College Themes. *Add rows (+) as needed. Delete rows (X).*

Unit Goal Name	Unit Goal	College Theme
Effective Maintenance Serv +	Provide timely, effective, and efficient maintenance to the facilities and equipment used by students faculty, and staff helping to provide an environment conducive to quality higher education. Strategically increase staff size as necessary to provide said service.	C: Secure Resources
School Dude Implementatio +	Implement, train all stakeholders, and strategically utilize School Dude Maintenance Management and Preventative Maintenance Systems.	C: Secure Resources
Construction Services Supp +	Provide Institutional Knowledge, Historical Knowledge, and Operational Knowledge as it applies to new and existing equipment and buildings, as well as hands-on Technical Assistance, to the Design and Construction Services Department in the completion of high quality construction projects across campus.	D: Cooperation/Collaboration
5-Year Scheduled Maint. Pla +	Combine McKinstry Equipment Assessment report with existing department Excel database, and multiple existing plans, to develop comprehensive Scheduled Maintenance Plan	C: Secure Resources
New Building Costs	Complete New Building Cost Analysis on all new campus buildings completed by Design and Construction Team capturing on-going Maintenance and Operation costs	C: Secure Resources

II. Notable Achievements for: MAINTENANCE

Enter your Unit's successes for the 2014-15 year in the table below. This provides opportunity for closing the loop on your Unit's activities completed this year. *Text boxes will expand as needed. Add rows (+), delete rows (X).*

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
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Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	After a short testing period, the School Dude Maintenance Management system was fully implemented and the EIWOS system was turned off. This transition represents a significant milestone for the Facilities Department. All customer generated and self initiated Work Orders are being processed through the School Dude System and several Preventative Maintenance Requests are now generated on a regular basis. Strong reporting capabilities of the system allow us to instantly capture cost and performance data when needed, something that was just not available to the campus in the past.	Unit: School Dude Implementation
		C. Secure Resources
High	Maintenance assisted and supported the Design and Construction team at a pace unprecedented in the last 5 years. Records indicate over 250 completed Work Orders during the year accounting for over 1200 man hours.	Unit: Construction Services Support
		D. Cooperation/Collaboration
Med	Completed over 5000 Work Orders and 500 Preventative Maintenance Requests in 14-15. Aggregate backlogs are lower than in previous years.	Unit: Effective Maintenance Service
		C. Secure Resources
High	Developed 5-year Scheduled Maintenance plan including all campus equipment with approximate replacement due dates and replacement costs. Utilized plan to submit 2014-2015 request to State.	Unit: 5-Year Scheduled Maint. Plan
		C. Secure Resources

III. External/Internal Conditions, Trends, Impacts, Retention & Success, Critical Decisions and Outcomes Assessment

The following table is intended to track conditions that influence planning over a multi-year period beginning with the 2014-15 year. Please include data. The "Link to Data Sources and Support Options" button will open a Mt. SAC webpage that offers suggestions and links for possible data sources for your Unit. Text boxes will expand. *Add (+) rows, delete (X) rows as needed.*

Link to Data Sources and Support Options		
Year	<i>Add item</i> External Conditions, Trends, or Impacts	Data Sources
2014-15	An expected significant increase in State Scheduled Maintenance will present the challenge of completing significantly larger than normal workloads in a short time frame. This will prove to be very difficult without increasing staff levels.	CCCCO
2014-15	Supplies and Maintenance & Repair vendor costs continue to increase without corresponding budget increases. Maintenance Operating Budgets in these two areas (Supplies and Repairs) have not been increased in the last five years.	APPA/Banner
Year	<i>Add item</i> Internal Conditions, Trends, or Impacts	Data Sources
2014-15	Increase in Fire Alarm equipment being installed in new buildings, and aging of existing equipment is resulting in increased maintenance costs. Increase in overall size of fire alarm system on campus may require consolidation consideration.	Banner/Self
2014-15	Increase in Access Control equipment being installed in new buildings, expiration of warranty periods, and aging of existing equipment is resulting in increased maintenance costs. Increase in size of system has outgrown current staff's ability to properly manage and maintain it. Proposed future growth in system, campus wide, will exacerbate the problem without staff increases accompany such growth.	Banner/School Dude/ Self
2014-15	Over the last several years, newly constructed buildings have added new equipment maintenance needs with no new additions to the Maintenance Staff. In order to maintain service levels at approximately the same level staff additions are needed in the Skilled Crafts, Locksmith, and HVAC Shops. While a new Low-Voltage Electrician position is needed to address ever increasing Access Control and Fire Alarm needs.	EIWOS/School Dude
2014-15	Limited availability of staff to operate the School Dude Maintenance Management System continues to stunt full utilization. Full time support is necessary to manage Preventative Maintenance implementation and on-going operation.	Self
2015-16 Cont'd.	To support full implementation of the Preventative Maintenance program in School Dude, as defined in the building/equipment Assessment Report completed in 11/14, Maintenance will need increased staff levels in all of its shops; Electrical, HVA/C, Plumbing, Skilled Crafts, Carpentry, Paint/Signs, and Locksmith.	McKinstry Report-11/14
Year	<i>Add item</i> Success Data	Data Sources
2014-15	N/A	<i>Cite Data Sources</i>
Year	<i>Add item</i> Critical Decisions	Data Sources
2014-15	<i>Enter/Discuss Critical Decisions your Unit made this year. Add(+)rows for each item.</i>	<i>Cite Data Sources</i>
2014-15	<i>Enter/Discuss Critical Decisions your Unit made this year. Add(+)rows for each item.</i>	<i>Cite Data Sources</i>
Year	<i>Add item</i> Progress on Outcomes Assessment	Data Sources
2014-15	<i>Enter/Discuss your Unit progress on outcomes assessment and how it will inform your PIE Planning this year. Add(+)rows for each item.</i>	<i>Cite Data Sources</i>

IV. Alignment and Progress on Unit and College Goals: Closing the Loop

This section serves as a "reporting" function. It shows how your Unit closes the loop and connects planning to budget allocation: How did the prioritized college resources connect to your Unit's outcomes? What progress has your Unit made with the resources provided? Include progress on plans that did not require new resources if applicable. You are also prioritizing your Unit's progress or outcome for inclusion in your manager's summary. The **Plan Status** drop-down offers a time-frame update on the progress of your plan.

Some information has been pre-loaded into this form by your manager. Add rows (+) as needed. Delete rows (X).

Priority for Manager Summary	Plan from Previous PIE (2013-14) and Resources Obtained (if any)	Resources Secured (if any)	Progress/Outcomes/Result/Impact (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
High	Funds were requested for HVA/C filter needs that have been assigned to Maintenance without a permanent funding increase, instead funded each year as a one-time need.	\$ \$20,000.00	\$20,000 was used to offset costs of opening new facilities on campus. Specifically, these funds were needed for filter replacements during HVA/C Preventative Maintenance. These funds are needed as an on-going funding need.	Unit: New Building Costs
		Other -Add		C. Secure Resources
		Source 2		
		Plan Status Select		
High	Funds were requested to cover Rate Driven Increase costs associated with service contracts in both the Maintenance Services and Other Services Budget Lines.	\$ \$20,520.00	\$20,520 was received to cover Rate Driven increases originating from 2011-20113. These funds are needed as an on-going funding need.	Unit: Effective Maintenance Se
		Other -Add		C. Secure Resources
		Source 2		
		Plan Status Select		

SectionTwo

Where We Are Going: Planning for the Next Three Years: 2015-16, 2016-17, 2017-18

I. Planning Context - Unit Goals Assessed and Revised for: MAINTENANCE

This table contains your goals as noted in Section One for 2014-15. Review your Unit's goals and revise, add new goals or remove goals that are no longer relevant as appropriate for planning for 2015-16, 2016-17, and 2017-18. *Add rows (+) as needed. Delete rows (X).*

Unit Goal Name	Unit Goal	College Theme
Effective Maintenance Servi +	Provide timely, effective, and efficient maintenance to the facilities and equipment used by students faculty, and staff helping to provide an environment conducive to quality higher education. Strategically increase staff size as necessary to provide said service.	C: Secure Resources
School Dude Implementati +	Implement, train all stakeholders, and strategically utilize School Dude Maintenance Management and Preventative Maintenance Systems.	C: Secure Resources
Construction Services Supp +	Provide Institutional Knowledge, Historical Knowledge, and Operational Knowledge as it applies to new and existing equipment and buildings, as well as hands-on Technical Assistance, to the Design and Construction Services Department in the completion of high quality construction projects across campus.	D: Cooperation/Collaboration
5-Year Scheduled Maint. Pla +	Combine McKinstry Equipment Assessment report with existing department Excel database, and multiple existing plans, to develop comprehensive Scheduled Maintenance Plan	C: Secure Resources
New Building Costs	Complete New Building Cost Analysis on all new campus buildings completed by Design and Construction Team capturing on-going Maintenance and Operation costs	C: Secure Resources

II. Annual Implementation Plan for: MAINTENANCE

This section serves as a "planning" function. This is where you ask for resources and record new action plans, activities, or interventions necessary to achieve success. Use the Expected Outcomes section to describe how the plan and resources requested is supported by your Unit's to outcomes assessment plan. This section will also be used to record revisions to plans as needed across the three years of planning.

Add rows (+) as needed. Delete rows (X).

Priority for Manager Summary	Plans, Activities, or Interventions	Resources Needed (if any)	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
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Priority for Manager Summary	Plans, Activities, or Interventions		Resources Needed (if any)	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)		Connected Unit Goal/ College Theme
High	Rate Driven increases in existing Maintenance Contracts (\$14,000) and Other Services Contracts (\$1,500) for 2011-2015		\$ \$20,000.00	Increases in service contracts primarily due to annual contract cost increases		Unit: Effective Maintenance Se
			Rate-Driven			
Ongoing		Projected Completion Select	Source 2	Person Responsible	Bill Asher	C. Secure Resources
High	HVA/C Filters		\$ \$20,000.00	Cost of operating new facilities		Unit: New Building Costs
			Other - Add			
Ongoing		Projected Completion Select	Source 2	Person Responsible	Bill Asher	C. Secure Resources
High	Rate Driven increases in existing Maintenance Contracts (\$TBD) and Other Services Contracts (\$TBD) for 2015-16		\$ 0.00	Increases in service contracts primarily due to annual contract cost increases		Unit: Effective Maintenance Se
			Other - Add			
New		Projected Completion Select	Source 2	Person Responsible	Bill Asher	C. Secure Resources
High	Low Voltage Electrician		\$ \$80,000.00	Increase in Access Control and Fire Alarm equipment being installed in new buildings, aging, and expiration of warranty periods for existing equipment is resulting in increased maintenance needs. Department is not currently staffed to handle these situations with existing staff.		Unit: Effective Maintenance Se
			Staffing			
Ongoing		Projected Completion Select	Source 2			A. Academic Excellence
				Person Responsible	Bill Asher	
High	HVAC PM Mechanic		\$ \$70,000.00	To fully implement a comprehensive Preventative Maintenance program on campus multiple new positions will be needed to complete the added workload. Mechanical (HVA/C) work holds the highest percentage of said workload.		Unit: Effective Maintenance Se
			Staffing			
New		Projected Completion Select	Source 2	Person Responsible	Bill Asher	A. Academic Excellence
High	Increase Part Time Plumber to Full Time		\$ \$35,000.00	To fully implement a comprehensive Preventative Maintenance program on campus multiple new positions will be needed to complete the added workload. Increasing the existing part time position to full time will provide adequate staffing in the Plumbing shop.		Unit: Effective Maintenance Se
			Staffing			
New		Projected Completion Select	Source 2			A. Academic Excellence
				Person Responsible	Bill Asher	

Priority for Manager Summary	Plans, Activities, or Interventions		Resources Needed (if any)	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
High	Locksmith		\$ \$70,000.00	To fully implement a comprehensive Preventative Maintenance program on campus multiple new positions will be needed to complete the added workload. Currently only one Locksmith is responsible for an overwhelming workload. It is not reasonable to believe that any more work can be place on that shop without additional resources.	Unit: Effective Maintenance Se
			Staffing		
New	Projected Completion	Select	Source 2		A. Academic Excellence
				Person Responsible	Bill Asher
Med	Overtime Funding		\$ \$100,000.00	Various work tasks are not possible when the campus is occupied. Overtime is needed to support construction projects, complete misc. work orders, oversee vendors/contractors, and complete special projects. Some PM work will need to be done during "off hours" so equipment can be shut down without disruption to the college community.	Unit: Effective Maintenance Se
			Other - Add		
Ongoing	Projected Completion	Select	Source 2		C. Secure Resources
				Person Responsible	Bill Asher
High	School Dude Preventative Maintenance Project Manager		\$	Assistance is needed with the implementation of the Preventative Maintenance process and daily operation of the School Dude system including planning and scheduling.	Unit: Effective Maintenance Se
			Staffing		
New	Projected Completion	Select	Source 2		D. Cooperation/Collaboration
				Person Responsible	Bill Asher
High	Access Control/Keys and Locks Campus security Project Manager		\$	Position is necessary to support the comprehensive campus effort to improve Campus access and security including policy writing, information gathering, vendor management, and lock/key and access control management.	Unit: Effective Maintenance Se
			Staffing		
New	Projected Completion	Select	Source 2		Select College Theme
				Person Responsible	Bill Asher
Priority	Replace obsolete Warehouse equipment		\$ \$5,000.00	Replace obsolete equipment around the warehouse, copier, pallet jack, forklift battery, and miscellaneous items.	Unit: Effective Maintenance Se
			Other - Add		
Status	Projected Completion	Select	Source 2		Select College Theme
				Person Responsible	Bill Asher
Priority	Warehouse Security Enhancements		\$ \$15,000.00	The warehouse is in need of security enhancements such as increasing exterior lighting, surveillance cameras, and steel mesh security gates at the roll up doors.	Unit: Effective Maintenance Se
			Facilities Mod		
Status	Projected Completion	Select	Source 2		Select College Theme
				Person Responsible	Bill Asher

Priority for Manager Summary	Plans, Activities, or Interventions		Resources Needed (if any)	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)		Connected Unit Goal/ College Theme
Priority	Professional assessment of racking and organization.		\$ \$5,000.00	Have a professional submit a proposal for assessment of the racking system for organizational and efficiency.		Select Unit Goal
			Source 1			
Status	Projected Completion	Select	Source 2	Person Responsible	Bill Asher	Select College Theme

III. Resources Identified in Relation to Planning

This section will serve the budget prioritization function in the Manager's PIE. Your manager will inform you when actual quotes are due.

SectionThree

Recommendations for Improving the Planning Process

What additional information should the College provide to assist your Unit's planning?

Enter additional information suggestions here.

What suggestions do you have for improving the planning process for your Unit?

Enter your suggestions for improvement here.

Enter your name as contributing to and approving of this Unit PIE Plan below. Add rows (+) as needed.

Contributer		Contributer	
Add your name as contributing to this Unit PIE and check that you approve	<input type="checkbox"/> Approve	Add your name as contributing to this Unit PIE and check that you approve	<input type="checkbox"/> Approve

Thank you for completing the Unit PIE form summarizing 2014-15, and initiating your Unit's planning for the 2015-16, 2016-17, and 2017-18 three-year cycle.

Please save this form and forward to your Unit's manager by 06/30/ 2015.
Questions regarding this form? Send an email to Don Sciore, Interim Associate Dean of Arts, member IEC, at dsciore@mtsac.edu