

1. Assessment Plan - Four Column



PIE - Administrative Services: Facilities - Warehouse

Where We Are Now: Analysis and Summary

2018-19

Contact Person: Bill Asher

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Program Planning Dialog: Numerous discussions have taken place at the leadership level to explore the most effective way to staff and provide leadership for the warehouse function moving forward. These discussions have assumed no or relatively little budgetary increase.

External Conditions, Trends, or Impacts (Student Services): Continuous construction and increased student population is making getting in and around campus more difficult. Purchases associated with new building construction are significantly increasing processing workload

Internal Conditions, Trends, or Impacts (Student Services): Physical size limitations of Warehouse continues to be a challenge. Inability to fill vacated Warehouse Coordinator position is adversely affecting remaining staff workloads. Lack of in-house accounting process knowledge has resulted in needing help from outside departments to accurately record asset purchases.

Critical Decisions Made by Unit: The decision to extend the search for the Warehouse Coordinator has resulted in higher workloads on existing staff.

Contributors to the Report: Bill Asher, Gary Nellesen, Susan Gutierrez

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</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</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.</p>	<p>Reporting Year: 2017-18 % Completed: 75 Fill all open positions. (09/20/2019)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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care and operating budgets for new facilities coming on line.

Status: Active
Goal Year(s): 2018-19
Goal Entered: 09/20/2019

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational 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

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

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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What would success look like and how would you measure it?: A secure Warehouse would prevent any future theft.
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 Goal Entered: 09/20/2019</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19 % 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</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19 % Completed: 100 Work collaboratively with Fiscal Services on the fixed asset portion of the Warehouse duties. (09/20/2019)</p>
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Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

specification, and construction activities for all project types. Collaboratively transition projects from the construction closeout phase to the operations phase within the first year of operations.

Status: Active

Goal Year(s): 2018-19

Goal Entered: 09/20/2019