



Program Review

Golden West College

General Information

Important Information

Some people have expressed concerns about losing information after being logged off. There are some ways to avoid this.

- Please type your information into a Word document then paste the information here.
 - At the bottom of the page, there is a **“Save Progress”** button. That button can be very useful. However, if you have already been logged out due to a time error, it won't actually save the information to your account. To check to see if you have been logged out, a better approach is to click the **“Previous”** button. This will take you to the previous page AND it will save what you have typed on the current page. If you had been logged off, you will be immediately notified.
-

Submitter's First Name:

Submitter's Last Name:

Submitter's Email:

Submitter's ID:

Submitter's Phone Number:

Type of review? Administrative
 Instruction (Please note: Library and Counseling should submit individual Program Reviews: One for Instruction and one for Student Services)
 Student Services

Who is your Dean/Supervisor? Robyn Brammer
 Joseph Dowling
 Rick Hicks
 Janet Houlihan
 Danny Johnson
 Claudia Lee
 Alice Martanegara
 Carla Martinez
 Alex Miranda
 Kay Nguyen
 Meredith Randall
 Christina Ryan Rodriguez
 Matthew Valerius
 Tim Vu
 Chris Whiteside

Who is your Vice President? Lee, Claudia
 Houlihan, Janet
 Randall, Meredith

If you experience any technical difficulties completing this form, please contact [Damien Jordan](#).

Program Review Purpose

“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” –Academic Senate for California Community Colleges, 2009-

Program Review Data Driven Decision Making

- Continual improvement

- *Evaluation of program resource needs*
- *Fiscal stewardship and transparency*
- *Culture of evidence*

Program Review Reporting Cycle

1. Program Review will be conducted every two years beginning Fall semester 2021.
2. Department Chair/Originator will be given feedback at each step in the process.
3. Data provided by ORPIE, including statewide data for success given to departments the first week of October (October 8, 2021).
Originator: The originator owns this information (usually the Department Chair). The document is "locked" unless sent back.(October 22, 2021).
4. Department Chair: If the Department Chair did not submit the document, it will go to the Department Chair for general feedback (November 1, 2021).
5. Dean/Supervisor: The Dean/Supervisor provides feedback in a single text box. The Dean/Supervisor may send back to the Department Chair if something needs to be changed. (November 8, 2021).
6. IEC: IEC provides feedback for a technical review. (November 15, 2021).
7. CCD: provides feedback on curriculum or instruction section. (November 22, 2021).
8. Vice President: The identified VP provides feedback and can send the document back for edits (December 1, 2021).
9. Review: The Department Chair incorporates the feedback and resubmits. The Dean/Supervisor can send back if there is still something missing (January 31, 2022).
10. Submission: Once the originator (Department Chair) submits the document, it will be locked (February 11, 2022).
11. Committee Reviews: Requests for funding will be sent to committees for their review (February 11, 2022). Reviews by committees must be submitted to Planning and Budget by March 15, 2022.
12. Hiring Deadline: Approved requests for faculty positions will be provided by the Executive Team (February 25, 2022).
13. Hiring Deadline: Ratings for classified professional positions will be provided to the Executive Team by April 22, 2022.
14. Funding Deadline: Planning and Budget will make determinations on Categorically funded requests (April 22, 2022).
15. General Funds and Classified positions: Items funded through general funds and available Classified Professional Positions will be determined (October 7, 2022).

Important Update

Some people have expressed concerns about losing information after being logged off. There are some ways to avoid this.

1. Please type your information into a Word document and then past the information here.
 2. At the bottom of the page, there is a **"Save Progress"** button. That button can be very useful. However, if you have already been logged out due to a time error, it won't actually save the information to your account. To check to see if you have been logged out, a better approach is to click the **"Previous"** button. This will take you to the previous page AND it will save what you have typed on the current page. If you had been logged off, you will be immediately notified.
-

Program Information

Please note, the term Program Review is a standard. We will use "program" throughout the document. Please regard this as your "department" or "area".

Name of Program (Academic Programs should be listed per discipline)

Maintenance and Operation

Please provide a brief description and any significant change in your program since the last program review cycle.

The District offered a retirement incentive that seven members of the department decided to take, part of the compromise was not replacing all of the staff. We were allowed to replace one person so our already understaffed department become even smaller. We were able to promote a Grounds Keeper and Maintenance person into permanent Lead positions.

What are your program's strengths?

Responding to emergencies/last minute requests, Cross training, assisting each other to complete tasks, working with other departments to accomplish work. The ability to negotiate with vendors to stay within budgetary restraints. Working with my staff, encouraging a one team environment, ultimately resulting in meeting departmental & college goals.
Another strength are the Team's ability to look for new innovative products, materials, equipment, and landscape and techniques, which will elevate the broad level of essential services we can provide to the campus community.

What are the challenges for your program? (If there are regulations or requirements for your program that require additional support, please note those here.)

Trying to maintain a campus to the standards expected with diminishing staff, we did a Total Cost of ownership analysis and we are severely understaffed.

ADMINISTRATIVE SERVICES INFORMATION

Over the past two years, how did you measure your effectiveness and customer satisfaction? What were the results?

With the COVID pandemic shut down and the only people on campus for an extended period of time we did not conduct any measures of effectiveness or customer satisfaction.

Over the past two years, how did you measure your efficiency and productivity? What were your results?

With the COVID shut down and the only people on campus we did not measure either of these.

Program Review Goals and Requests for Funding

Requests – If you are requesting any of the following, they **MUST** be addressed within your Department goals.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

(When you click that you need any of the above (Faculty, Equipment, Facilities, Technology or Support Staff) you will be provided the appropriate form on subsequent pages of this document)

Vision 2030 Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

Goals from Previous Program Review Cycle

Please refer back to the goals from your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review), including resource requests and if they were funded or not.

We have been given approval to purchase carts and a mower, the Auto Scrubbers have been purchased, The planting of colorful has been implemented, and team cleaning with custodial has been started.

Goals for Current Program Review Cycle

Current goals should be connected to Vision 2030.

Goal 1 (Required)

Description of Program's Goal

Maintain campus buildings and equipment in a safe condition to support instructional and Student Support services.

What actions will the program take to accomplish this goal?

Perform preventive maintenance on systems and complete work orders in a timely manner

What metric will you use to measure your goal?

Track work orders and required maintenance.

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment

- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

Please note: Indicating one of the following will create a form to appear on a subsequent page.

- Faculty
- Facilities
- Technology
- Equipment

Professional Development (funding request)

- Support Staff (permanent classified)
- None of the above

Goal 2 (Required)

Description of Program's Goal

*Keep the campus interior facilities clean for faculty, staff and students to promote an atmosphere and environment conducive to learning and support.

What actions will the program take to accomplish this goal?

*Nightly cleaning as required, deep cleaning when necessary.

What metric will you use to measure your goal?

*Campus survey to get feedback, develop a record keeping system to identify areas of need.

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- Faculty
- Facilities
- Technology
- Equipment

Professional Development (funding request)

- Support Staff (permanent classified)
- None of the above

Goal 3 (Required)

Description of Program's Goal

*Maintain a safe, clean and secure learning and working environment. In response to the recent California Assembly Bill 1346 signed by Governor Newsom which bans gasoline-powered equipment, M&O will work towards transitioning the current grounds maintenance equipment to zero-emissions by 2024. This includes our common landscaping tools such as leaf blowers, trimmers, edgers, weed eaters, chain saws, and push mowers. As committed stewards of the environment, the upgrade to zero-emissions equipment will assist the Grounds Department with continuing to provide the college with a well-maintained, safe, clean and secure campus.

What actions will the program take to accomplish this goal?

*Establish an annual budget for the purchase of new equipment. Establish relationships with local vendors for discounted costs.

What metric will you use to measure your goal?

*The actual purchase of equipment to make the transition and staff to maintain the existing and new equipment in the proper working order.

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- Faculty
- Facilities

Technology

Equipment

Professional Development (funding request)

Support Staff (permanent classified)

None of the above

Goal 4 (Optional)

Description of Department's Goal

OTHER INFORMATION

What additional information would you like to share about your program?

Optional file upload (if desired)

Optional file upload (if desired)

Total.xlsx



Program Review

General Fund
Classified Professional Request

How many Classified Professional Requests would you like to submit?

- 1
- 2
- 3
- 4

1st Classified Position Request

POSITION REQUESTED

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

Previously Approved Job Description (Please note that an approved job description from our District HR office is required in order to complete the request form. You may not proceed with the request without the job description.)

<https://navigator.cccd.edu/d>

When did this position become vacant (i.e., last day the employee worked)

06/30/2019

Years ago:

2.3

What was the history of this position and how was it funded?

SERP retirement was general fund

SALARY REQUESTED (Click here to see the [salary schedules](#))

Salary Schedule (e.g., EE) EE

Range (e.g., 116) 118

Job Title (should match description below) Maintenance Specialist 2

Please use a mid-level step for salary: 72,100.54
Salary (e.g., \$50,000)

Contract

- 12 month
- 11 month
- 10 month
- 100% FTE
- Other FTE %

JOB DESCRIPTION SUMMARY

For reference, please see the current [Organizational Chart](#) for the campus.

Please provide the job title and description-URL for your proposed position. You may find a list of approved job descriptions from the [CCCD Position Description portal](#).

For example, Accessible Media Specialist. URL: https://navigator.cccd.edu/district/hr/classification_and_compensation_study/Documents/Classified%20Specifications%20A/Accessible%20Media%20Specialist.pdf

If the job description is not listed above, you may copy and paste your job description here.

https://navigator.cccd.edu/district/hr/classification_and_compensation_study/Documents/Classified%20Specifications%20M-P/Maintenance%20Specialist%20II.pdf

What are the essential duties this position will fulfill?

Perform maintenance work and preventive maintenance on campus buildings and equipment

JUSTIFICATION

What is the compelling need for the position? Please include any consequences if this position is not filled?

As the attached Total Cost of Ownership spreadsheet shows we are severely understaffed to maintain a campus of this size. Continuing in this direction will cause dangerous and unsafe conditions for faculty, students and staff.

If the full-time position is approved, will there be a request for funding for short-term temporary position during the hiring process?

- Yes
- No

Program Needs (50 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences on the program/department that will result. Please use information from program review. Click here to enter text.

We serve the entire campus community and our goal is to provide a safe environment for learning, not having the appropriate staffing levels makes this challenging and difficult at best.

College-Wide Priority (30 points):

How does this request align and directly support the Strategic Plan? How does this position address stated long-term college priorities identified by [Vision 2030](#).

The college plans to build new buildings which need to be maintained, again see the Total Cost of ownership work sheet.....

Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

The position would benefit every department as we work in every building and maintain all the equipment.

You have more than 1 classified professional request.

Please rank this request against your others. For example, if you are requesting 3 classified professionals for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

3

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

2nd Classified Position Request

POSITION REQUESTED

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

Previously Approved Job Description (Please note that an approved job description from our District HR office is required in order to complete the request form. You may not proceed with the request without the job description.)

<https://navigator.cccd.edu/d>

When did this position become vacant (i.e., last day the employee worked)

06/30/2019

Years ago:

2.3

What was the history of this position and how was it funded?

4 Custodians took the SERP retirements, they were general funded

SALARY REQUESTED (Click here to see the [salary schedules](#))

Salary Schedule (e.g., EE) EE

Range (e.g., 116) 112

Job Title (should match description below) Custodian, Senior

Please use a mid-level step for salary: 54,325

Salary (e.g., \$50,000)

Contract

- 12 month
- 11 month
- 10 month
- 100% FTE
- Other FTE %

JOB DESCRIPTION SUMMARY

For reference, please see the current [Organizational Chart for the campus](#).

Attach a copy of the CCCD Position Description, if available (Please note that an approved job description from our District HR office is required in order to complete the request form. You may not proceed with the request without the job description.)

https://navigator.cccd.edu/district/hr/classification_and_compensation_study/Documents/Classified%20Specifications%20B-D/Custodian%20-%20Senior.pdf

What are the essential duties this position will fulfill?

To clean and maintain campus facilities in a safe manner to promote learning, deep clean and sanitize areas as needed.

JUSTIFICATION

What is the compelling need for the position? Please include any consequences if this position is not filled?

We need to replace the FOUR positions that were lost in the retirement package, we only have 13 full time custodians and to be at the minimum level of cleaning as shown on the Total Cost of Ownership we should have almost 35. The buildings will begin to show dirt, they won't be safe to enter and will have to be closed until they can be cleaned and sanitized.

If the full-time position is approved, will there be a request for funding for short-term temporary position during the hiring process?

- Yes
- No

Program Needs (50 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences on the program/department that will result. Please use information from program review.

Click here to enter text.

We serve the entire campus community and our goal is to provide a safe environment for learning, not having the appropriate staffing levels makes this challenging and difficult at best.

College-Wide Priority (30 points):

How does this request align and directly support the Strategic Plan? How does this position address stated long-term college priorities identified by [Vision 2030](#).

As we continue to build new buildings the cleaning becomes even more important and challenging, they are typically larger, have more restrooms and higher usage, we need to be able to maintain them to allow for continued use.

Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

We serve every department and clean every space.

You have more than 1 classified professional request.

Please rank this request against your others. For example, if you are requesting 3 classified professionals for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

1

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

3rd Classified Position Request

POSITION REQUESTED

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

Previously Approved Job Description (Please note that an approved job description from our District HR office is required in order to complete the request form. You may not proceed with the request without the job description.)

<https://navigator.cccd.edu/d>

When did this position become vacant (i.e., last day the employee worked)

06/30/2019

Years ago:

2.3

What was the history of this position and how was it funded?

SERP retirement and general funded, Swap Meet did support partial salary since this position maintained their carts.

SALARY REQUESTED (Click here to see the [salary schedules](#))

Salary Schedule (e.g., EE) EE

Range (e.g., 116) 118

Job Title (should match description below) Mechanis

Please use a mid-level step for salary: 72,100.54
Salary (e.g., \$50,000)

Contract

- 12 month
- 11 month
- 10 month
- 100% FTE
- Other FTE %

JOB DESCRIPTION SUMMARY

For reference, please see the current [Organizational Chart for the campus](#).

Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept)

https://navigator.cccd.edu/district/hr/classification_and_compensation_study/Documents/Classified%20Specifications%20M-P/Mechanic.pdf

What are the essential duties this position will fulfill?

Maintain campus grounds equipment, carts and maintenance equipment

JUSTIFICATION

What is the compelling need for the position? Please include any consequences if this position is not filled?

Currently there is no full time mechanic, equipment is in danger of failing and causing harm to operators, carts are being repaired by an outside company at a high cost, along with other machinery. Swap Meet and other departments must also pay for all their own repairs now as well. The safety of the equipment operators could become an issue.

If the full-time position is approved, will there be a request for funding for short-term temporary position during the hiring process?

- Yes
- No

Program Needs (50 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences on the program/department that will result. Please use information from program review. Click here to enter text.

As we transition into an all Zero Emissions fleet we will need to be able to maintain that equipment, we are required to be at Zero Emissions by 2024, additionally we have to maintain our existing equipment to allow us to transition over without having to purchase new equipment that will become obsolete soon.

College-Wide Priority (30 points):

How does this request align and directly support the Strategic Plan? How does this position address stated long-term college priorities identified by [Vision 2030](#).

We maintain all exterior landscaping and athletic fields, to keep them in a safe and usable manner we must have the equipment to do so.

Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

Everyone uses the lawn areas, some for instruction, others for events, the Athletic fields are used constantly and we rent them out to generate revenue for the campus, maintaining them in a safe usable manner is a high priority.

You have more than 1 classified professional request.

Please rank this request against your others. For example, if you are requesting 3 classified professionals for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

2

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

[Empty text box for supervisor comments]

4th Classified Position Request

POSITION REQUESTED

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

Previously Approved Job Description (Please note that an approved job description from our District HR office is required in order to complete the request form. You may not proceed with the request without the job description.)

https://navigator.cccd.edu/d

When did this position become vacant (i.e., last day the employee worked)

12/31/2015

Years ago:

2.3

What was the history of this position and how was it funded?

Retirement of employee, position was never filled, general fund.

SALARY REQUESTED (Click here to see the [salary schedules](#))

Salary Schedule (e.g., EE) EE

Range (e.g., 116) 114

Job Title (should match description below) Grounds and Landscape sp

Please use a mid-level step for salary: 59,620
Salary (e.g., \$50,000)

Contract

- 12 month
- 11 month
- 10 month
- 100% FTE
- Other FTE %

JOB DESCRIPTION SUMMARY

For reference, please see the current [Organizational Chart](#) for the campus.

Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept)

https://navigator.cccd.edu/district/hr/classification_and_compensation_study/Documents/Classified%20Specifications%20E-H/Grounds%20and%20Landscape%20Specialist%20Senior.pdf

What are the essential duties this position will fulfill?

maintain the campus landscape and Athletic fields in a safe usable manner.

JUSTIFICATION

What is the compelling need for the position? Please include any consequences if this position is not filled?

To continue to provide a setting that promotes an environment for outdoor learning and usage we need to make sure we have staff to keep things safe. Staff, students and faculty could be hurt by falling branches, athletes could be hurt because fields are not in a safe condition.

If the full-time position is approved, will there be a request for funding for short-term temporary position during the hiring process?

- Yes
- No

Program Needs (50 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences on the program/department that will result. Please use information from program review.

Click here to enter text.

Having been understaffed has allowed the landscaping and athletic fields to deteriorate to the point that we are trying to keep up instead of improve quality and safety of the areas.

College-Wide Priority (30 points):

How does this request align and directly support the Strategic Plan? How does this position address stated long-term college priorities identified by [Vision 2030](#).

As we move forward with new buildings the landscaping becomes more involved, less grass more planting, additionally the athletic fields are highly used and need the proper care and upkeep to keep the usabel in a safe manner.

Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

We serve every department and maintain the entire campus for the college and community to use and enjoy.

You have more than 1 classified professional request.

Please rank this request against your others. For example, if you are requesting 3 classified professionals for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

4

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:



Program Review

One-Time Funding Request Equipment, Technology, and Professional Development

How many funding requests would you like to submit?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

1st Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

- Equipment (Technology)
- Equipment (Non-Technology)
- Facilities (e.g., improvements/repairs to classrooms, offices, and spaces)
- Other (e.g. conferences, funding for professional development)

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over \$10,000 will need 3 quotes before purchase.

Total dollar amount for this request:

\$ 0

Does this request address a clear health and safety issue?

- Yes
- No

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support your the need for this request.

We would like to have a Work order system to allow better tracking of requests and the ability to generate reports, cost is unknown as we have been unable to view any systems. We would like to use what IT does currently however, they are understaffed and have not been able to implement it for us. There may be some license cost however, we are unsure at this time.

Support of College Goals: How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of Key Performance Indicators associated with the College goals.

This request supports facilities and it would allow us to generate reports to track numerous types of KPI's

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

It would help to determine if we have continual issues in areas as we support every department on campus.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

Would improve efficiency and effectiveness by allowing the department to set up preventive maintenance schedules and run reports related to repairs along with follow up on work orders.

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

2

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

2nd Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

- Equipment (Technology)
- Equipment (Non-Technology)
- Facilities (e.g., improvements/repairs to classrooms, offices, and spaces)
- Other (e.g. conferences, funding for professional development)

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over \$10,000 will need 3 quotes before purchase.

Total dollar amount for this request:

\$ 0

Does this request address a clear health and safety issue?

- Yes
- No

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support your the need for this request.

The grounds equipment must become Zero emission by 2024 per the Governor mandate. The cost is unknown at this time as the technology is just being developed and manufactured for commercial use.

Support of College Goals: How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of Key Performance Indicators associated with the College goals.

It is a State Government mandate, we would be supporting facilities.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

It would help with emissions and noise that currently can affect learning and air quality.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

To early to determine however, typically Zero emission equipment has less maintenance so there could be a cost savings.

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

1

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

3rd Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

- Equipment (Technology)
- Equipment (Non-Technology)
- Facilities (e.g., improvements/repairs to classrooms, offices, and spaces)
- Other (e.g. conferences, funding for professional development)

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over \$10,000 will need 3 quotes before purchase.

Total dollar amount for this request:

\$ 150,000

Does this request address a clear health and safety issue?

- Yes
- No

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support your the need for this request.

We maintain the Athletic fields and the current tractor is about past its useful life, these funds would be to replace it and allow us to continue making sure the Athletic fields are safe to use through regular scheduled maintenance.

Support of College Goals: How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of Key Performance Indicators associated with the College goals.

We maintain all facilities, this supports that along with allowing us to provide additional services to the campus with attachments that can be purchased at a later date.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

The tractor is used to maintain the Athletic fields and the campus landscaping in general.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

If we don't have a replacement tractor we will have to contract out the ongoing upkeep of the fields, this is

costly with the mandate we pay prevailing/Union wages. Additionally, the equipment are used for other daily projects around the campus, without we wouldn't be able to perform basic tasks.

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

3

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

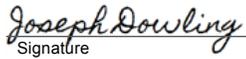
- No concerns
- I have concerns

Comments:

General Information

You have finished your Program Review! Your supervisor, IEC, and (possibly) CCD will review your submission and provide feedback.

Please note, you will only be able to edit this form again if it is returned to you from your supervisor or your VP. Please stay in touch with your supervisor, if you receive feedback that you wish to incorporate.

...3832363838
 Signature
10/26/2021, 12:28 PM Date

Review Feedback

Dean/Supervisor: Please provide feedback on this Program Review

Deans/Supervisors - If you would like to return this document to the originator, prior to IEC's review, please DO NOT CLICK NEXT here.

Instead, please click on "Return for Revision" (bottom of page) to send the document to the originator.

If you sign the document, it will go forward to IEC.

You will get another chance to review the document after IEC, CCD (if instructional), and the Vice President have provided comments.

IEC: Please provide feedback on this Program Review

Vice Presidents - If you would like to return this document to the originator, prior to the Dean's 2nd review, please DO NOT CLICK NEXT here. Instead, please click on "Return for Revision" to send the document to the originator. If you want to see the document again, please remove any comments from this page and add your comments on the email page that appears after you return the document.

If you sign the document, it will go back to the dean for a final review. If the dean forwards the document without returning it, the document will be locked, and the originator will not be able to incorporate the feedback from the reviewers.

Please provide feedback here. When finished, click on "Return for Revision" at the bottom of this page.

Vice President: Please provide feedback on this Program Review

DEAN'S ASSESSMENT OF POTENTIAL FUNDING METRICS

Which of the following **might** be a potential funding source for any of your requests? (Mark all that apply - or skip if not applicable)

- Equity:** Help disproportionately impacted students outside the classroom to either come to the college (access), stay in college (retention), complete transfer-level math or English, complete their degree/certificate, or transfer to a 4-year institution.
 - Higher Education Emergency Relief Fund (HEERF II):**
Assist students impacted by the COVID-19 pandemic
 - Lottery:**
Purchase of instructional materials to be used by students in the classroom.
 - State Funded Equipment:**
Any equipment considered that will last more than a year and costs more than \$5,000 that is used within the classroom.
 - Workforce Development:**
Improve the access, retention, or degree/certificate/career attainment for students in non-credit, Career Education, or career development
-