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Entry #: 5

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## 2021-2022 COMPREHENSIVE REVIEW

### OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR NON-INSTRUCTIONAL PROGRAMS

Program Review is a self-study of your unit. For non-instructional program review, the definition of what is a unit varies based upon your division. A unit may be a department (e.g., Information Services, Institutional Research and Planning, Financial Aid), a program (e.g., EOPS, TRIO), or a division (Human Resource Services). The Vice Presidents for each division have identified/defined the units that will complete the review cycle.

Regardless of whether your unit is a program, department, or division, program review is about documenting the plans you have for improving Institutional Effectiveness in your area and sharing that information with the college community. Through the review of and reflection on key elements, Program Review and Planning identifies program strengths and strategies necessary to improve the operation of your area. With that in mind, please answer the following questions.

### BASIC UNIT INFORMATION

**Program/Unit Name**

Facilities Services

**Department Name**

Facilities Services

**Division Name**

Finance &amp; Administrative Services

**Name of Person responsible for the Program/Unit**

Chris Miller

**Website address(es) for your program(s)/unit(s)****Webpage URL 1****Unit webpage**<https://www2.palomar.edu/pages/facilities/>**Please list all participants and their respective titles in this Program Review**

Participant	Title
Dayna Schwab	Administrative Coordinator

### PROGRAM/UNIT MISSION STATEMENT

**What is your Program/Unit's mission statement?**

Integrate safety and emergency preparedness into every project, every decision.

Provide a reliable and well-maintained utility infrastructure system.

Provide exceptional, professional, thoughtful and friendly customer service.

Promote the conservation of natural resources and energy in the construction, operation and maintenance of buildings.

Establish realistic schedules and capital budgeting plans.

Provide healthy, safe, clean and accessible places for learning.

Maintain and improve the existing character, architecture, natural environment, and landscaped spaces.

**Describe how your mission statement aligns with and contributes to the College's Vision and Mission.**

In terms of access, we make education possible for everyone by building and maintaining accessible facilities for learning.

Diversity, Equity, and Inclusion

We recognize and respect diversity, seek to foster a culture of inclusion and belonging by including places for cultural artwork within our campus environments and addressing the need for gender neutral single-use restroom facilities.

Academic Excellence

We provide and maintain the spaces for quality programs and robust course offerings to support students who are pursuing

transfer-readiness, general education, career and technical training, aesthetic and cultural enrichment, and lifelong education.

Student Focused

Our campuses provide a supportive environment to address the holistic and distinct needs of our students.

The Facilities Department is an active and integral part of our local communities and strives to foster meaningful relationships within the college community.

The college campuses are built and maintained to inspire learning, improvement, and growth for all.

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**PROGRAM/UNIT DESCRIPTION****Staffing**

Use the Permanent Staff Count link below to answer staffing questions.

Link: [Permanent Employees Staff Counts](#)

This form required a login and password to access. Please use your Palomar email and password to log in.

**Full-Time Staff****Total Number of Full-time Staff**

99.00

**Number of Classified Staff**

80.00

**Number of CAST Staff**

16.00

**Number of Administrators**

3.00

**Number of Full-time Faculty****Part-Time Staff****Total Number of Permanent Part-time Staff**

1.00

**FTE of Part-time Staff (2x19 hr/wk=.95)****FTEF of Part-time Faculty****Describe additional temporary hourly or contract staff who support this unit and/or department. (Include FWS/District Student Worker/Veteran Student Worker)**

The Grounds department has one hourly staff member that assists with maintaining the arboretum, with this position funded by the Friends of the Arboretum.

As part of the PRP cycle, Human Resource Services has provided **organizational charts** for all non-instructional units. Please review the charts and answer the following questions:

**In reviewing your organizational structure, what are the strengths and opportunities this structure brings to the department, division, and college?**

We have 1 part time staff member who works in Environmental Health & Safety and 1 part time staff member who is funded through The Friends of the Arboretum and works for Grounds in the Arboretum.

The Facilities Department now has a total of 27 vacancies overall, noting that under the current practice Classified staff positions are removed from the budget when they become vacant. The total number of vacancies documented in this PRP reflects the organizational structure per the Facilities organizational charts.

The Facilities Department is greatly impacted in the HVAC, Electrical, vehicle maintenance, and Custodial trades. The Construction / Facilities Planning Department has lost 4 staff members, leaving only 1 staff member remaining.

**In reviewing the organization structure, are there areas that could be improved if you were structured differently (i.e., efficiencies, communications/collaboration with the college, needs, etc.)**

The current structure of the Facilities Department is inefficient and needs to be restructured. There are currently 12 Supervisors and Managers that report to the Director. Additionally, EH&S/Risk Management reports to the Director but this department has for several years taken direction and/or reported indirectly with the VPFAS and/or Business Services areas.

## Program/Unit Description

### Who utilizes your services

Facilities provides services for students, staff, faculty and the community.

### What services does your program/unit provide (Describe your program/unit)?

The Facilities Office provides customer service regarding questions, requests for issues, facilities rentals for internal and external, and transportation services.

Custodial services include custodial service calls, cleaning of campus buildings and facilities, in-depth preventive maintenance cleaning, furniture moves, and special event setup and clean up.

Grounds services include Athletics fields maintenance, maintaining the campus arboretum status, nursery operations, turf care, irrigation, litter, pruning, and floral plantings.

Building Services includes service calls for buildings and utility systems, preventative maintenance, small construction and renovation projects, general overall maintenance, locksmith, plumbing, electrical, HVAC, welding, carpentry, painting, vehicle maintenance, parking lot maintenance, and miscellaneous building automated systems.

Environmental Health & Safety services include emergency response, safety inspections, workplace evaluations, hazardous materials disposal, safety training, safety related programs, and District risk management.

Construction Management & Facilities Planning services include planning and construction of projects, long range facilities planning, environmental and DSA entitlements, space inventory, and maintaining the District space inventory records and drawings.

Each of the three Centers has dedicated custodial and maintenance staff to clean and maintain these facilities.

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## PROGRAM/UNIT ASSESSMENT

# SERVICE AREA OUTCOME ASSESSMENT

## GOT SERVICE AREA OUTCOMES?

**Outcomes are statements written in support of student learning to show direct support (instruction) or indirect support (services) provided on campus. Assessment is the way we measure how well we are achieving our outcomes.**

**For non-instructional areas, outcomes are called Service Area Outcomes (SAO).**

### So, what is an SAO?

A Service Area Outcome (SAO) is a statement about what a client will experience, receive, or know as a result of a given service. Clients can be students, faculty, staff, or community members.

As part of our three-year planning and review cycles, all non-instructional units are asked to:

- identify at least two SAOs,
- develop a plan and assess their SAOs,
- reflect on the results,
- and take action, as necessary.

Palomar has adopted Nuventive Improve (previously named TracDat) as our official repository for SLO and SAO Assessment information.

### Review and/or define your SAOs and assessment plans and ensure they are entered in Nuventive Improve by:

1) Login to Nuventive Improve (previously TracDat) [https://idmpg.palomar.edu/\\_layouts/PG/login.aspx?ReturnUrl=%2Fssso%2Fdefault.aspx..](https://idmpg.palomar.edu/_layouts/PG/login.aspx?ReturnUrl=%2Fssso%2Fdefault.aspx..) Your Palomar username and password is your login.

2) Check your SAOs for **currency** and **sunset** any SAOs if you no longer plan to assess them.

3) Revise or edit your current SAOs by revising their wording and/or updating the assessment and assessment results.

### NEED HELP?

#### Nuventive Improve:

1) If you need help with anything Nuventive Improve related such as login, unit identification, entering SAO info, contact Marti Snyder at [msnyder2@palomar.edu](mailto:msnyder2@palomar.edu).

2) Check out this video on how to enter SAOs in Nuventive Improve: <https://youtu.be/b1sRa68wm4c>

#### Defining and Assessing SAOs:

Not sure if your SAOs make the grade? Need some help writing an SAO? Not sure about how to assess your SAOs?

1) [Hartnell's SAO Guide](#) is a nice resource! Thank you Hartnell!

2) Contact Michelle Barton at [mbarton@palomar.edu](mailto:mbarton@palomar.edu). We have a resource support team to help.

A template for entering SAOs can be found on the [IR&Ps Non-instructional Program Review and Planning website](#)

Date Identified or Last Reviewed	Description of SAO (What is your SAO?)	Assessment Method (How will/ do you measure or assess it?)	Criterion (How will/ do you know if you met the outcome?)	Date of Assessment	Date of Next Assessment
1)					
2)					
3)					
4)					

Are all of your unit's SAOs and assessment plans **UPDATED** and **ENTERED** in Nuventive Improve?  
Yes

## SAOs SUMMARIES AND REFLECTIONS

For each SAO in Nuventive Improve summarize what you learned from the assessment and what improvements you have implemented or plan to implement as a result of your SAO assessments.

### SAOs

#### SAO 1

**SAO Title**

Facilities Office

**Assessment Status**

Assessed

**SAO Summary and Reflection**

The Facilities Office provides good customer service. An assessment of processes need to be performed due to organizational changes and updated technologies.

#### SAO 2

**SAO Title**

Custodial Services

**Assessment Status**

Assessed

**SAO Summary and Reflection**

Results are generally good, but many areas of District facilities are not being serviced within published APPA standards for higher education due to the number of vacancies and also when staff are on vacation or on sick leave. Vacant positions should be filled a substitute Custodian process established to cover for absences and vacancies.

#### SAO 3

**SAO Title**

Grounds Services

**Assessment Status**

Assessed

**SAO Summary and Reflection**

The Grounds area will be important to monitor due to the additional new landscaped areas at the Fallbrook Center, and the new premier Athletic facilities that are all being constructed beginning in 22/23. In addition to filling the existing vacancies, the Grounds department will require additional positions to service the newly constructed areas.

#### SAO 4

**SAO Title**

Building Services

**Assessment Status**

Assessed

**SAO Summary and Reflection**

This area is in critical need of improvement due to the large number of vacant positions. Building Services will not be able to adequately meet the needs of the District, especially with staff and classes returning to in-person unless the vacant positions are filled. The majority of the vacant positions are single classification positions.

#### SAO 5

**SAO Title**

Environmental Health & Safety

**Assessment Status**

Assessed

**SAO Summary and Reflection**

EH&S/Risk Management has only 2 of the 4 staff positions filled and this should be a District priority. Additionally, this area reports to the Director of Facilities but has for several years taken direction and/or reported indirectly with the VPFAS and/or Business Services areas. As a component of a reorg, the reporting structure needs to be reevaluated with this area likely being moved under the Director of Business Services.

## OTHER ASSESSMENT DATA

### Quantitative Data

List all other quantitative and/or qualitative measures you use to track, monitor, and/or evaluate the effectiveness of your program/Unit.

#### Measures, Descriptions, and Annual Values

##### Measure 1

**Name of Measure**

Custodial Services

**Description of Measure**

The Custodial staff acts quickly within reason.

**Year**

2020-2021

**Year****Year****Year****Value**

71.7% agree/strongly agree

**Value****Value****Value**

*List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.*

##### Measure 2

**Name of Measure**

Grounds Services

**Description of Measure**

The Arboretum is well maintained.

**Year**

2020-2021

**Year****Year****Year****Value**

74.9 agree/strongly agree

**Value****Value****Value**

*List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.*

##### Measure 3

**Name of Measure**

Building Services

**Description of Measure**

The regularly scheduled tasks completed by Building Services are done on time.

**Year**

2020-2021

**Year****Year****Year**



**Value**

44.4% agree/strongly agree

**Value****Value****Value**

*List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.*

**Reflect on your quantitative data and summarize your findings or interpretations.**

In general, staffing shortages are impacting the performance and survey data for individual areas.

## Qualitative Data

Describe any qualitative measures you use and summarize the results.

What improvements have you implemented or plan to implement as a result of your assessment of quantitative and/or qualitative data described above?

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## ACHIEVEMENTS AND OTHER RELEVANT INFORMATION

**Describe your program's achievements this past year. Where possible, describe how these achievements are related to our students and their success!**

Several awards and recognitions for demonstrating energy conservation and sustainability.

Solar PV installation at the Fallbrook Center to provide green energy and reduce greenhouse gas, providing a better environment for our younger students' generation.

Irrigation well installed at the San Marcos campus to conserve water resources for our younger students' generation.

Launch of Facilitron software to automate facility use reservation and rental process.

**Describe any recent changes in legislation, policies, procedures, processes, and/or technology (software and hardware) that have impacted or will impact your program/unit. What effect will these changes have on your program/unit?**

The launch of Facilitron has impacted the department; evaluation and reorg should follow.

Construction & Facilities Planning is in need of staffing, evaluation and reorg due to the onset of many large projects with no staff to manage the project.

The reporting structure of EH&S should be evaluated.

**In addition to (or in response to) the changes listed above, what board policies, procedures, and processes need to be updated, created, or deleted?**

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## PROGRAM/UNIT EVALUATION AND THREE-YEAR PLANNING

**Program Evaluation and Planning is completed in two steps.**

First, you will complete an overall evaluation of your unit drawing from your unit assessment data.

Second, working from that evaluation, you will establish your goals for the upcoming three years.

**Section 1: Overall Evaluation of Program**

Reflect on your unit, the results of your assessments in Part 2 above, and your vision for the future. Then, working together answer the following questions. Summarize your answers in the grid below.

1. What are our greatest strengths?
2. What are our best opportunities?
3. What is our preferred future, what do we aspire to do?
4. What are the measurable results that will tell us we've achieved that vision of the future?

**Section 2: Establish Goals and Strategies for the Next Three Years**

Once you have completed your overall evaluation, identify a set of goals and strategies for accomplishing them for this upcoming three-year planning cycle. Use the template in Section 2 below to document your goals, strategies, and timelines for completion. Goals should be Specific, Measurable, Attainable, Relevant, and Time –Specific (SMART). Following the goal template below will help you create SMART goals!

**OVERALL EVALUATION OF PROGRAM**

Discuss your Program's/Unit's Strengths, Opportunities, Aspirations, and Results (SOAR) and summarize your discussion below.

**Strengths:**

Despite the large number of vacancies within the department, the work ethic of the cross-trained staff has provided reliable services to the campus community throughout the many changes during the pandemic.

**Opportunities:**

- \* Reorg of management structure.
- \* Filling of vacant positions to provide services.
- \* Staffing plan for newly constructed facilities at the Fallbrook Education Center, LL Building renovation, and the Athletics/Kinesiology Complex.
- \* Establishment of a substitute Custodian pool of hourly staff members.

**Aspirations:**

Provide improved services and improved overall job satisfaction of the Facilities staff members.

**Results:**

Improved overall campus survey scores on performance.

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## PROGRESS ON PRIOR PRP GOALS

List current or prior PRP goals your unit has been working on and provide an update by placing an “X” in the appropriate status box.

### Prior PRP Goals

#### Goal 1

Goal	Choice
Update preventative maintenance schedule.	Ongoing

**Add any comments related to your work on prior goals, if needed (e.g., successes, challenges, reasons for eliminating a goal).**

With Facilities vacancies and the number of ongoing projects due to the pandemic, it has been difficult to make more progress on this goal.

## ESTABLISH GOALS AND STRATEGIES FOR THE NEXT THREE YEARS

**New Goals: Please list all goals for this three-year planning cycle.**

### Goal 1

#### Description

Facilities Reorganization

#### Strategies for implementation

Working directly with the VPFAS, review plan, including proposed org charts, then implement through Human Resources.

#### Timeline for implementation

At least a portion needs to be completed by spring 2022 in order to provide proper supervisory coverage, and to manage the large amount of Prop M, State Scheduled Maintenance, and HEERF funded projects.

#### Outcome(s) expected (qualitative/quantitative)

\* Five or fewer managers will report to the Director, rather than the current twelve supervisors.

\* EH&S may report under another area within the FAS Division

#### How does this goal align with your unit's mission statement?

Integrate safety and emergency preparedness into every project, every decision.

Provide a reliable and well-maintained utility infrastructure system.

Provide exceptional, professional, thoughtful and friendly customer service.

Promote the conservation of natural resources and energy in the construction, operation and maintenance of buildings.

Establish realistic schedules and capital budgeting plans.

Provide healthy, safe, clean and accessible places for learning.

Maintain and improve the existing character, architecture, natural environment, and landscaped spaces.

#### How does this goals align with the College's Strategic Plan 2022?

Facilities provides an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The District Facilities supports and encourages students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to provide environments that help our students achieve the learning outcomes necessary to contribute as

individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

Provide better fiscal stewardship by providing the resources necessary to this department to be efficient and effective.

#### Expected Goal Completion Date

12/31/2021

### Goal 2

**Description**

Within the fiscal capability of the College, fill 27 vacant positions in the Facilities Department, as follows:

Facilities Maintenance Technician #6350

Lead Electrician #5647

Building Services Supervisor I #5777

Vehicle and Equipment Mechanic #5652

Facilities Maintenance Technician #5689

Senior HVAC/BAS Controls Technician #6183

HVAC Technician #6796

Locksmith/Carpenter #6199

Ventilation & Welding Technician #5654

Facilities Planning Specialist #6410

Construction Project Manager, Prop M #6424

Construction Project Manager, Prop M #6444

Furniture, Fixtures & Equipment Supervisor, Prop M #6579

Accountant, Prop M #6408

Custodian I #6185

Custodial Services Supervisor I #5657

Custodian I #5756

Custodian I #5669

Custodian I #6755

Custodian I #6576

Custodian I #6402

Environmental Health & Safety Specialist #6470

Risk Management Specialist #5578

Facilities Supervisor #5654

Facilities Maintenance Technician #6695

Facilities Maintenance Technician #6693

Facilities Supervisor #6718

Arborist #5675

Senior Concrete/Masonry Technician #5759

**Strategies for implementation**

Communication with VPFAS and EXEC on prioritization.

**Timeline for implementation**

Likely 1 - 2 years.

**Outcome(s) expected (qualitative/quantitative)**

Fill as many vacant positions as fiscally possible in order to provide the proper levels of service, safety and sanitation.

**How does this goal align with your unit's mission statement?**

Integrate safety and emergency preparedness into every project, every decision.

Provide a reliable and well-maintained utility infrastructure system.

Provide exceptional, professional, thoughtful and friendly customer service.

Promote the conservation of natural resources and energy in the construction, operation and maintenance of buildings.

Establish realistic schedules and capital budgeting plans.

Provide healthy, safe, clean and accessible places for learning.

Maintain and improve the existing character, architecture, natural environment, and landscaped spaces.

**How does this goals align with the College's Strategic Plan 2022?**

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individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

Provide better fiscal stewardship by providing the resources necessary to this department to be efficient and effective.

**Expected Goal Completion Date**

12/29/2023

**Goal 3****Description**

Establish a staffing plan for newly constructed facilities at the Fallbrook Education Center, the LL Building Renovation, and the Athletics/Kinesiology Complex.

**Strategies for implementation**

Determine the overall added square footage and/or added landscaped areas.

Develop a staffing plan based upon published staffing standards for Higher Education such as APPA.

**Timeline for implementation**

Prior to the completion of these new construction projects, so approximately 24 - 30 months.

**Outcome(s) expected (qualitative/quantitative)**

Newly constructed facilities are able to open on time with trained staff ready to perform cleaning and maintenance.

**How does this goal align with your unit's mission statement?**

Integrate safety and emergency preparedness into every project, every decision.

Provide a reliable and well-maintained utility infrastructure system.

Provide exceptional, professional, thoughtful and friendly customer service.

Promote the conservation of natural resources and energy in the construction, operation and maintenance of buildings.

Establish realistic schedules and capital budgeting plans.

Provide healthy, safe, clean and accessible places for learning.

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**How does this goals align with the College's Strategic Plan 2022?**

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individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

Provide better fiscal stewardship by providing the resources necessary to this department to be efficient and effective.

**Expected Goal Completion Date**

4/29/2024

**Goal 4****Description**

Establishment of a substitute Custodian pool of hourly staff members.

**Strategies for implementation**

Learn best practices from other intuitions that are using the same practice.

Establish new job descriptions for these hourly / temporary positions.

Establish a budget source.

Create a procedure for the Custodial Department to follow.

Working with HR, advertise and hire a pool of on-call hourly temporary staff members.

**Timeline for implementation**

Potentially 1 year.

**Outcome(s) expected (qualitative/quantitative)**

The ability to clean and sanitize campus areas that are not staffed due to absences and/or vacancies.  
Provide cleaner and healthier places for learning and work.

**How does this goal align with your unit's mission statement?**

Integrate safety and emergency preparedness into every project, every decision.  
Provide a reliable and well-maintained utility infrastructure system.  
Provide exceptional, professional, thoughtful and friendly customer service.  
Promote the conservation of natural resources and energy in the construction, operation and maintenance of buildings.  
Establish realistic schedules and capital budgeting plans.  
Provide healthy, safe, clean and accessible places for learning.  
Maintain and improve the existing character, architecture, natural environment, and landscaped spaces.

**How does this goal align with the College's Strategic Plan 2022?**

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Provide better fiscal stewardship by providing the resources necessary to this department to be efficient and effective.

**Expected Goal Completion Date**

12/30/2022

**How do your goals align with the College's values of equity and inclusion?**

Providing healthy, safe, clean and accessible places for learning.

**The Strategic Plan 2022 includes the College's Vision for Success (VfS) outcomes. Review the VfS goals and reflect on how your unit supports these outcomes. Identify one strategy your unit will implement to help the college meet these outcomes. Click here to access Strategic Plan 2022.**

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## RESOURCES

Congratulations! You are nearing completion. In this section, you will consider the resources you need to implement your three-year program review plan and/or address any findings from your assessment of your discipline.

The section is organized into the following four parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology and Facilities Needs

PART 4: One Time Request for Other Needs (NonTechnology Equipment, Supplies, Operating Expenses, Travel)

**Reflect upon the three year plan you created above, your current operations, and any upcoming factors (retirements, changes in legislation, and changes in policies or procedures) that will impact your unit. How will you allocate resources to implement your plan? Describe additional resources needed to improve the effectiveness of your unit/program. All resource requests must be aligned with the College's **Strategic Plan 2022**.**

**Summarize any reallocation/re-organization of resources you are making based upon your three-year plan, your current operations, and any other factors (e.g., legislation). Describe the impact of the reallocation of resources to your unit.**



## PART 1: STAFFING NEEDS

Are you requesting new Classified, CAST, or AA positions?

Yes

If you are requesting STAFF, please fully complete this section. If not, you can skip to the next resource section. Click "+Add Staff, CAST, AA request" below for each additional request.

When considering the funds required for a position, consult the HR website for position salary schedule and the [Benefits Worksheet](#) for additional costs related to benefits for the position.

### REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

#### Staff, CAST, AA request 1

Title of position

Project Manager

Is this request for a full-time or part-time position?

Full Time

How does the position fill a critical need for current, future, or critical operations? e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.

This position is critically needed in order to provide fiscal stewardship to manage projects from a variety of funding sources.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

Yes: reorganization. The concept is that this position could combine the duties of the Facilities Planning Specialist #6410 and (2) Construction Project Manager positions #6424 and #6444. Amounts are total salary including benefits.

Cost savings is as follows:

Construction Project Manager 6424 \$128,390

Construction Project Manager 6444 \$128,390

Facilities Planning Specialist 6410 \$110,234

Subtotal \$367,014

New Project Manager Position \$128,390

Cost Savings \$238,624

Is there funding that can help support the position outside of general funds?

No

Describe how this position helps implement or support your three-year PRP plan.

New Goal #1: Reorganization of the Facilities Department

Strategic Plan 2022 Objective

5:1

5:2

If the position is not approved, what is your plan?

This work would need to be contracted out / outsourced.

#### Staff, CAST, AA request 2

Title of position

Manager of Maintenance & Operations

Is this request for a full-time or part-time position?

Full Time

**How does the position fill a critical need for current, future, or critical operations? e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.**

This position is required for the Facilities operations to be more efficient by reducing the number of direct reporting staff to the Director position (currently 12).

**Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?**

Yes: reorganization. The concept is that this position would streamline operations, make for a much more efficient organization structure, and would also combine the duties of the FF&E Supervisor #6579. Amounts are total salary including benefits. Cost savings is as follows:

Furniture, Fixtures & Equipment Supervisor 6579 \$123,625

Reclassify Existing Supervisor 10% 5749 \$9,000

Cost Savings \$114,625

**Is there funding that can help support the position outside of general funds?**

No

**Describe how this position helps implement or support your three-year PRP plan.**

New Goal #1: Reorganization of the Facilities Department

**Strategic Plan 2022 Objective**

5:1

5:2

**If the position is not approved, what is your plan?**

Continue with the current outdated and inefficient structure.

### **Staff, CAST, AA request 3**

**Title of position**

Lead Custodial Supervisor or Custodial Manager

**Is this request for a full-time or part-time position?**

Full Time

**How does the position fill a critical need for current, future, or critical operations? e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.**

There are currently multiple Custodial Supervisors reporting to the Director position which is very inefficient. The opening of the Rancho Bernardo and Fallbrook Centers added to the complexity. Custodial represents the largest number of Facilities Classified positions overall. A modernized and improved organizational structure for Custodial will address this critical need for the current situation and also as the College opens an additional building at the Fallbrook Center.

**Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?**

Yes: reorganization.

**Is there funding that can help support the position outside of general funds?**

No

**Describe how this position helps implement or support your three-year PRP plan.**

New Goal #1: Reorganization of the Facilities Department

**Strategic Plan 2022 Objective**

5:1

5:2

**If the position is not approved, what is your plan?**

Continue with the current inefficient structure.

## Staff, CAST, AA request 4

### Title of position

Building Services Supervisor I, Education Centers

### Is this request for a full-time or part-time position?

Full Time

### How does the position fill a critical need for current, future, or critical operations? e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.

This position will save funds for the College by placing the maintenance under one Supervisor instead of the current three.

### Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

Yes: reorganization. The concept is that this position would replace (2) recently vacant Facilities Supervisor positions #5654 and #6718, and would effectively take the role of the vacant Building Services Supervisor I which is position #5777. Only a fraction of the cost savings would be used to reclassify the vacant Facilities Maintenance Technician positions #6695 and #6693 into Lead positions, and also to reclassify the existing Building Services Supervisor II into a Building Services Manager. Amounts are total salary including benefits. Cost savings is as follows:

Building Services Supervisor I 5777 \$123,625

Facilities Supervisor 5654 \$112,689

Facilities Supervisor 6718 \$112,689

Subtotal \$349,003

Reclassify Existing Supervisor 10% 6719 \$10,000

Cost Savings \$339,003

### Is there funding that can help support the position outside of general funds?

No

### Describe how this position helps implement or support your three-year PRP plan.

New Goal #1: Reorganization of the Facilities Department

### Strategic Plan 2022 Objective

5:1

5:2

### If the position is not approved, what is your plan?

Continue with the current inefficient structure and with some staff members working Out of Class.

## Staff, CAST, AA request 5

### Title of position

Multiple Vacant Classified Positions Per New Goal #2

### Is this request for a full-time or part-time position?

Full Time

### How does the position fill a critical need for current, future, or critical operations? e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.

These positions are operational in nature and are required to clean and maintain the investment in the College facilities.

Clean, safe, properly maintained facilities are essential for a safe and healthy learning and work environment.

Published standards support proper staffing levels.

Provide improved services and improved overall job satisfaction of the Facilities staff members.

**Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?**

Through reorganization, some positions can potentially be combined and/or eliminated to improve efficiency. Amounts are total salary including benefits. The following are vacant positions that would still be required by the Department, following the reorg proposed in this PRP:

Facilities Maintenance Technician 6350 \$92,743  
Lead Electrician 5647 \$114,287  
Vehicle and Equipment Mechanic 5652 \$106,394  
Facilities Maintenance Technician 5689 \$92,743  
Senior HVAC/BAS Controls Technician 6183 \$112,215  
HVAC Technician 6796 \$110,234  
Locksmith/Carpenter 6199 \$104,505  
Ventilation & Welding Technician 5654 \$110,234  
Accountant, Prop M 6408 \$118,492  
Custodian I 6185 \$80,280  
Custodian I 5756 \$80,280  
Custodian I 5669 \$80,280  
Custodian I 6755 \$80,280  
Custodian I 6576 \$80,280  
EH&S Specialist 6470 \$92,743  
Risk Management Specialist 5578 \$102,677  
Arborist 5675 \$110,234  
Senior Concrete/Masonry Technician 5759 \$95,912

**Is there funding that can help support the position outside of general funds?**

No

**Describe how this position helps implement or support your three-year PRP plan.**

See New Goal #2

**Strategic Plan 2022 Objective**

5:1

5:2

**If the position is not approved, what is your plan?**

Continue with some staff working Out of Class; without services being provided potentially due to other vacant positions.

**Staff, CAST, AA request 6****Title of position**

Senior (or Lead) Facilities Maintenance Technician (3 positions, 1 at each Center)

**Is this request for a full-time or part-time position?**

Full Time

**How does the position fill a critical need for current, future, or critical operations? e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.**

These positions will provide for the proper maintenance to be performed at the 3 Centers, filling 3 vacant positions, and creating an overall cost savings through a reorganization.

Clean, safe, properly maintained facilities are essential for a safe and healthy learning and work environment.

Published standards support proper staffing levels.

Provide improved services and improved overall job satisfaction of the Facilities staff members.

**Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?**

Yes: reorganization. The concept is to reclassify (3) vacant Facility Maintenance Technician positions #6695, #5689 and #6693 so that (1) Supervisor can oversee all (3) Centers. To do so, Facilities would require these Lead staff members to be at the Centers during the day shift. The cost savings from "staff request 4" (Building Services Supervisor I, Education Centers) creates more than sufficient cost savings for these salary adjustments. The third position would be added with the opening of the new building at the Fallbrook Center as part of the staffing plan for that Center.

**Is there funding that can help support the position outside of general funds?**

No

**Describe how this position helps implement or support your three-year PRP plan.**

New Goal #1: Reorganization of the Facilities Department

**Strategic Plan 2022 Objective**

5:1

5:2

**If the position is not approved, what is your plan?**

Facilities will not be able to adequately keep up with maintenance needs at the Centers.

**Staff, CAST, AA request 7****Title of position**

Manager of Building Services

**Is this request for a full-time or part-time position?**

Full Time

**How does the position fill a critical need for current, future, or critical operations? e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.**

This position is required for the Facilities operations to be more efficient by reducing the number of direct reporting staff to the Director position (currently 12).

**Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?**

Yes: reorganization. The concept is that this position would streamline operations, make for a much more efficient organization structure. The cost savings from "staff request #4" (Building Services Supervisor I, Education Centers) provides more than adequate cost savings to reclassify the existing Building Services Supervisor II position, still resulting in an overall cost savings scenario.

**Is there funding that can help support the position outside of general funds?**

No

**Describe how this position helps implement or support your three-year PRP plan.**

New Goal #1: Reorganization of the Facilities Department.

**Strategic Plan 2022 Objective****If the position is not approved, what is your plan?**

Continue with the current inefficient structure.

**PART 2: BUDGET REVIEW**

**What budget considerations would you like your dean/supervisor to be aware of or to consider? Please be as specific as possible. For example, if you need an increase in the 40000 account and a decrease in the 23000 account, describe what increase your department needs, how much, and a description of why the department needs the adjustment.**

The Facilities unrestricted budgets in 230010, 400010, 500010 and/or 600010 were requested at \$875,000 for the current fiscal year through the budget development process based upon several years of actual cost history. The current fiscal year funding was set at only \$544,000 and will not be enough to pay for normal expenses until additional funds are requested and transferred.

Review your Budget/Expenditure reports for 2019, 2020, 2021. Consider your three-year PRP plan.

Click on the link below to access directions to the *Available Budget Report* to complete this section.

#### How to Request the Available Budget Report

**Reflecting on your three-year PRP plan, are there any budget considerations you would like your dean/supervisor to be aware of for the upcoming year?**

Yes

**Reminder: Data does not autosave. Save this content before moving to the next section or closing form.**

## **NOTE: PARTS 3 and 4 – TECHNOLOGY, FACILITIES AND OTHER NEEDS**

This year the College is implementing two new processes related to resource needs coming from the PRP process.

1. One-Time Fund Requests. The college is implementing a process for prioritizing and allocating funds for one-time needs/requests tied to Program Review and Planning. Prioritization will take place through participatory governance in planning councils and the Budget Committee. Then, a recommendation will be made to Exec for funding of request utilizing various funding sources.

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the web page).

Consider submitting one-time requests only if you have verified that you cannot fund the request using your general discretionary funds or other funds.

2. Technology and Facilities Review. From now on, ALL requests for technology will go through an institutional review process. If you request technology here, you will see a description of the process below.

## **PART 3: TECHNOLOGY**

**Will you be requesting any technology (hardware/software) this upcoming year?**

No

### **Note about technology requests:**

*All technology requests will now go through a review process before prioritization.*

- *Your director will send you a Technology Request Checklist (aka Technology Proposal Analysis Checklist).*
  - *You must complete this checklist and return it to your director no later than 11/19/2021.*
  - *Once the director approves the form and the request, the director will send the document to the Technology Review Committee to determine IS resources needed, any integration issues, and/or potential overlap with existing technology.*
  - *The results of the review will be sent to the director with feedback.*
  - *The director will determine whether or not the request moves forward for prioritization and/or implementation.*
    - *Requests for one-time funding will move forward for prioritization.*
    - *Requests that use funding from your department budget may move forward for purchase.*

## PART 3: FACILITIES NEEDS

Do you have resource needs that require physical space or modification to physical space?

No

### One Time Needs

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the web page under "Instructional Funding Sources").

Do you have one-time requests for other items (e.g., Non-Technology Equipment, Supplies, Operating Expenses, Travel) that your budget or other funding sources will NOT cover?

No

Enter your email address to receive a copy of the PRP to keep for your records.

cmiller@palomar.edu

I confirm that the Program Review is complete and ready to be submitted.

Yes

**Reminder: Data does not autosave. Save this content before moving to the next section or closing form.**

Page 5 will show for reviewers (VP and/or Planning Councils) upon submission of the form.

## FEEDBACK AND FOLLOW-UP

Once your Program/Unit PRP is completed, your division or planning council should review and discuss based on your Vice President's planning process. This area is intended for summary feedback and recommendations from the divisional review.

### Confirmation of Review by Division / Planning Council

Person/Group/Council who reviewed PRP:

Ambur Borth

Sign Date

2/3/2022

### FEEDBACK

Strengths and successes of the program/unit as evidenced by the data, analysis, and assessments:

Areas of Concern, if any:

Recommendations for improvement:

### Vice President Review

Strengths and successes of the discipline as evidenced by the data and analysis:

Areas of concern, if any:

Recommendations for improvement:

VP Name:

Ambur Borth

Signature Date:

2/3/2022