

# NORCO COLLEGE ANNUAL ADMINISTRATIVE PROGRAM REVIEW

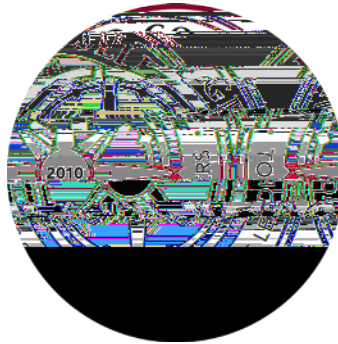
**Unit: Facilities Department (Custodial)—Norco**

*Please give the full title of your unit.*

**Contact Person: Steve Monsanto**

**Due: AUGUST 31, 2015**

Please send an electronic copy to your area Vice President



*Form Last Revised: AUGUST 2015*

**Norco College**

Web Resources: <http://www.norcollege.edu/about/president/strategic-planning/programreview/Pages/index.aspx>

# Annual Administrative Program Review Update

## Instructions

The Annual Administrative Program Review is conducted by each unit and consists of an analysis of changes within the unit as well as significant new resource needs for staff, resources, facilities, and equipment. It should be **submitted or renewed every year** in anticipation of budget planning for the fiscal year, which begins July 1 of the *following* calendar year.

The questions on the subsequent pages are intended to assist you in planning for your unit.

The forms that follow are separated into pages for ease of distribution to relevant subcommittees. **Please keep the pages separated** if possible (though part of the same electronic file), **with the headers as they appear**, and be sure to include your unit, contact person (this may change from topic to topic) and date on each page submitted. Don't let formatting concerns slow you down. If you have difficulty with formatting, Nicole C. Ramirez can adjust the document for you. Simply add responses to those questions that apply and forward the document to [nicole.ramirez@norccollege.edu](mailto:nicole.ramirez@norccollege.edu) with a request to format it appropriately.

If you cannot identify in which category your requests belong or if you have complex-funding requests please schedule an appointment with your college's Vice President for Business Services right away. They will assist you with estimating the cost of your requests. It is vital to include cost estimates in your request forms. Each college uses its own prioritization system. Inquiries regarding that process should be directed to your Vice President.

The college has adopted a Total Cost of Ownership calculator for the use of determining cost of faculty, personnel and other needs related to a department or program. The calculator is located under the Office of the Vice President, Business Services, as "Total Cost of Ownership (TCO) Spreadsheet" at the following link: <http://www.norccollege.edu/about/business-services/Pages/index.aspx>

## **Mission**

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

## **Vision**

Norco – creating opportunities to transform our students and community for the dynamic challenges of tomorrow.

# **Educational Master Plan/Strategic Goals and Objectives 2013-2018**

## **Goal 1: Increase Student Achievement and Success**

Objectives:

1. Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
2. Improve transfer rate by 10% over 5 years.
3. Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
4. Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
5. Increase completion rate of degrees and certificates over 6 years.
6. Increase success and retention rates.
7. Increase percentage of students who complete 15 units, 30 units, 60 units.
8. Increase the percentage of students who begin addressing basic skills needs in their first year.
9. Decrease the success gap of students in online courses as compared to face-to-face instruction.
10. Increase course completion, certificate and degree completion, and transfer rates of underrepresented students.





# COLLEGE ADMINISTRATIVE UNIT ANNUAL REVIEW WORKSHEETS

## DUE: AUGUST 31, 2015

Administrative Unit: Facilities Department (Custodial)—Norco

Prepared by: Steve Monsanto

Date: September 4, 2015

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**Submit only your Worksheets. Do not alter the forms, or eliminate pages. If a page does not apply simply mark N/A.**

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### I. The Unit PROGRAM REVIEW

*The Administrative (Unit Program Review) is meant to provide a broad understanding of the unit, current trends related to the unit's mission, and how the unit serves to meet the overall mission or goals of Norco College and the Riverside Community College District.*

#### 1. What is the mission of your unit?



4. **Briefly comment on the status of your 2015 goals and objectives.**

Intensification of Green Cleaning Strategies. To utilize green products, and ergonomic specialty cleaners, tools when cleaning classrooms and offices.

Due to the purchase of the Lotus Pro machine the staff is able to use more green cleaning products on a daily basis.

Augment Campus Recycling Program

Increase efforts have been made to recycle more. Norco College has the largest percentage of recycling in the District.

To increase safety trainings and conduct monthly safety meetings. For the purpose of creating a safety-minded environment and avoid any injuries of the custodial personal during working hours.

Safety meetings are being conducted on a monthly basis.

Increase custodial staff awareness on the cleanliness of facilities.

Periodic meetings are held with custodial staff; The



			to improve cleaning techniques.	
2. Expand the department safety program	2015	Ongoing	Implement new OSHA Safety training materials and videos. Continue to train in environmentally friendly preferred products.	2,5,6,7
3. Intensify green cleaning strategies	2015	Ongoing		

**Directions:** The primary purpose of this update is to provide an overview of your unit’s assessment activities (plans, data, responses to data, etc.) for the previous academic year as well as your plans for assessment in the upcoming academic year. If you have any questions regarding the assessment process on this aspect of the report, please contact your vice president, or the Assessment Co-chairs, Sarah Burnett at [sarah.burnett@norcocollege.edu](mailto:sarah.burnett@norcocollege.edu) or Greg Aycock at [greg.aycock@norcocollege.edu](mailto:greg.aycock@norcocollege.edu). See Appendix 1 for more information about assessment.

### Current year’s assessment plan

<b>SAO to be assessed:</b>	<b>What assessment methods do you plan to use?</b>	<b>When Will Assessment Be Conducted and Reviewed?</b>	<b>What result, target, or value will represent success at achieving this outcome?</b>	<b>How do you anticipate using the results from the assessment?</b>	<b>EMP GOALS</b>
In support of students, this unit will ensure that existing buildings and equipment are properly cleaned and maintained.	Survey	The survey will be conducted during the Fall 2015 and spring 2016 semester.	Based on the outcomes of the results the Custodial Department will improve on those specific areas.	The unit assessment will be used to give special attention to the areas below average.	2,5,6,7

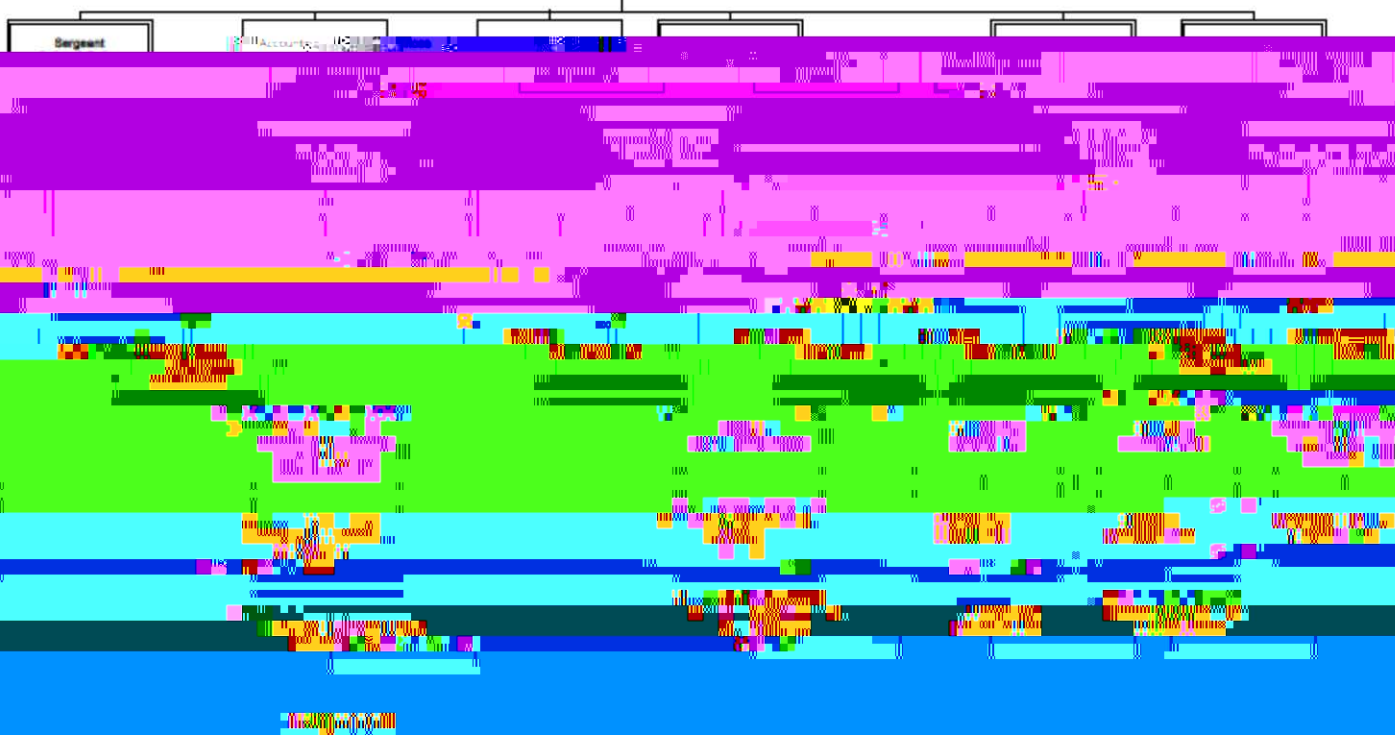
**Provide the official Organizational Chart of your unit which includes all levels of services and positions.** *If necessary, provide very brief narrative descriptions by numbering the chart and including a numbered list with clarifications on a subsequent page. The official chart can be obtained from Human Resources.*

*If you wish make this an appendix item.*

Norco College  
Business Services

Vice President  
Beth Gomez

Administrative  
Assistant IV  
Derise Terrazas





**2. Staff Needs**

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)<sup>1</sup>**

<b>List Staff Positions Needed for Academic Year <u>2015-2016</u></b> Place titles on list in order (rank) or importance.	<b>Indicate (N) = New or (R) = Replacement</b>	<b>Annual TCO*</b>	<b>EMP GOALS</b>
<b>1. Custodian for Day Time Shift Full Time</b> <u>Reason:</u> Increase in square footage and student enrollment.	N	\$34,248	2,5,6,7
<b>2. Custodian for Night Shift</b> <u>Reason:</u> Increase in square footage due to addition of new building (STEM).	N	\$34,248	2,5,6,7
<b>3.</b> <u>Reason:</u>			
<b>4.</b> <u>Reason:</u>			

### 3. Equipment (including technology) Needs Not Covered by Current Budget<sup>2</sup>

\*\* TCO = “Total Cost of Ownership” for one year is the cost of an average cost for one year.

TCO: <http://www.norcollege.edu/about/business-services/Pages/index.aspx>

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<sup>2</sup> If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.

**4. Space Needs Not Covered by Current Building or Remodeling Projects\*<sup>3</sup>**

<b>List Space Needs for Academic Year <u>2015-2016</u></b> <b>(Office space, storage, etc.,) Place items on list in order (rank) or importance.</b>	<b>Annual TCO*</b>
	Total Cost of Ownership
<b>1.</b> <u>Reason:</u>	
<b>2.</b> <u>Reason:</u>	
<b>3.</b> <u>Reason:</u>	
<b>4.</b> <u>Reason:</u>	
<b>5.</b>	

## 5. Professional or Organizational Development Needs\*<sup>4</sup>

**List Professional Development Needs.** Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.

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Unit Name: Facilities--Custodial

### 7. Long Term Planning Needs<sup>6</sup>

**If your unit anticipates significant additional needs for personnel, equipment or facilities will occur two to five years from now please list those here\***

1.

Reason:

Fiscal Year Needed	Number Requested	Total Cost of Ownership
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# **APPENDIX 1**

- 2. Unit defines how it will assess progress (non-evaluative) towards the outcomes.** The unit might consider taking an inventory of current tools being used. For example: