

# **NORCO COLLEGE ANNUAL ADMINISTRATIVE**

# 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.

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

### **Goal 3: Increase Student Access**

Objectives:

1. Increase percentage of students who declare an educational goal.
2. Increase percentage of new students who develop an educational plan.
3. Increase percentage of continuing students who develop an educational plan.
4. Ensure the distribution of our student population is reflective of the communities we serve.
5. Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

### **Goal 4: Create Effective Community Partnerships**

Objectives:

1. Increase the number of students who participate in summer bridge programs or boot camps.
2. Increase the number of industry partners who participate in industry advisory council activities.
3. Increase the number of dollars available through scholarships for Norco College students.
4. Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry.
5. Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken).
6. Increase community partnerships.
7. Increase institutional awareness of community partnerships.
8. Increase external funding sources which support college programs and initiatives.

### **Goal 5: Strengthen Student Learning**

Objectives:

1. 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
2. Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
3. Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
4. Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
5. Increase the percentage of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.

## **Goal 6: Demonstrate Effective Planning Processes**

### Objectives:

1. Increase the use of data to enhance effective enrollment management strategies.
2. Systematically assess the effectiveness of strategic planning committees and councils.
3. Ensure that resource allocation is tied to planning.
4. Institutionalize the current Technology Plan.
5. Revise the Facilities Master Plan.

## **Goal 7: Strengthen Our Commitment To Our Employees**

### Objectives:

1. Provide professional development activities for all employees.
2. Increase the percentage of employees who consider the college environment to be inclusive.
3. Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
4. Increase participation in events and celebrations related to inclusiveness.
5. Implement programs that support the safety, health, and wellness of our college community.

# COLLEGE ADMINISTRATIVE UNIT ANNUAL REVIEW WORKSHEETS

## DUE: AUGUST 31, 2017

Administrative Unit: Facilities Department (Administrative Support)

Prepared by: Jim Reeves

Date: August 31, 2017

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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?

The mission of the Norco Facilities Department is to provide a clean, well-maintained, and attractive environment for students that are conducive to learning, mechanically sound, and free of health and safety hazards and unpleasant distractions that might compromise learning.

#### 2. Identify or outline how your unit serves the mission of Norco College. *Please limit to a single paragraph.*

The Facilities Department acts as the communication link between the college, community, the District Office, and State and College officials and the various custodial, grounds, and maintenance units. It is the administrative arm that directs the work of these units and provides the resources and information for their function.

3. **List the major**

Minimal maintenance to volleyball courts (not in use)
Care for and maintain horse trails for ease and safety of riders within the community
Supervision of special needs workers from JFK high school

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

Increase water conservation efforts campus wide	Installed emitters/ bubblers and water efficient spray nozzles (NPR's) in SSV turf area, rose garden and ATEC turf areas due to severe drought conditions.
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5. **MAJOR Goals and Objectives (do not include normal functions of your unit). In order from 1 – 5 is best. With 1 as the most important.**

Before writing your goals and objectives be sure to review other Program/Unit Review documents related to your unit to discern if there are service needs you wish to address.

Major Goal and/or Objective	Start Date	Status: ongoing, completed, or date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	EMP GOALS
1. Entire campus grounds need to be regularly maintained	7/1/17	6/30/18	Additional grounds persons	2,5,6,7
2. Continue water conservation efforts	7/1/17	6/30/18	Evaluation of Irrigation system	2,5,6,7
3. Establish a Landscape plan	7/1/17	6/30/18	Controls and valves replacement to efficient system	2,5,6,7
4. Establish Work Plans for Grounds Staff	7/1/17	6/30/18	Staff	2,5,6,7
5.				



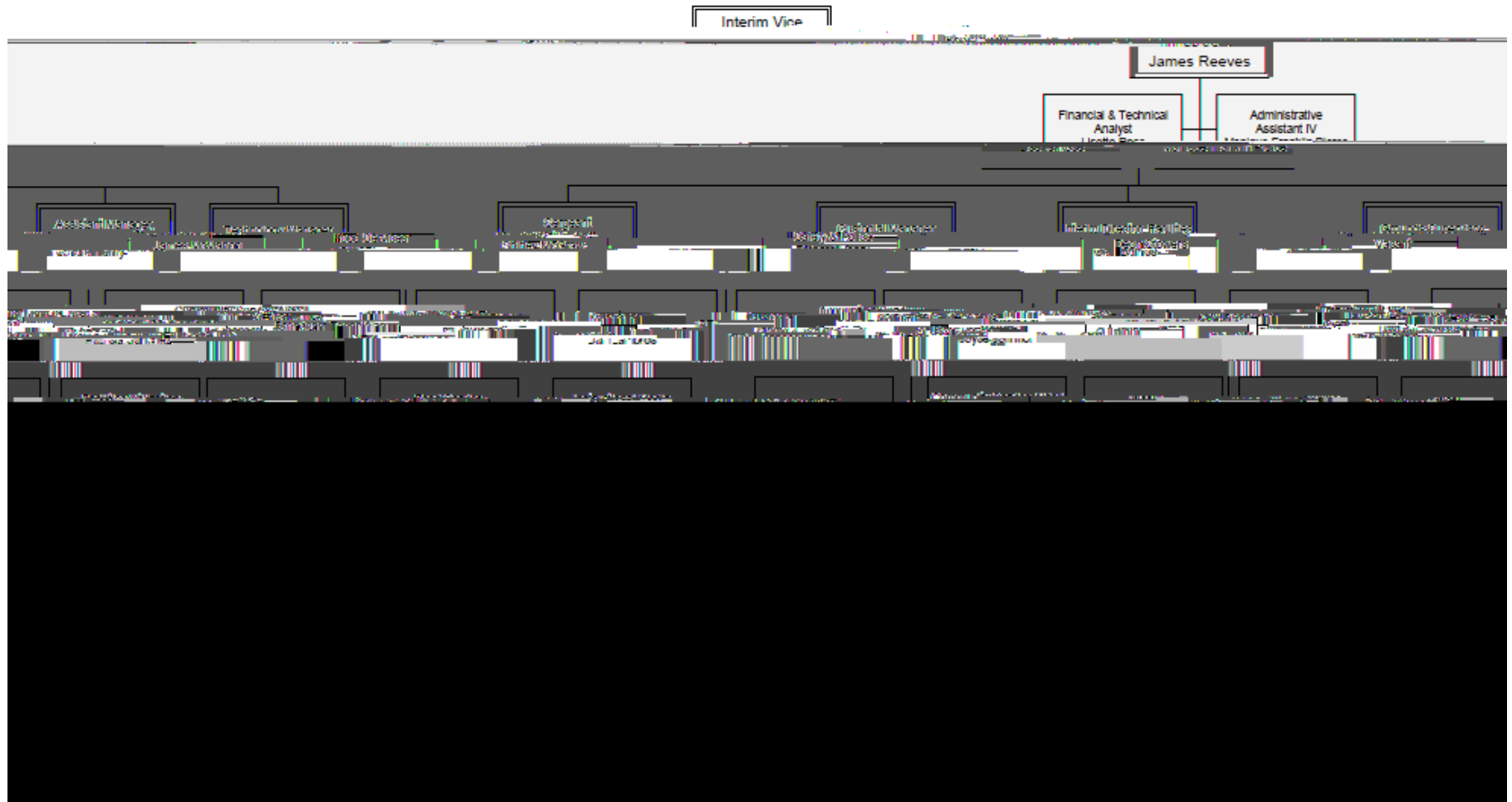
## Previous Assessments

<b>SAO Assessed:</b>	<b>Assessment method used:</b>	<b>What was your target or benchmark?</b>	<b>What were the results?</b>	<b>How do you anticipate using these results?</b>
<p>In support of the students, all grounds and landscaped areas will be maintained on a regular basis.</p>	<p>Ongoing surveys (Footprints) on work order completion as well as an annual survey that will be sent to campus staff.</p>	<p>The goal is to have 85% or better respond adequate or above – Excellent If 65% adequate or better good</p>		

## Current Cycle 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, Facilities & Grounds will maintain grounds to a higher satisfactory level	Campus satisfaction survey	6/30/18	85% level of satisfaction with grounds	To assist us to determine the appropriate combination of staffing and technology to maintain the grounds	2,3
In support of students, Facilities & Grounds will begin the process of a comprehensive landscape plan	Campus approval of Landscape Plan	6/30/18	Majority of campus constituents vote to approve the Landscape Plan	The plan will be implemented once it is approved to improve the efficiency and effectiveness of the college landscape	2,3

**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.**





Unit Name: Facilities Ground

**7. Staff Needs**

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

**List Staff Positions Needed for Academic Year** 17/18

Place titles on list in order (rank) or importance.

**Indicate (N) =**

**New or (R) =**

**Replacement RepMC /P <</(Unn -0.005 Tc 0.07[(R**



Unit Name: \_\_\_\_\_

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

Unit Name: \_\_\_\_\_

**10. Professional or Organizational Development Needs\*4**

<p><b>List Professional Development Needs.</b> 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. Identify if one-time or an annual/ongoing need. Place items on list in order (rank) or importance.</p>	Annual TCO		
	Cost per item	Number Requested	Total Cost of Ownership
<p><b>1. Irrigation training</b>  <u>Reason: To learn new ways of water conservation and improve efficiency of the already existing system.</u></p>	\$2,500	3	\$7,500

**2. Turf maintenance training**  
Reason: To enhance skills and learn new innovative ways to maintain turf.



