

LMC Comprehensive Program Review

Administrative Services Units

Fall 2017

The following provides an outline of the required elements for a comprehensive program review for Administrative Services Programs.

1 EVALUATION/ANALYSIS

1.1 ANNUAL REVIEW UPDATE ANALYSIS

Analyze your annual reviews (objectives and improvements) over the past 4 years and respond to the feedback from last year's review.

Although there has been no funding for purchases of equipment for the Custodial Department or vehicles for the grounds department the unit has been able to provide acceptable services to the campus. We did receive a budget increase for Custodial supplies to properly fund the department. We have increased security in some areas such as Receiving and Grounds but there is still more that need to be done. We have increased efficiencies in areas such as custodial by having them share vehicles with other departments such as Receiving and Campus Facilities.

1.2 PROFESSIONAL DEVELOPMENT

Summarize the past (2 – 5 years) and present professional development activities of your unit/program's members and impact (directly or indirectly) on student success

Professional Development in this unit usually takes the form of training on use and maintenance of the various machines and systems on the campus. Factory training is required for all new or expanded systems that are installed on the campus. In the past few years training has taken place for Energy Management Systems, laboratory air flow controls, and fire alarm systems. All staff in the unit are required to attend annual safety training presented by the college's insurance carrier CCCSIG. Building maintenance staff are trained as hazardous waste generators by Keenan and Associates, the Districts liability insurance carrier. Keenan also provides training and certification on safe forklift operation. Custodial staff are provided training when hired and whenever new equipment is purchased. Our new supplier for custodial supplies also provides training on safety and proper use of cleaning chemicals and cleaning equipment.

1.3 COLLABORATION

Describe any current collaboration efforts that are occurring between your unit/program and other units and programs both inside and outside of Student Services, and impact (directly or indirectly) on student success.

The Buildings and Grounds/Custodial Services unit is responsible for all facilities on the Los Medanos Campus. In that capacity this unit interacts with every other unit on the campus. We collaborate with other departments almost every day to provide a safe and comfortable learning environment for all Students, Staff and Faculty

2 LONG TERM GOALS (HOW TO GET THERE)

2.1 LONG TERM (5 YEAR) GOALS TO MEET COLLEGE STRATEGIC PLAN

Consider the College’s Strategic Directions along with our Integrated Planning Goals listed here:

College Strategic Directions 2014-2019	Integrated Planning Goals
<ol style="list-style-type: none"> 1. Increase equitable student engagement, learning, and success. 2. Strengthen community engagement and partnerships. 3. Promote innovation, expand organizational capacity, and enhance institutional effectiveness. 4. Invest in technology, fortify infrastructure, and enhance fiscal resources. 	<ol style="list-style-type: none"> 1. ACCESS: increase access through enrollment of students currently underserved in our community. 2. IDENTIFYING PATHWAYS: Increase the number of students that define a goal and pathway by the end of their first year. 3. COLLEGE-LEVEL TRANSITION: Increase the number of students successfully transitioning into college level math and English courses. 4. PERSISTENCE & COMPLETION: Increase successful course completions, and term to term persistence. 5. EQUITABLE SUCCESS: Improve the number of LMC students who earn associates degrees, certificates of achievement, transfer, or obtain career employment. 6. LEARNING CULTURE: Enhance staff, faculty and administration’s understanding and use of culturally inclusive practices/pedagogy, demonstrating empathy and compassion when working with students.

List 3 – 5 longer term (5 year) new goals for your program. For each goal, pick 1 – 2 College Strategic Directions and/or 1 – 2 Integrated Planning Goals to which your new goal aligns.

Goals	Aligned College Strategic Direction(s)	Aligned Integrated Planning Goal(s)
Goal 1: Increase security for Grounds Department	3. Promote innovation, expand organizational capacity, and enhance institutional effectiveness	
Goal 2: Update Vehicles for Grounds staff.	3. Promote innovation, expand organizational capacity, and enhance institutional effectiveness	
Goal 3: Bring Sustainability to the entire campus	3. Promote innovation, expand organizational capacity, and enhance institutional effectiveness	
Goal 4:		
Goal 5:		

<u>Operating Resource Request</u>	
Department/Unit Goal - Reference #	Strategic Objective - Reference #
Buildings and Grounds / # 1	#3
Department/Unit Name	Resource Type
Buildings and Grounds	<input type="checkbox"/> Equipment <input type="checkbox"/> IT Hardware/Software <input type="checkbox"/> Supplies <input checked="" type="checkbox"/> Facility Improvement <input type="checkbox"/> Service/Contract <input type="checkbox"/> Other
General Description	Est. Expense
Make the Grounds area more secure by enclosing the area with solid walls.	\$100,000.00
Justification:	
The current Grounds shop at Los Medanos College is simply an area of the utility building that was later enclosed with a chain link fence. This fence provides nearly no defense against intruders. This area has been broken into over 10 times in the last five years. Every time we have a break in it results in lost time on the job for the staff when they don't have the equipment they need to do their job and cost to the District to replace the lost items. We have even installed an alarm system with video surveillance and we still have intruders simply cutting through the fence in the back and stealing items and running out before anybody can arrive.	

<u>Operating Resource Request</u>	
Department/Unit Goal - Reference #	Strategic Objective - Reference #
Buildings and Grounds / # 2	#3
Department/Unit Name	Resource Type
Buildings and Grounds	<input checked="" type="checkbox"/> Equipment <input type="checkbox"/> IT Hardware/Software <input type="checkbox"/> Supplies <input type="checkbox"/> Facility Improvement <input type="checkbox"/> Service/Contract <input type="checkbox"/> Other
General Description	Est. Expense
There is a need for new vehicles for the grounds department.	\$15,000.00 per year
Justification:	
<p>At this time 5 of the 6 grounds department vehicles are well past their useful life. There is desperate need to replace these trucks. As they stand we are spending a lot on repairs for trucks that are over 20 years old in some cases. Even if the B&G department had one new truck each year the oldest in that rotation would still be over 15 years old which is considered past it useful life.</p>	

<u>Operating Resource Request</u>	
Department/Unit Goal - Reference #	Strategic Objective - Reference #
Buildings and Grounds / # 3	#3
Department/Unit Name	Resource Type
Buildings and Grounds/Custodial	<input checked="" type="checkbox"/> Equipment <input type="checkbox"/> IT Hardware/Software <input checked="" type="checkbox"/> Supplies <input type="checkbox"/> Facility Improvement <input type="checkbox"/> Service/Contract <input type="checkbox"/> Other
General Description	Est. Expense
Add recycling bins in strategic locations to make it easier for staff, students and faculty to participate in recycling and sustainability efforts.	\$25,000.00
Justification:	
Currently the campus has several different types, sizes and colors of recycling bins in many places on campus. I would like to see an effort coordinated with the Sustainability Committee to provide a standardized container color system and receptacles place in more locations making it easier to participate in our recycling efforts. Restrictions are getting tighter and tighter statewide to reduce our trash going to landfill. We must make efforts to divert our waste stream from landfill to recycling. Collection of the recycle materials on campus is going to fall on the custodial department and we need to provide them with equipment to help them to perform this task without significant impact on their current workload.	