

## APPENDIX F – Facilities Planning Committee Resource Report

Subcommittee members: John Lau, Lead, Rick Webster, Lead, Frances Beope, Dave Drury, and added in 2011 Jan Magno, Trini Arguelles, and Lianna Zhao

The committee reevaluated the prioritization criteria developed during the 2010-2011 cycle and determined it still appropriate for the prioritization of requests for the 2011-12 program review budget requests. Review included both the Annual Program Review (APR) and Comprehensive Program Review (CPR) requests for items that aligned with the Facilities Resource Plan. Most of the requests were included in the CPR and addressed the need to modernize instructional space and to address discipline specific needs. Those requests prioritized as a 2 are scheduled for modernization with either Measure J or Measure K funds. Another large grouping are labeled 6 as they are validated requests and recommendations that stemmed from the program review process, but currently are not critical to continuance of the program, or service. Nearly all items in the APR were categorized as not-applicable as many were identified routine operational costs; i.e. rental expenses, ongoing maintenance or ongoing phone lines, benefit category items, and memberships and dues. Items that had a cost value of less than \$500 were identified categorized as a non-capitalized request or not applicable; i.e. pool operation expense. Additional detailed information will be requested from the AJ and POST Coordinator regarding the request in accounts 5630 on the APR as the funding source is most likely a CTE grant. The two grids immediately provide the prioritization criteria and the prioritization of the items requested.

| Facility Committee Evaluations Criteria |   |                         |
|---|---|-------------------------|
| Priority                                | Resource Plan Criteria  | EMP Goal                |
| 1                                       | Safety, Health, or Regulatory Compliance  | 3.1                     |
| 2                                       | Critical to an approved program or service and may include capitalized equipment or technology. Support multiple programs or services   | 3.1, 3.4, 3.5, 3.6, 3.7 |
| 3                                       | Confirmed cost or energy savings and/or increased efficiencies. High benefit::cost ratio. Failure to do now will cost more later. Consider initial, operational, and maintenance costs. | 3.4                     |
| 4                                       | Grant funded or other than District funded  | 3.2                     |
| 5                                       | Growth potential, new program, new service, new facility. Quantify long-term and short-term FTES potential  | 3.6                     |
| 6                                       | Validated recommendation from Program Review for an approved course, program, or service, but currently not critical to its continuance.  | 3.3                     |
| 7                                       | Desired for optimizing an existing program, modernization of an existing facility, or capitalized equipment including technology  | 3.7                     |
| 8                                       | Correct an injustice. Details required  | 3.7                     |

| Professional Development Requests from APR and CPR |      |             |     |      |        |         |               |
|--|------|-------------|-----|------|--------|---------|---------------|
| Priority   | Acct | Description | Org | Dept | Actual | Request | Justification |

|       |      |                      |     |       | 2009-10   | 2011-12   |  |
|-------|------|----------------------|-----|-------|-----------|-----------|--|
| n/a   | 5540 | Phone/<br>Data Lines | 221 | BSS   | \$0       | \$50      | New faculty /offices   |
| n/a   | 5630 | Rental<br>Expense    | 271 | SME   | \$174     | \$174     | Farm land, crop,<br>harvest equip                                    |
| n/a   | 5630 | Rental<br>Expense    | 361 | B HS  | \$0       | \$4,320   | Contractual  |
| n/a   | 5630 | Rental<br>Expense    | 362 | CLX   | \$182,399 | \$197,733 | Contractual <b>Note will<br/>chg with Clx<br/>extension closure</b>  |
| n/a   | 5630 | Rental<br>Expense    | 363 | EC HS | \$42,380  | \$19,500  | Contractual  |
| n/a   | 5890 | Other<br>Expense     | 920 | Pool  | \$170     | \$170     | Fixed On Going<br>Expense  |
| 2-n/a |      |                      | 362 | CLX   |           |           | Modernize class/learn<br>environ.                                    |
| 2-n/a |      |                      | 362 | CLX   |           |           | Add: computer equip<br>lab & staff                                   |
| 2-n/a |      |                      | 362 | CLX   |           |           | Install fiber optic lines  |
| 2     |      |                      |     | BUS   |           |           | Modernize class/learn<br>environ. BUS, Office<br>Asst, etc           |
| 2     |      |                      |     | BUS   |           |           | Modernize HVAC   |
| 2     |      |                      |     | BUS   |           |           | Computer<br>workstations students                                    |
| 2     |      |                      |     | BUS   |           |           | Software upgrades  |
| 2     |      |                      |     | SPCH  |           |           | Modernize class/learn<br>environ.                                    |
| 2     |      |                      |     | CTE   |           |           | Modernize buildings  |
| 2     |      |                      | 221 | BSS   |           |           | Modernize class/learn<br>environ. For PSY, SOC,<br>RELG,             |
| 2     |      |                      |     | COMM  |           |           | Modernize counseling<br>center                                       |
| 4     | 5630 | Rental<br>Expense    | 622 | AJ    | \$0.00    | \$5,000   | Pending 11-12 funds /<br>local plan                                  |
| 4     | 5630 | Rental<br>Expense    | 625 | POST  | \$0.00    | \$4,000   | Pending 11-12 funds /<br>local plan                                  |
| 6     |      |                      |     | BUS   |           |           | Office space for staff   |
| 6     |      |                      |     | BUS   |           |           | Demonstration unit<br>repair   |
| 6     |      |                      | 671 | NAH   |           |           | Add learning space<br>students - didactic,<br>skills labs & computer |

|   |  |  |     |      |  |          |   |
|---|--|--|-----|------|--|----------|---|
|   |  |  |     |      |  |          | testing   |
| 6 |  |  | 671 | NAH  |  |          | Database for tracking Career Tech and pre-licensure students and upgrade simulators |
| 6 |  |  |     | COMM |  |          | Modernize book store  |
| 6 |  |  |     | COMM |  |          | Modernize student services  |
| 6 |  |  |     | COMM |  |          | Staff offices   |
| 6 |  |  |     | CTE  |  |          | Computer workstations staff   |
| 6 |  |  |     | ENG  |  | \$40,000 | Computer lab  |
| 6 |  |  |     | JOUR |  |          | Newsroom & instructional space  |
| 6 |  |  |     | JOUR |  |          | Newsroom equipment  |
| 6 |  |  |     | SPCH |  |          | Additional classrooms   |
| 7 |  |  | 362 | CLX  |  |          | Create Educational Center   |

### Facilities Recourse Planning Committee Recommendations

After the prioritization process was completed, the group reevaluated the goals and recommendations of the 2010-2011 report and elected to continue to utilize the prioritization criteria and to continue to develop the CPR forms. The committee recommended more detail in the goals, dates due, and lead responsible person.

| Facilities Planning Committee Goals and Recommendations |   |                                   |           |               |
|---|---|-----------------------------------|-----------|---------------|
| #   | Resource Plan Goal  | EMP Goal                          | Due Date  | Lead          |
| 1   | Continue to prioritize facility and capital requests based on the criteria developed. (see grid)  | 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7 | ongoing   | John Lau      |
| 2   | Update, consolidate, align or note areas of non-alignment between the existing Facility Plan, the Facilities Resource Plan, Ten Year Master Build-out Plan, and the Strategic Plan                            | 3.2, 3.3                          | 9/15/2011 | Frances Beope |
| 3   | Determine the appropriateness of merging the Facilities and Environmental Improvement Committee with the Environmental Health and Safety Committee for purpose of the Facilities Resource Planning Committee. | 3.2, 3.3                          | 9/15/2011 | Jan Magno     |
| 4   | Modify the CPR form to capture all the necessary information to more fully evaluate facilities and capital requests in the future.  | 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7 | 9/30/2011 | Dave Drury    |

|   |   |     |            |           |
|---|---|-----|------------|-----------|
| 5 | Provide training on the APR and CPR forms each fall to ensure the specific detail required for Facility Resource Planning is included | 3.7 | 10/15/2011 | Jan Magno |
|---|---|-----|------------|-----------|