



Program Review

Purpose

“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” – Academic Senate for California Community Colleges

Data Driven Decision Making

*Continual improvement
Evaluation of program resource needs
Fiscal stewardship and transparency
Culture of evidence*

Reporting Cycle

Program Review will be conducted every two years beginning Fall semester 2021.

Reporting Cycle Activities	Timeline
Program Review forms posted on the Program Review website :	August 22, 2023
Data is available on the ORPIE website:	
<ul style="list-style-type: none"> Instructional Program Review Dashboard 	Available now
<ul style="list-style-type: none"> Student Services Program Review Dashboard 	Coming August 28, 2023
<ul style="list-style-type: none"> State comparison data may be found on Data Mart or Cal-Pass Plus 	Available now
Program Review Office Hours and Data Support offered in a hybrid format in the Language Arts (LA) Room 115 and by zoom.	See the Program Review website schedule information.
Program Review draft due via Dynamic Forms.	Friday, October 6, 2023
Review and Feedback Steps to Finalize Program Review:	
<ul style="list-style-type: none"> Step 1a: Technical Review by IEC (for all) and Academic Senate (for any that include a faculty request). See the technical review rubrics. 	Friday, October 6, 2023
<ul style="list-style-type: none"> Step 1b: Content Review by Deans/Director. Feedback due to author. 	Friday, October 6, 2023
<ul style="list-style-type: none"> Step 2: Completed Revisions submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback. 	Friday, November 3, 2023
<ul style="list-style-type: none"> Step 3: Final Program Review Approvals by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website. 	Friday, December 1, 2023
<ul style="list-style-type: none"> Step 4: Funding Requests proceed through governance structure. 	
<ul style="list-style-type: none"> Depending on the request either the Vice President or the IEC will assign the Program Review to the appropriate committee(s), including Planning Council for prioritization. 	Friday, December 1, 2023
<ul style="list-style-type: none"> Committees forward recommendations to the Budget Committee 	Friday, December 1, 2023

• Faculty Hiring timeline:	
• Academic Senate Q&A	Tuesday, November 14, 2023
• Senator Ratings due	Friday, November 17, 2023
• Academic Senate – Special Meeting to Review Rankings	Tuesday, November 28, 2023
• Prioritized requests for faculty positions will be provided by the Academic Senate to the Executive Team	Wednesday, November 29, 2023
<ul style="list-style-type: none"> ▪ President makes final faculty decisions and reports to Senate at Special Meeting. ▪ Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate. 	Tuesday, December 5, 2023
• Hiring committee participants appointed by the Academic Senate.	Tuesday, December 12, 2023
• The Budget Committee forwards all recommended non-faculty requests to the Executive Committee	Tuesday, December 12, 2023
• President announces all funded recommendations campus-wide	Monday, April 1, 2024

AUTHOR INFORMATION

Employee ID (E# or C#): First Name Last Name
 Wing Email Address Office Phone

Dean/Manager First Name Last Name Email
 Vice President First Name Last Name Email

Program Review - Draft

*Program Review - Maintenance and Operations 1.docx

Program Review - Final Submission

*Program Review - Maintenance and Operations 1 (1).docx

This Program Review includes the following:

Pick all that apply.

If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.

Faculty Request

Facilities, Technology, Equipment Request

Classified Request

This Program Review includes the following:

Pick all that apply.

Faculty Request

Facilities, Technology, Equipment Request

Classified Request

Faculty Requests (up to 3) One upload per request

Faculty Upload1
Faculty Upload2
Faculty Upload3

Faculty Requests (up to 3) One upload per request

Faculty Upload1
Faculty Upload2
Faculty Upload3

Facilities, Technology or Equipment Draft Requests (up to 5)

Facilities, Technology or Equipment Update

Requests (up to 5)

FTE Upload1 Program-Review-Request-for-Funding-2023-24-Equipment Peruzzo Attachment.docx FTE Upload1
FTE Upload2 Program-Review-Request-for-Funding-2023-24-Equipment-Top Dresser.docx FTE Upload2
FTE Upload3 Program-Review-Request-for-Funding-2023-24-Facilities-Equipment Mechanic Lift.docx FTE Upload3
FTE Upload4 Program-Review-Request-for-Funding-2023-24-Facilities-Equipment-Technology-Other-Funding 1 custodial.docx FTE Upload4
FTE Upload5 Program-Review-Request-for-Funding-2023-24-Facilities-Equipment-Technology-Other-Funding 2 custodial.docx FTE Upload5

Classified Personnel Draft Requests (up to 3)
One upload per request

Classified Upload1 Program-Review-Request-for-Funding-2023-24-Classified-Personnel custodial.docx
Classified Upload2 Program-Review-Request-for-Funding-2023-24-Classified-Personnel.doc.rtf
Classified Upload3

Classified Personnel Updated Requests (up to 3)
One upload per request

Classified Upload1
Classified Upload2
Classified Upload3

Supporting Materials (Optional)

Upload1 GWC- M&O - Org Chart - August 2023.pdf
Upload2 Custodian - Senior Job description.pdf
Upload3 Total.xlsx

Supporting Materials (Optional)

Upload1 Golden West College Chariot 3.pdf
Upload2 Golden West College B20SC.pdf
Upload3 Program review supporting information.docx

...3433333930
Joseph Dowling 10/13/2023
Author - Draft Signature Date

[Empty signature box]

...3436323631
Joseph Dowling 11/01/2023
Author - Final Signature Date

Dean/Manager Draft Feedback

I support this PR and the associated requests.

FileUpload2

IEC Feedback

Please describe how the purchasing the new equipment will make the work already being done more efficient. How much money will it save by purchasing the equipment and doing it in house?
What is a Panther Flail Tractor and the attachment? What does it do for the athletic fields?
Provide evidence to support the "looming cuts to staff" statement.
How many electric carts and lawn mowers does the mechanic service in a year?
No data on the request for the walk behind scrubbers or the window/carpet cleaning request.

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

[Empty feedback box with scroll arrows]

FileUpload1

Dean/Manager Final Feedback

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v

FileUpload2

...3737303433

Rick Hicks

11/03/2023

Dean/Manager Signature

Date

Vice President Feedback

^

v

FileUpload3

...3336383837

Rick Hicks

11/03/2023

Vice President Signature

Date

Downloaded to the following Committee Teams folder on:

-- Choose --

...3534383639

Lauren Davis Sosenko

12/04/2023

IEC Signature

Date

Dean/Manager -
Feedback Signature

Electronically signed by Rick Hicks on 11/01/2023 9:04:06 AM

Academic Senate:
Technical Review
Signature

Signature not required

Academic Senate
Signature

Signature not required

IEC: Technical Review
Signature

Electronically signed by Lauren Davis Sosenko on 10/19/2023 5:49:29 PM



Program Review Request

Administrative Services – Maintenance and Operations

Program Review Purpose

“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” –Academic Senate for California Community Colleges, 2009

DATA

Workorders received in 2022-2023:	844
Workorders completed in 2022-2023:	761
Campus and external facility events served in 2022-2023:	1029
Number of projects in addition to workorders in 2022-2023:	87+

List the Administrative Service Outcomes (ASOs) for Maintenance and Operations services: <i>If you have not defined your ASOs, please describe how you will define them in 2023-2024.</i>	Institute an online work order system
Describe how you assessed your ASOs this year? (e.g., survey, document review) <i>If you have not assessed ASOs, describe your plan to assess in 2023-2024.</i>	Was it developed and implemented and used by employees, it was, we had 844 work orders entered into the system.
What were the findings of your ASO assessment?	The online work order system (Footprints) has been well received by the campus as it allows people to see the progress of their request.
How do you plan to strengthen practices/policies to improve your outcomes?	By using the system to track ongoing issues and run reports to look for efficiencies.

Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more students.
Through assesment of the work orders we will have the ability to anticipate potential issues and be proactive to make corrections in our buildings which, allows students to not be affected by concerns.



Program Review Request

Administrative Services – Maintenance and Operations

PROGRAM-SPECIFIC QUESTIONS

Describe the functions of Maintenance and Operations?

Maintenance and Operations encompasses many facets including, maintenance, grounds, custodial, shipping and receiving, recycling, event set up, moving and facilities. Each area has multiple components to it that require different skill sets.

What does Maintenance and Operations do exceptionally well?

Responding to emergencies/last minute requests, Cross training, assisting each other to complete tasks, working with other departments to accomplish projects and work orders. The ability to negotiate with vendors to stay within budgetary restraints. Working with staff, encouraging a one team environment, ultimately resulting in meeting departmental & college goals.

How does Maintenance and Operations help GWC meet its mission?

Golden West College provides an intellectually and culturally stimulating learning environment for its diverse student population. The College provides enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness. The College is committed to continuous assessment and improvement of student learning and institutional effectiveness.

By providing a clean and organized facility for the students, routine maintenance . Maintaining healthy indoor air quality and staying on top of other planned maintenance tasks.

How can Maintenance and Operations adapt to handle the increased volume in programs requiring additional tracking and reports?

Through our work order system we are able to run reports related to specific requests.

What are the most impactful changes in processes to the Maintenance and Operations that can improve service to students and the campus community?

We have implemented an online work order system to allow end users to see the status of their requests.

What are the biggest challenges facing the Maintenance and Operations in completing its role?

We face a staffing shortage like many departments and budgetary issues.

How can the department keep the campus informed of projects and schedules, so they better understand the departments responsibilities?

Sustainability and Facilities Committee Agenda and Minutes via SharePoint

How is the online Maintenance and Operations workorder system used to monitor and complete projects? How can this information be utilized to better serve the campus community?

Streamline M&O tasks and improve overall operational efficiency. Work order can be viewed and tracked by all parties involved.



Program Review Request

Administrative Services – Maintenance and Operations

GOALS AND REQUESTS FOR FUNDING

Requests – If you are requesting any of the following, they MUST be addressed within your goals. These forms must be submitted separately from the Program Review.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

GWC Strategic Plan Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

Please refer to your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review) including resource requests and if they were funded or not.
Goal one. Maintain campus buildings and equipment in a safe condition to support instructional and Student Support services. We were able to perform preventive maintenance on equipment and oversee the assessment of all HVAC equipment to ensure it was at its peak performance and air filtration to allow a safe return to campus. Goal Two. Keep the campus interior facilities clean for faculty, staff and students to promote an atmosphere and environment conducive to learning and support.



Program Review Request

Administrative Services – Maintenance and Operations

The department was able to deep clean and maintain the campus in a state of readiness during COVID which allowed the slow return to campus of students. Staff and faculty.

Goal Three. Maintain a safe, clean and secure learning and working environment. In response to the recent California Assembly Bill 1346 signed by Governor Newsom which bans gasoline-powered equipment, M&O will work towards transitioning the current grounds maintenance equipment to zero-emissions by 2024. This includes our common landscaping tools such as leaf blowers, trimmers, edgers, weed eaters, chain saws, and push mowers. As committed stewards of the environment, the upgrade to zero-emissions equipment will assist the Grounds Department with continuing to provide the college with a well-maintained, safe, clean and secure campus.

The equipment to achieve this goal has not been effectively developed at this time hence, we have not been able to make the transition.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

Current goals should be connected to GWC's Strategic Plan Goals.

GOAL 1 (Required)

Description of goal:

Improve the quality of service the department provides to the entire campus community

What actions will be taken to accomplish the goal?

Purchase of new equipment to allow work that we are already accomplishing to be done more efficiently and at a higher level of quality.

What metric will you use to measure your goal?

Completing the work with the new equipment and showing the difference in time and quality.

Which of the College's missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

GOAL 2 (Required)



Program Review Request

Administrative Services – Maintenance and Operations

Description of goal:

Increase staffing levels to improve response time to work orders, requests for assistance with events and everyday maintenance to the campus buildings and grounds.

What actions will be taken to accomplish the goal?

Staffing requests have been made in this years program review cycle and an assessment was conducted based on APPA (American Physical Plant Associations) recommended staffing levels for maintenance, grounds and custodial (see attached spreadsheet).

What metric will you use to measure your goal?

With increased staffing we would analyze turn around time for work orders and other requests and work that we currently hire out to contractors that we could perform ourselves.

Which of the College's missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

GOAL 3 (Required)

Description of goal:

Increase training for staff to reduce work place injuries and improve knowledge of equipment.

What actions will be taken to accomplish the goal?

Hold training sessions with District EH&S, outside vendors and current equipment manufacturers.

What metric will you use to measure your goal?

Compare work place injuries from year to year along with number of training sessions.

Which of the College's missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities



Program Review Request

Administrative Services – Maintenance and Operations

- Professional Development
- Communication

OTHER INFORMATION

What additional information would you like to share about your program?

The Maintenance and Operations department provides services to everyone on campus, students, staff, faculty and the local community in one form or another, many times it's behind the scenes and people do not even realize we have made an impact or a difference. We touch the entire campus, all buildings, grounds, parking lots and events.

Submitter's Signature: *Joseph Dowling*

Date: 10/4/2023

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: *Joseph Dowling*

Date: 10/4/2023

Vice President's Signature: *Rick Hicks*

Date: 10/5/2023



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Frank
Submitter's Last Name:	Fonseca
Submitter's Email:	Ffonseca1@gwc.cccd.edu
Submitter's Phone Number:	(714) 895-8158
Who is your Dean/Supervisor?	Joe Dowling
Are you the Department Chair?	N/A
Who is your Vice President?	Rick Hicks
Program/Department:	GWC Maintenance & Operations

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):

The purchase of a new Peruzzo Panther flail tractor attachment to better facilitate the work of the maintenance department to better serve the campus. Will primarily service the athletic fields.

Data to support the Program's Goal (if necessary/desired)

[Data Dashboards](#)

If additional data is necessary/desired, fill out a [Research Request](#) - May take up to 4 weeks

Athletic courses success rates have steadily increased. 97.9% in 2022-23. The purchase of this equipment will help to maintain fields and support retention and success rates and recruitment of new students to the Athletic program.

What actions will the program take to accomplish this goal?

The Grounds Maintenance department will continue to partner with Athletics to provide field maintenance and provide a safe and welcoming environment for students, increase facility rentals, and for the campus community.

What metric will you use to measure this goal?

With the looming cuts to staff, this will increase the efficiency and productivity level of the remaining grounds maintenance staff in support of the Athletic department. Cost savings – no longer need to outsource work.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals (Vision 2030).

Facilities: GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Peruzzo Panther 1800 3pt Collection Flail Mower	\$15,000
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.

No, we do not currently have an equipment budget.

Will there be an on-going cost for this request? What is the total cost of ownership?



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Yes, there will be an ongoing preventative maintenance cost to the equipment.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns about this recommendation
- I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: *Joseph Dowling*

Date: 9/28/2023

Vice President's Signature: *Rick Hicks*

Date: 10/5/2023

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
- Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Frank
Submitter's Last Name:	Fonseca
Submitter's Email:	Ffonseca1@gwc.cccd.edu
Submitter's Phone Number:	(714) 895-8158
Who is your Dean/Supervisor?	Joe Dowling
Are you the Department Chair?	N/A
Who is your Vice President?	Rick Hicks
Program/Department:	GWC Maintenance & Operations

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):

The purchase of a new TopDresser attachment to better facilitate the work of the maintenance department to better serve the needs of the campus. Will primarily service the athletic fields. It is an attachment for the tractor.

Data to support the Program's Goal (if necessary/desired)

[Data Dashboards](#)

If additional data is necessary/desired, fill out a [Research Request](#) - May take up to 4 weeks

Athletic courses success rates have steadily increased. 97.9% in 2022-23. The purchase of this equipment will help to maintain fields and support retention and success rates and recruitment of new students to the Athletics program.

What actions will the program take to accomplish this goal?

The Grounds Maintenance department will continue to partner with Athletics to provide field maintenance and provide a safe and welcoming environment for students, increase facility rentals, and for the campus community.

What metric will you use to measure this goal?



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

With the looming cuts to staff, this will increase the efficiency and productivity level of the remaining grounds maintenance staff in support of the Athletics department. Cost savings - no longer need to outsource work.

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals (Vision 2030).

Facilities: GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

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3. Training fee
4. Service life agreement/fee

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Description of Item(s)	Total Dollar Amount Requested
TopDresser Tractor Attachment	\$36,326.21
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

No, we do not currently have an equipment budget.

Will there be an on-going cost for this request? What is the total cost of ownership?

Yes, there will be an ongoing preventative maintenance cost to the equipment.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

No concerns

I have concerns about this recommendation

I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: *Joseph Dowling*

Date: 9/28/2023

Vice President's Signature: *Rick Hicks*

Date: 10/5/2023

OFFICE USE ONLY

President's Recommendation:

Funding recommended

Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Frank
Submitter's Last Name:	Fonseca
Submitter's Email:	Ffonseca1@gwc.cccd.edu
Submitter's Phone Number:	(714) 895-8158
Who is your Dean/Supervisor?	Joe Dowling
Are you the Department Chair?	N/A
Who is your Vice President?	Rick Hicks
Program/Department:	Maintenance & Operations

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):

To purchase a new equipment/electric cart lift to better facilitate the work of the maintenance department to better serve the campus. Will primarily be used by Mechanic to be able to safely service equipment and all electric carts on campus.

Data to support the Program's Goal (if necessary/desired)

[Data Dashboards](#)

If additional data is necessary/desired, fill out a [Research Request](#) - May take up to 4 weeks

The purchase of this equipment will help the Mechanic to safely maintain and perform preventative maintenance to the mower equipment and all electric carts on campus.

What actions will the program take to accomplish this goal?

The M&O Department supports the mission of Golden West College directly by providing the infrastructure that creates the learning environment that is safe and inclusive. By providing proper and adequate environmental conditions to buildings and the campus grounds, the students are given an environment that fosters and encourages personal and intellectual exploration, and challenges and supports student in achieving their academic goals.

What metric will you use to measure this goal?



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

With the looming cuts to staff, this will increase the efficiency and productivity level of the Mechanic in support of repairing equipment/electric carts, diagnosing problems, and performing preventative maintenance work on them as well.

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals [\(Vision 2030\)](#).

Facilities: GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Challenger CL10V3 Lift	\$19,251.30
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Do you have any existing funds in your budget to cover this expense? Please describe.

No, we do not currently have an equipment budget.

Will there be an on-going cost for this request? What is the total cost of ownership?

Yes, there will be an ongoing preventative maintenance cost to the equipment.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns about this recommendation
- I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: *Rick Hicks*

Date: 10/5/2023

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
- Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Luis
Submitter's Last Name:	Samano
Submitter's Email:	lsamano@occ.cccd.edu
Submitter's Phone Number:	719052905
Who is your Dean/Supervisor?	Joseph Dowling
Are you the Department Chair?	Click or tap here to enter text.
Who is your Vice President?	Rick Hicks
Program/Department:	Custodial department

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):

Our goal in the Custodial Department is having the correct equipment for the job, creating a clean and sanitized environment for our students and staff.

Data to support the Program's Goal (if necessary/desired)

[Data Dashboards](#)

If additional data is necessary/desired, fill out a [Research Request](#) - May take up to 4 weeks

Click or tap here to enter text.

What actions will the program take to accomplish this goal?

If we had money in the budget I would purchase 5 walk behind scrubbers for our buildings, 2 in the new Language Arts building, 1 in Math and Science, 1 in LRC and the last one in they Gym.

What metric will you use to measure this goal?

A floor scrubber will cut a custodians mop time less then half, it will maintain the floors in a great shape and help create a cleaning standard.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals (Vision 2030).

Having this equipment will help us with Enrollment because we will maintain our floors and classrooms for our students, work force preparation because we will train our custodians in the proper use of cleaning and maintaining equipment.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Trident B20 Floor scrubber	\$6991.01
Trident B20 Floor scrubber	\$6991.01
Trident B20 Floor scrubber	\$6991.01
Trident B20 Floor scrubber	\$6991.01
Trident B20 Floor scrubber	\$6991.01
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.

We do not have any funds for this expense.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Will there be an on-going cost for this request? What is the total cost of ownership?

There will not be on-going cost for this request.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns about this recommendation
- I believe department or wing funds exist to cover this request: partial full payment

Comments: [Click or tap here to enter text.](#)

Supervisor's Signature: *Joseph Dowling*

Date: 9/28/2023

Vice President's Signature: *Rick Hicks*

Date: 10/5/2023

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
- Funding not recommended

President's Signature: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Luis
Submitter's Last Name:	Samano
Submitter's Email:	Lsamano@occ.cccd.edu
Submitter's Phone Number:	Click or tap here to enter text.
Who is your Dean/Supervisor?	Joseph Dowling
Are you the Department Chair?	Click or tap here to enter text.
Who is your Vice President?	Rick Hicks
Program/Department:	Custodial Department

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):

Our goal in the Custodial Department is having the correct equipment for the job, creating a clean and sanitized environment for our students and staff.

Data to support the Program's Goal (if necessary/desired)

[Data Dashboards](#)

If additional data is necessary/desired, fill out a [Research Request](#) - May take up to 4 weeks

Click or tap here to enter text.

What actions will the program take to accomplish this goal?

If we had funding for our custodial equipment, I could purchase carpet xtractors that will benefit our staff and students.

What metric will you use to measure this goal?

If we had heavy duty carpet and window equipment we could provide a cleaning standard in Golden West College, with the right tools and enough people we could clean windows and carpet in a regular rotation.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals [\(Vision 2030\)](#).

Click or tap here to enter text.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Trident EX 12 walk behind extractor	\$5813.65
Trident EX 12 walk behind extractor	\$5813.65
IPC Eagle Hydro window washing system	\$5586.25
Karcher chariot 3 ride on carpet xtractor	\$33291.56
Floor fan Speed Air mover	\$598.77
Floor fan Speed Air mover	\$598.77

Do you have any existing funds in your budget to cover this expense? Please describe.

We do not have existing funds.

Will there be an on-going cost for this request? What is the total cost of ownership?



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Click or tap here to enter text.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
 I have concerns about this recommendation
 I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: *Joseph Dowling*

Date: 9/28/2023

Vice President's Signature: *Rick Hicks*

Date: 10/5/2023

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
 Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Classified

Golden West College

CLASSIFIED REQUEST

Submitter's First Name:	Luis
Submitter's Last Name:	Samano
Submitter's Email:	lsamano@occ.cccd.edu
Submitter's Phone Number:	7149052905
Who is your Dean/Supervisor?	Joseph Dowling
Are you the Department Chair?	Click or tap here to enter text.
Who is your Vice President?	Rick Hicks
Program/Department:	Custodial Department

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

POSITION REQUEST

Please check one of the following:

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

Please note: that an approved job description from the District office is required in order to complete the request form. You may not proceed with the request without the job description.

If this request is for a replacement, how long has the position been vacant?	Click or tap here to enter text.
Job Title	Custodian Senior (requesting 3)

Salary Information

Salary Schedule Range:	\$54,117.64 - 72,961.35
Annual Salary (Step 1) \$:	\$54,117.64
Step 5 \$:	\$65,779.70

Contract (check one):

- 100% FTE
- Other FTE %:
- 12 month
- 11 month
- 10 month

Job Description Summary

- Required:** Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.
- Required:** Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).
- CCCD does not have a position description as it is a new position within the district.**



Program Review Request- Classified

Golden West College

What are the essential duties this position will fulfill?

We currently have the new Language Arts building we will need two custodians to service that area, 1 additional custodian to go into Math Science, includes cleaning offices, classrooms, restrooms, sinks, stocking supplies and open areas. They will also have projects, carpet cleaning, window cleaning, detailing, dusting and floor stripping and waxing.

JUSTIFICATION

What is the compelling need for an immediate replacement?

We currently have 13 custodians that clean 20+ buildings some with 3 floors, to maintain the building it needs a custodian for two floors. They are currently doing their best covering the basics such as trash, restrooms and floors. If we had 3 more custodian seniors it will help relieving the pressure from daily cleaning, we could have them focus on their buildings and create a regular rotation of custodial projects.

What are the consequences if this position is not immediately replaced?

We could risk not being able to complete our daily duties, this is physical work it will continue putting pressure in our custodial team.

If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?

- Yes
 No

Position title and Area of Specialization (if applicable)

Click or tap here to enter text.

Needs/Priority Rubric (1-10 points)

- 1 - 4 points: Little or no contribution or impact
- 5 - 7 points: Some contribution or impact
- 8 - 10 points: Significant contribution or impact

How does this request for a classified position meet the following criteria? (2 page max.)

Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the Executive Team members will apply the criteria and rate this request.

#1. Program Needs (1-10 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences to the **program/department** that will result. Please use information from Program Review.

I am currently trying to create structure within the custodial team, being with them I can see the challenges of not having enough staff, this is physical work and it requires being active during graveyard, when we have new buildings being build and we don't have enough staff to maintain it, quality goes down, we have to resort to having the team complete their building plus 2 others.

#2. College-Wide Priority (1-10 points):



Program Review Request- Classified

Golden West College

How does this request align and directly support the [College's Goals](#)? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan) *Please cite the plans and goal(s).*

Requesting these positions aligns with our College Goals, students and staff will come to a clean and disinfected area, we can focus on special projects and maintaining our beautiful buildings.

#3. Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

The benefit of having these 3 positions will move us closer to our goal of being the best campus in our district, student and staff will talk about our well kept buildings and it will help with our events in our Theater and other operations of our campus.

#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need. (10 points):

(Determined by the Executive Team)

Click or tap here to enter text.

Please provide justification why the department wants the position to be permanent.

Click or tap here to enter text.

Submitter's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Submitter's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

No concerns

I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: *Joseph Dowling*

Date: 9/28/2023

Vice President's Signature: *Rick Hicks*

Date: 10/5/2023



Program Review Request- Classified

Golden West College

OFFICE USE ONLY

President's Recommendation:

- Hire position
- Hire one-year temporary
- Not hiring at this time

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Classified
Golden West College

CLASSIFIED REQUEST

Submitter's First Name:	Frank
Submitter's Last Name:	Fonseca
Submitter's Email:	Ffonseca1@gwc.cccd.edu
Submitter's Phone Number:	(714) 895-8158
Who is your Dean/Supervisor?	Joe Dowling
Are you the Department Chair?	N/A
Who is your Vice President?	Rick Hicks
Program/Department:	Maintenance & Operations

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

POSITION REQUEST

Please check one of the following:

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

Please note: that an approved job description from the District office is required in order to complete the request form. You may not proceed with the request without the job description.

If this request is for a replacement, how long has the position been vacant?	Retirement of Son Nguyen in 2018-19; Reclassification of Juan Barrera from the Grounds Department to the Maintenance Department in 2021-22; Marcelino Ramirez reclassified in 2021-22 and is currently only a 50% Grounds staff and 50% mechanic.
Job Title	Grounds and Landscape Specialist Senior

Salary Information

Salary Schedule Range:	114
Annual Salary (Step 1) \$:	\$59,392.53
Step 5 \$:	\$80,072.95

Contract (check one):

- 100% FTE
- Other FTE %:
- 12 month
- 11 month
- 10 month

Job Description Summary



Program Review Request- Classified

Golden West College

- Required:** Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.
- Required:** Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).
- CCCD does not have a position description as it is a new position within the district.**

What are the essential duties this position will fulfill?

1. Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas. Maintains in-ground drains and culverts.
2. Operates specialized machinery to configure and upkeep special land uses such as athletic fields and pedestrian parks.
3. Operates equipment such as, but not limited to, tractors, mowers, chippers, jackhammers, compressors, and an array of common power tools.
4. Plants, prunes, and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives. May serve as a resource on landscape and horticultural matters.
5. Sets calibration on tank sprayers, drop spreaders, and wheel-driven spreaders.
6. Maintains current Material Safety Data Sheets (MSDSs) for potentially hazardous materials. Maintains logs and files pesticide use reports with the District and/or local governmental agencies.
7. Installs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
8. Prepares, repairs, or installs fencing, paving materials for pathways and road repair, concrete and rock retaining walls, wood, concrete, and/or rock borders, and various posts, Grounds and Landscape Specialist Senior Updated September 2019 2 slabs, drains, and culverts.
9. Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Levels, cuts, fills, trenches, and excavates grounds with tractors and other rolling stock. Prepares sites for portable buildings.
10. Maintains athletic fields, areas, surfaces, and outdoor classrooms in a safe and usable condition. Mows, grooms, contours, paints, and lines athletic and public use play fields to comply with required dimensions.
11. Installs, repairs and replaces landscape irrigation systems following and interpreting blueprints, sketches or verbal instructions. Locates and repairs shutoff valves, irrigation valves, and physical layouts.
12. Installs, adjusts, maintains and repairs electronic timers. Installs, inspects and performs repairs to electronic and hydraulic valves and controllers. Replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.
13. Drains, flushes, cleans, and repairs water storage reservoirs and irrigation boxes from water sources on a periodic basis. Performs maintenance on fire hydrants. Assists with installation of new water lines.
14. Monitors and diagnoses weed, disease, and pest problems in athletic fields/areas, taking appropriate measures to mitigate or eliminate the problems.
15. Applies fertilizers, herbicides and pesticides to areas, as authorized. Places postings where pesticides are being applied. Applies biological/organic controls for pests and weeds.
16. Maintains up-to-date knowledge of safe pesticide/herbicide application.
17. Event set ups and other miscellaneous activities.
18. Performs other related duties as assigned that support the objective of the position.
19. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

JUSTIFICATION

What is the compelling need for an immediate replacement?



Program Review Request- Classified

Golden West College

Since 2018, the Grounds Department was staffed at (8) full-time employees (this included (7) grounds and (1) mechanic). Currently, we are staffed at (6) full-time grounds employees (this includes one employee performing 50% of his duties as a mechanic). We are asking for (2) full-time Grounds and Landscape Specialist Senior positions. We have looked at many ways to do more with less, but it impacts service times and employee performance.

I would like to emphasize that in addition to the regular maintenance needs of the campus, the Grounds staff also provides support for the multitude of campus events, facility rentals, swap meet clean up, athletics events, staff relocation-moving furniture, water intrusion support of buildings, vector control issues, clean up related to the homeless community and the neighboring housing pet issues.

Maintaining 122 acres of land and keeping the areas clean and safe requires appropriate staffing. Additional buildings with more landscaping places an extra burden on the department. A quick look around the new Language Arts buildings serves as an example. In addition, the projected demolition of buildings will also create additional landscaping needs. Grounds may soon inherit oversight of the Native Garden. We are serving more square footage with fewer staff since 2018.

What are the consequences if this position is not immediately replaced?

M&O may not be able to fully support the needs of a growing campus and meet its goal to support the college's mission by providing clean, safe, and sustainable learning environments. The campus will show signs of neglect since we are not staffed to fully support all areas and preventative maintenance will suffer and affect campus operations.

If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?

- Yes
- No

Position title and Area of Specialization (if applicable)

N/A

Needs/Priority Rubric (1-10 points)

- 1 - 4 points: Little or no contribution or impact
- 5 - 7 points: Some contribution or impact
- 8 - 10 points: Significant contribution or impact

How does this request for a classified position meet the following criteria? (2 page max.)

Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the Executive Team members will apply the criteria and rate this request.

#1. Program Needs (1-10 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences to the program/department that will result. Please use information from Program Review.

UNIQUE CONDITIONS:

While other classified staff are hired to serve a specific program/department, the M&O staff provides service to the entire college campus.

Grounds not only provides regular and preventative maintenance services, but also provides support for the multitude of campus events, facility rentals, swap meet clean up, athletics events, staff relocation-moving furniture,



Program Review Request- Classified

Golden West College

building water intrusion support, vector control issues, clean up related to the homeless community and the neighboring housing pet issues.

CONSEQUENCES:

The needs of our campus are growing and we are not adequately staffed to meet the college goal to provide a safe and sustainable learning environment that supports the success of students, faculty, staff and the community.

The campus will show signs of neglect since we are not staffed to fully support all areas and preventative maintenance will suffer and affect campus operations. This will be impact our ability to close workorders in a timely manner. Unforeseen urgent matters also impact the day's regularly scheduled maintenance plan due to improper staffing. Not enough staff to go cover the needs.

#2. College-Wide Priority (1-10 points):

How does this request align and directly support the [College's Goals](#)? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan) *Please cite the plans and goal(s).*

The Grounds Maintenance department plays a critical role to ensure the safety and security of the college campus. We are intertwined with enrollment by providing an aesthetically inviting campus not only for students and the campus community, but to ensure faculty and staff feel SAFE and "at home" while at work and to reduce turnovers due to a displeasing campus environment.

Master Plan - Growth Forecast: The College's vision for expanding and improving its facilities in the coming decade is informed in part by a long-range forecast of growth in student headcount and weekly student contact hours (WSCH). The purpose of this forecast is to develop a realistic vision of the College's needs for future facilities and other resources.

Master Plan - Challenge and Opportunity #7 - To fulfill its mission to provide "...intellectually and culturally stimulating learning environment for its diverse student population...", the College must remodel or construct facilities to support current approaches to teaching and learning and to inspire greater campus engagement.

Master Plan - College Goals - Facilities: " The College's faculty and staff are keenly aware of the impact of facilities on the College's sense of identity and pride. Their perception is that GWC's physical campus today is one of contrasts, with some programs and services housed in newer, high-performing buildings, and others housed in older, inefficient and under-performing sub-par facilities.

#3. Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

By providing proper and adequate environmental conditions to classrooms, buildings, and campus grounds, the students and all departments and employees are given an environment that fosters and encourages personal and intellectual exploration, and challenges and supports students in achieving their educational goals. The maintenance department delivers these services through three departments: Grounds Department, Maintenance Department, and Custodial Services.



Program Review Request- Classified

Golden West College

The Grounds Department cleans and maintains all landscape, hardscape and parking lots. The goal of the department is to support the colleges' mission by providing clean, safe and sustainable learning environments. Our charge is to provide a safe environment by keeping the campuses litter free, removing any trip hazards, maintaining healthy trees that are properly trimmed and laced, keeping pests/insects at bay and maintaining the integrity of campus buildings by removing all leaves and debris from roofs and gutters.

Grounds not only provides regular and preventative maintenance services, but also provides support for the multitude of campus events, facility rentals, swap meet clean up, athletics events, staff relocation-moving furniture, building water intrusion support, vector control issues, clean up related to the homeless community and the neighboring housing pet issues.

#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need. (10 points):

(Determined by the Executive Team)

N/A

Please provide justification why the department wants the position to be permanent.

The M&O Department receives a high volume of work orders and daily phone calls to address issues to the campus. We are understaffed and stretched thin.

Since 2018, the Grounds Department was staffed at (8) full-time employees (this included (7) grounds and (1) mechanic). Currently, we are staffed at (6) full-time grounds employees (this includes one employee performing 50% of his duties as a mechanic). We are asking for (2) full-time Grounds and Landscape Specialist Senior positions. We have looked at many ways to do more with less, but it impacts service times and employee performance.

I would like to emphasize that in addition to the regular maintenance needs of the campus, the Grounds staff also provides support for the multitude of campus events, facility rentals, swap meet clean up, athletics events, staff relocation-moving furniture, water intrusion support of buildings, vector control issues, clean up related to the homeless community and the neighboring housing pet issues.

Maintaining 122 acres of land and keeping the areas clean and safe requires appropriate staffing. Additional buildings with more landscaping places an extra burden on the department. A quick look around the new Language Arts buildings serves as an example. In addition, the projected demolition of buildings will also create additional landscaping needs. Grounds may soon inherit oversight of the Native Garden. We are serving more square footage with fewer staff since 2018.

Submitter's Signature: *Frank Fonseca*

Date: 9/29/2023

Submitter's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.



Program Review Request- Classified

Golden West College

No concerns

I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Rick Hicks

Date: Oct. 5

OFFICE USE ONLY

President's Recommendation:

Hire position

Hire one-year temporary

Not hiring at this time

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



August 2023

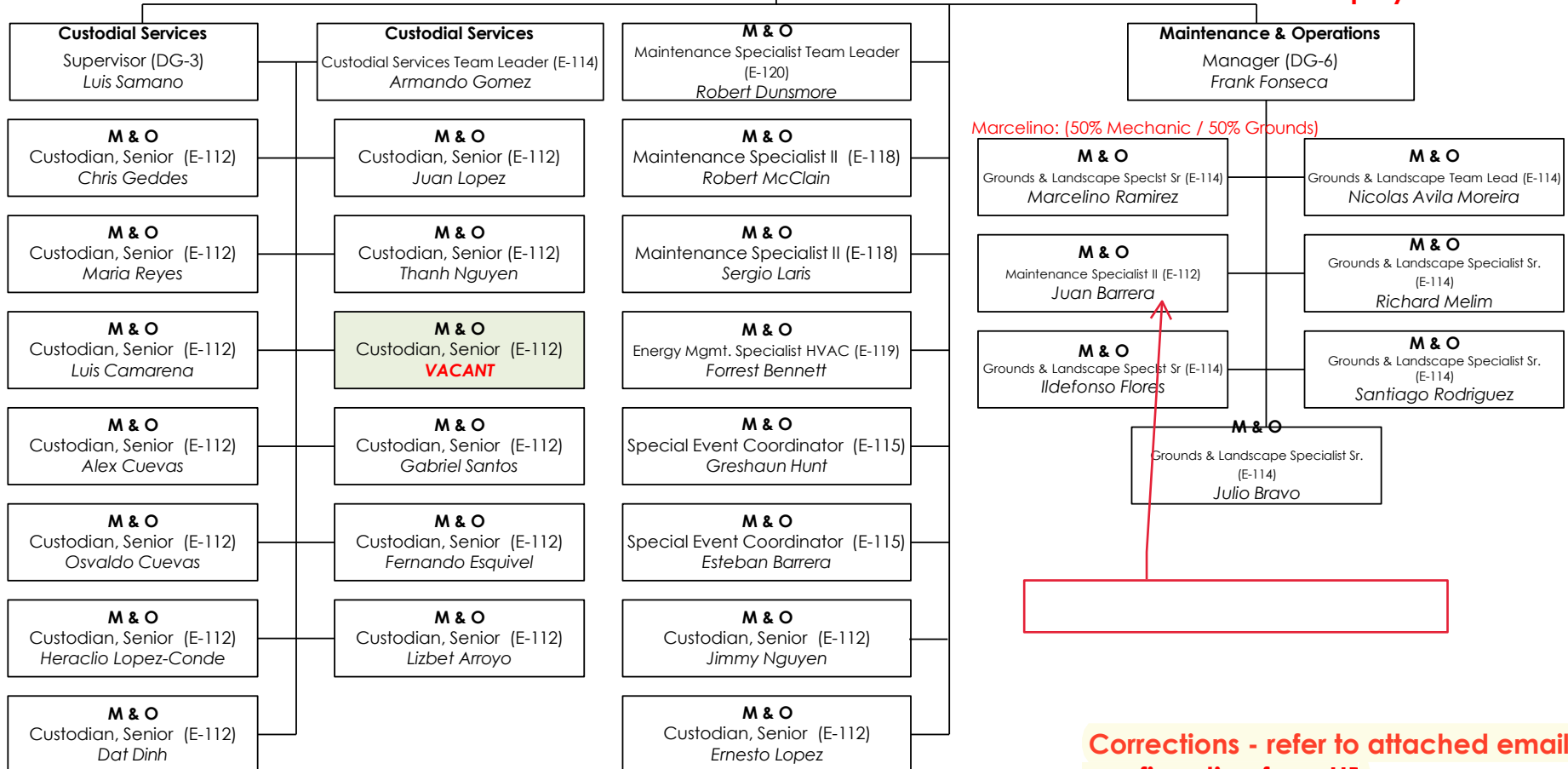
Administrative Services
Acting Vice President (DG-14)
Rick Hicks

Maintenance & Operations
Director (DG-10)
Joseph Dowling

Maintenance & Operations
Office Services Assistant (E-113)
Monica Prado

Maintenance & Operations
Facilities Utilization Specialist (E-119)
Denise Kahlen

Grounds: 5.5 total employees



Corrections - refer to attached email confirmation from HF

Maintenance & Operations Division
2023 - 2024

Classification: Grounds and Landscape Specialist Senior	Specification Number: 65146
Board of Trustees' approval date: 10/23/19	Salary Grade: 114

Summary

Performs a variety of skilled work in the preparation and maintenance of grounds and athletic fields; installation, maintenance, and repair of sprinkler irrigation systems; and/or the construction of special landscaping or public use areas.

Distinguishing Career Features

The Grounds and Landscape Specialist - Senior is the third and skilled level within a landscaping, horticulture, and grounds career path. Advancement to this level requires competency in several areas of specialization requiring advanced training and experience in areas including, but not limited to operation of a full range of hand and power equipment use for upkeep of grounds, recognition for landscape and horticultural design sufficient to layout, contour, and construct and maintain special areas and athletic fields and irrigation systems.

Essential Duties and Responsibilities

Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties, as assigned:

1. Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas. Maintains in-ground drains and culverts.
2. Operates specialized machinery to configure and upkeep special land uses such as athletic fields and pedestrian parks.
3. Operates equipment such as, but not limited to, tractors, mowers, chippers, jackhammers, compressors, and an array of common power tools.
4. Plants, prunes, and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives. May serve as a resource on landscape and horticultural matters.
5. Sets calibration on tank sprayers, drop spreaders, and wheel-driven spreaders.
6. Maintains current Material Safety Data Sheets (MSDSs) for potentially hazardous materials. Maintains logs and files pesticide use reports with the District and/or local governmental agencies.
7. Installs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
8. Prepares, repairs, or installs fencing, paving materials for pathways and road repair, concrete and rock retaining walls, wood, concrete, and/or rock borders, and various posts,

slabs, drains, and culverts.

9. Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Levels, cuts, fills, trenches, and excavates grounds with tractors and other rolling stock. Prepares sites for portable buildings.
10. Maintains athletic fields, areas, surfaces, and outdoor classrooms in a safe and usable condition. Mows, grooms, contours, paints, and lines athletic and public use play fields to comply with required dimensions.
11. Installs, repairs and replaces landscape irrigation systems following and interpreting blueprints, sketches or verbal instructions. Locates and repairs shutoff valves, irrigation valves, and physical layouts.
12. Installs, adjusts, maintains and repairs electronic timers. Installs, inspects and performs repairs to electronic and hydraulic valves and controllers. Replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.
13. Drains, flushes, cleans, and repairs water storage reservoirs and irrigation boxes from water sources on a periodic basis. Performs maintenance on fire hydrants. Assists with installation of new water lines.
14. Monitors and diagnoses weed, disease, and pest problems in athletic fields/areas, taking appropriate measures to mitigate or eliminate the problems.
15. Applies fertilizers, herbicides and pesticides to areas, as authorized. Places postings where pesticides are being applied. Applies biological/organic controls for pests and weeds.
16. Maintains up-to-date knowledge of safe pesticide/herbicide application.
17. Event set ups and other miscellaneous activities.
18. Performs other related duties as assigned that support the objective of the position.
19. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications

▪ Knowledge and Skills

1. The position requires working knowledge of turf management and maintenance practices and techniques including those for athletic fields.
2. Requires knowledge of horticulture and methods of planting, cultivating, pruning, and caring for plants, trees, and lawns.
3. Requires knowledge of sprinkler and irrigation system design, installation, operation, and maintenance.
4. Requires knowledge of the operating characteristics of a full range of grounds maintenance equipment. Requires knowledge of and skill at reading landscape blueprints and

specifications.

5. Requires knowledge of proper and safe application of fertilizers, herbicides, and pesticides.
6. Requires knowledge of plant diseases and pests and their biological and chemical controls. record keeping techniques.
7. Requires knowledge of safe lifting techniques; techniques for safe handling, storage, and disposal of hazardous materials.
8. Requires sufficient math skill to calculate distances, proportions, and sums.
9. Requires sufficient human relations skill to work cooperatively as part of a team to serve internal and external customers.

▪ **Abilities**

1. Requires the ability to perform the essential responsibilities and functions of the position.
2. Requires the ability to plant, cultivate, prune, and care for plants, trees, and lawns.
3. Requires the ability to use herbicides and pesticides safely and effectively.
4. Requires the ability to perform roadway and sidewalk repairs, including mixing and pouring concrete, asphalt, etc.
5. Must be able to manage and maintain lawns, athletic fields, gardens, and perform roadway and sidewalk repairs.
6. Must be able to identify turf and other plant diseases and pests and take steps to mitigate or eradicate.
7. Must be able to design, install, operate, maintain, and repair sprinkler and irrigation systems.
8. Requires the ability to read and interpret blueprints and specifications.
9. Requires the ability to use and perform servicing and minor repair to hand tools, mechanical equipment and power tools.
10. Requires the ability to maintain accurate records.
11. Requires the ability to service pumps and motors used in irrigation systems; and engine fluids, components, and suspensions, of powered equipment.
12. Requires the ability to safely apply pesticides and herbicides.
13. Requires the ability to work as part of a team with minimal supervision.
14. Requires the ability to work varying schedules in support of projects and events. Must be able to complete required OSHA training within a reasonable time frame.

▪ **Physical Abilities**

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
2. Essential functions will vary by position.
3. As defined by Title I of the Americans with Disabilities Act (“ADA”) and California’s Fair Employment and Housing Act (“FEHA”), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for

employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

- **Education and Experience**

The position typically requires a High School diploma or equivalent. 3 years of increasingly responsible grounds keeping experience performing in areas such as grounds care, operation of common landscaping equipment, and having specialized knowledge of landscaping and horticultural techniques. Post-secondary education training in landscaping or related area may substitute for some experience. Or, any combination of education and experience which would provide the required equivalent qualifications for the position. Preferred: Associates Degree in Horticulture, Botany.

- **Licenses and Certificates**

Requires valid driver License. Requires the ability to obtain a forklift certificate and a pesticide applicator's certificate.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and working with machinery.

This job specification describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Classification: Custodian - Senior	Specification Number: 65107
Board of Trustees' approval date: 10/23/19	Salary Grade: 112

Summary

Performs in a specialized custodial role incorporating routine maintenance and/or partial team leadership into regular custodial services. Blends routine cleaning with projects that may occur at multiple locales such as major cleaning, facility structural and fixture repairs, furniture assembly and fitting, and assistance to skilled maintenance specialists.

Distinguishing Career Features

The Custodian, Senior is a senior-level position in a career path for custodians. The Senior Custodian is given responsibility for cleaning, repairs, moves, and assembly at one or more locale. The Senior Custodian requires at least two years in a Custodian position or equivalent and additional knowledge or capability in one or more of the following areas: team leadership, structural, fixture, and minor equipment repair, and/or part of a multisite specialty team, e.g., flooring. Advancement to this level is based on the needs of the campus or locale.

Essential Duties and Responsibilities

Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties, as assigned:

1. Cleans, dusts, and disinfects office, meeting, classrooms, and restrooms and fixtures to the District's quality standards. Removes trash and waste. Cleans trash receptacles and replaces liners. Ensures that towel, soap, cleanser, and other dispensers are stocked.
2. Cleans public entry areas including, but not limited to hallways, stairways, lunch, office and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates. Cleans floors and baseboards, vacuuming, spot cleaning and wet mopping on a regularly scheduled basis.
3. Maintains safe and clean walkway and grounds surrounding the area of assignment. Picks up litter. Removes debris, including ice. Empties and cleans outdoor trash urns.
4. On a regular schedule, cleans and washes desks, tables, counters, furniture and fixtures, inside/outside windows, coverings, light fixtures, walls and ceilings, mirrors, and other related items. May oil or polish woodwork, paneling, wood furniture, and metal fixtures.
5. Strips, seals, and refinishes hard floors on a pre-scheduled basis. Steam/dry cleans and shampoos carpets and fabric furniture.
6. Performs servicing and maintenance to fixtures. Makes minor plumbing adjustments such as unclogging toilets and sinks, tightening toilet seats, adjusting of drinking fountains, cleaning water jets to enhance flows.
7. Replaces light bulbs, switches, receptacles, ballast, and may assist with wiring and cabling of electrical and communications lines.
8. Secures internal and external doors, ensuring that windows and lights are locked and off.

Activates alarms, notifying occupants when the building is closing.

9. Ensures that containers for cleaning and other products are properly labeled. Ensures that Material Safety Data Sheets for assigned areas are up to date.
10. Maintains current knowledge of and follows proper safety precautions for use and handling of cleaning materials and chemicals. Checks fire extinguishers, first aid kits, and other items for proper functioning or stock.
11. Performs other related duties as assigned that support the objective of the position.
12. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications

▪ Knowledge and Skills

1. The position requires in-depth knowledge of the methods, materials, tools, equipment, and cleaning products used with custodial cleaning.
2. The position requires a basic knowledge of the practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in building maintenance trades such as carpentry repairs, basic electrical and plumbing, and furniture assembly.
3. Requires a thorough knowledge of the methods, materials, tools and equipment used in custodial care and sanitation.
4. Must have a full knowledge of work hazards and safe work techniques, including lifting procedures.
5. Requires knowledge of chemical reactions and proper precautions for use.
6. Requires basic knowledge of building, repairs.
7. Requires sufficient reading and writing ability to read machine instructions and document work activity onto standardized forms.
8. Requires sufficient human relations skill to exercise courtesy when dealing with others.

▪ Abilities

1. Requires the ability to perform the essential responsibilities and functions of the position.
2. Requires the ability to plan and sequence the steps for cleaning multiple rooms and locations.
3. Requires the ability to operate custodial equipment such as, but not limited to commercial carpet cleaning and extraction machinery, high power sprayers, and common custodial equipment.
4. Requires the ability to properly mix cleaning chemicals and instruction others in proper cleaning procedures.
5. Requires the ability to perform routine maintenance tasks and to be able to determine when to refer more complex maintenance requirements to a supervisor.
6. Requires the ability to observe facilities, grounds, pedestrian and vehicle movement for safety and security concerns.

7. Requires the ability to give general direction to other Custodians.
8. Requires the ability to follow oral and written directions.
9. Requires the ability to respond to urgent situations.

▪ **Physical Abilities**

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
2. Essential functions will vary by position.
3. As defined by Title I of the Americans with Disabilities Act (“ADA”) and California’s Fair Employment and Housing Act (“FEHA”), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

▪ **Education and Experience**

The position typically requires a high school diploma or equivalent and three years of custodial experience, including experience and training in facilities maintenance. Custodial experience in a healthcare setting is preferred for health-related custodian duties.

▪ **Licenses and Certificates**

Requires a valid California driver’s license.

Working Conditions

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include extreme hot items, chemicals, and exposure to pathogens, parasites, blood, and body fluids.

This job specification describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Please describe how the purchasing the new equipment will make the work already being done more efficient. How much money will it save by purchasing the equipment and doing it in house?

Flail = \$1,327.50 – 2-day rental

Top Dresser = \$1,808.20 – 3-day rental

Barkshire Cost:

Baseball Field = \$30,000

 Renothatching = \$12,000

 Topdressing= \$18,000

Softball Field = \$7,500

 Renothatching= \$3,500

 Topdressing= \$4,000efficient. How much money will it save by purchasing the equipment and doing it in house?

What is a Panther Flail Tractor and the attachment? What does it do for the athletic fields?

A Panther Flail is a tractor attachment used to remove thatch buildup in the turf sports fields so turf can breathe easy, better absorb nutrients, and soak in much needed moisture. Thatch is a layer of dead stems and roots that forms between the grass and soil. Verticutting annually is on athletic fields is the perfect solution because it cuts through the thatch and brings it to the surface without damaging the healthy turf. Verticutting helps the grass blades to stand up and grow higher. Overall, the grass is healthier and creates smoother playing surface.

Provide evidence to support the "looming cuts to staff" statement.

How many electric carts and lawn mowers does the mechanic service in a year?

43 carts and 5 lawn mowers are the campus inventory that he services.

No data on the request for the walk behind scrubbers or the window/carpet cleaning request.

See attached documents



Prepared for:
Luis Samano
Golden West College

by: Maria Lemus, Hillyard Los Angeles

ROI ANALYSIS

Existing Process	Price	Industry Standard Minutes per 1000sf	Time per occurrence	Annual Time	Annual Labor Cost
Damp Mop	\$175.00	12	180 min	780 hr	\$31,200.00
Recommended Process	Price	Minutes per 1000sf	Time per occurrence	Annual Time	Annual Labor Cost
Hillyard Trident B20SC 20" Scrubber	\$6,150.00	6.47	97.05 min	420.6 hr	\$16,822.00

Machine Replacement Cost:	\$5,975.00
	(Recommended - Existing)

Savings per occurrence	Annual Time Savings	Annual Labor Cost Difference
82.95 min	359.5 hr	\$14,378.00

% Time Savings	Machine Life Span Labor Difference	Machine Life Span Labor Cost Difference
46%	2516.2 hr	\$100,646.00

Data Table	
Area Cleaned (sq.ft.):	15,000
Annual Frequency:	260
Wage:	\$40.00
Machine Life Span (yrs):	7
Leasing Payment (\$2,000 min):	\$196.80

5 yrs Vacuums
 7 yrs Scrubbers, Extractors, and Sweepers
 10 yrs Floor Machines

Replacement Cost Payback Period **5.04 months**
 (Machine Replacement Cost / Labor Savings)
Purchase Payback Period **5.16 months**
 (Price / Labor Savings)
Leasing Payback Period **5.88 months**
 (3 yrs Payments / Labor Savings)



Prepared for:
Luis Samano
Golden West College

by: Maria Lemus, Hillyard Los Angeles

ROI ANALYSIS

Existing Process	Price	Industry Standard Minutes per 1000sf	Time per occurrence	Annual Time	Annual Labor Cost
Damp Mop	\$175.00	12	720 min	3120 hr	\$124,800.00

Recommended Process	Price	Minutes per 1000sf	Time per occurrence	Annual Time	Annual Labor Cost
Karcher Chariot 3 Scrubber	\$27,500.00	4	240 min	1040 hr	\$41,600.00

Machine Replacement Cost:	Savings per occurrence	Annual Time Savings	Annual Labor Cost Difference
\$27,325.00 (Recommended - Existing)	480 min	2080 hr	\$83,200.00

% Time Savings	Machine Life Span Labor Difference	Machine Life Span Labor Cost Difference
67%	14560 hr	\$582,400.00

Data Table	
Area Cleaned (sq.ft.):	60,000
Annual Frequency:	260
Wage:	\$40.00
Machine Life Span (yrs):	7
Leasing Payment (\$2,000 min):	\$867.90

Replacement Cost Payback Period **3.96 months**
 (Machine Replacement Cost / Labor Savings)

Purchase Payback Period **3.96 months**
 (Price / Labor Savings)

Leasing Payback Period **4.56 months**
 (3 yrs Payments / Labor Savings)

5 yrs Vacuums
 7 yrs Scrubbers, Extractors, and Sweepers
 10 yrs Floor Machines

Estimates only, not a price or lease quote



August 2023

