GLENDALE
COMMUNITY
COLLEGE

Plan Review Phase One: Plan Identification
2010-2011

Each plan at GCC goes through a plan review process coordinated by the Institutional Planning Coordination Committee (IPCC). Phase one of this process is a one-time activity that involves submitting information about the plan. A separate form is available for phase two, which involves annual self-evaluation of progress on the plan. *Please submit this completed form to Ed Karpp by December 15, 2010 (the last day of Fall 2010).*

Section 1. Identification and History of the Plan

1.1. Plan Name: Facilities 5 Year Plan

1.2. Is this plan under Academic Affairs, Student Affairs, or Administrative Affairs?   Administrative Affairs

1.3. Describe the date the plan was originally developed and the original purpose/intention of this plan.

This plan was originally developed in 2005 but most recently updated in 2008. Its intent was to provide an overview of our department and demonstrate our needs for staffing and equipment in order to better serve the campus.

1.4. Summarize significant updates made to the plan.

We have focused our goals for improving how we clean our campus.

1.5. List the people and/or committees who developed the current plan.

This was developed by Dan Padilla with the direction of the VP of Business Services, Larry Serot and Director of Facilities, Lew Lewis, in 2005

1.6. Which of the following information sources were used to develop the plan? (Mark an X in the Yes or No column for each row.)

Information Source	Yes	No	Data were not available	Comments
SLOAC		x		
Campus Views		x		
External Scan		x		
Campus Profile		x		
Student Views		x		
Community profile		x		
Program Review		x		
Other	x			I used National Standards in evaluation of our operation

1.7. Identify which of the following elements are included in the plan. (Mark an X in the Yes or No column for each row.)

Element	Yes	No	Comments
Goals	x		Update equipment, training and scheduling of custodians

Action items or strategies	x		Purchase equipment and provide training
Measurable outcomes		x	No specific measures were taken
Timelines for completion	x		Within the next year
Individuals/agencies responsible	x		Manager of M/O and Custodial supervisor
Budget impacts	x		Use of operational funds to purchase equipment and have campus cleaning work load evaluated

Section 2. Approval Status

2.1. Identify the names of the governance committee(s) and/or sub-committees that have reviewed the plan, approved the plan if this was appropriate and the date it was taken to each committee.

Committee	Date taken forward and sunshined	Date accepted/ approved	Comments

Committee	Date taken forward and sunshined	Date accepted/ approved	Comments
Campus Executive			
Board of Trustees			

Section 3. Linkage to Institutional Plans and Accreditation Standards

3.1. Indicate which accreditation standards and institutional goals with which the plan is linked. (Mark an X in the Yes or No column for each row.)

	Yes	No	If yes, idenfity standard, goal, or section:
Accreditation Standard	x		Proper maintenance of campus
Educational Master Plan		x	
Program Review	x		Similar in goals and outcomes
Mission Statement	x		To provide quality environment for learning

3.2. Identify the individuals, committees, or other groups that will need to see the plan to facilitate their own planning.

Individual, committee, or group	Plan goals to be reviewed	Anticipated timeline for review	Comments

3.3. Identify budget impacts of the plan. In which of the following areas do you foresee future resource requests? (Mark an X in the Yes or No column for each row.)

Budget Area	Yes	No	Comments
Facilities	x		Annual equipment and training and consulting expenditures

Faculty		x	
Classified Staff	x		Increase in custodial, grounds workforce
Technology	x		Update equipment and software for tracking and other data
Equipment	x		All equipment upgrades for maintenance staff is ongoing each year.
Other		x	