

## Santiago Canyon College Resource Request Form

Please submit a separate Santiago Canyon College Resource Request Form for each request you make. Therefore, if you are requesting two new positions, you should complete two Santiago Canyon College Resource Request Forms.

This request is for prioritization for the upcoming fiscal year, and it will be eligible for available funding from July 1<sup>st</sup> to June 30<sup>th</sup>.

1. RESOURCE REQUEST (RR) TITLE: Facilities Manager
2. REQUESTOR NAME/GROUP: Arleen Satele/Administrative Services
3. REQUESTOR PHONE: 714-628-4717
4. REASON FOR REQUEST (Please provide a brief narrative explaining why you are making this request as well as the immediate and/or long term impact this request will have on your program or in your area.):

This is a replacement position request for Administrative Services. Since 2012, there has not been a facility manager to oversee over 500,000 sq. ft. facilities with very complicated HVAC systems, energy management systems, and other increase maintenance issues that occur throughout the campus. Without proper oversight there has been increase in HVAC failures and increase maintenance/contractor/consultant costs.

5. RESOURCE REQUEST TOTAL COST (Please provide supporting cost documentation for this resource request):

One time cost: \$ \_\_\_\_\_  Ongoing (annual) cost: \$ 119,210

Total one time and ongoing cost: \$ \_\_\_\_\_

6. RESOURCE REQUEST (RR) DESTINATION (See [Resource Request Process Flowchart](#)):

Joint Chairs     Safety Committee     Technology Committee     Facilities Committee  
 VP Academic Affairs     VP Student Services     VP Administrative Services     VP Continuing Education

7. IS THIS RESOURCE REQUEST:

Legally Mandated? Legally Mandated is defined as that which is required to be in compliance with federal, state, or local laws and regulations.    Yes     No

If yes, please provide explanation:

For ACCCJC, it is recommended that proper staffing levels includes a facility manager to adequately meet building maintenance needs.

A Replacement Need? Yes  No

If yes, please provide explanation:

This position has been filled twice and with ongoing maintenance issues with the various ages of buildings a facility manager is necessary to properly have regular oversight with preventive maintenance scheduling and energy management implementation.

Addressing a known or new Safety Need? A Safety Need is defined as a resource that will eliminate or prevent hazards to person or property. Yes  No

If yes, please provide explanation:

The facility manager will have proper oversight to make sure that all safety issues be addressed and corrected.

**8. WHEN WAS THE FIRST TIME THAT YOU SUBMITTED THIS RESOURCE REQUEST (i.e. in a DPP, Program Review, or Prioritization Request?)**

FALL  SPRING  YEAR \_\_\_\_2014\_\_\_\_

**9. HOW DOES THIS REQUEST SUPPORT [SANTIAGO CANYON COLLEGE'S MISSION?](#)**

Acquiring the necessary personnel allows us to support the goal of student success with well-maintained classrooms and facilities throughout campus.

**10. LIST ALL SCC GOALS THAT THIS REQUEST SUPPORTS. (See [Educational Master Planning Document](#))**

Goal #7 - Maintain the facilities infrastructure

**11. SELECT ONE OF THE SCC GOALS THAT YOU FEEL MOST RELEVANT TO YOUR RESOURCE REQUEST AND PROVIDE AN EXPLANATION AS TO HOW YOUR REQUEST SUPPORTS THE SELECTED [GOAL](#):**

Goal #7 - Maintain the facilities infrastructure

**12. LIST ANY [TECHNOLOGY MASTER PLAN](#) GOALS THAT THIS RESOURCE REQUEST SUPPORTS.**

N/A

**13. LIST ANY [FACILITIES MASTER PLAN](#) PRIORITIES THAT THIS RESOURCE REQUEST SUPPORTS.**

Improve efficiency/utilization of facilities and enhance the campus environment

**14. IF YOU COMPLETE A YEARLY DEPARTMENT PLANNING PORTFOLIO (DPP), PROVIDE EVIDENCE THAT THIS RESOURCE REQUEST IS IN YOUR UNIT'S DPP. CUT AND PASTE THE SPECIFIC AREAS FROM THE DPP THAT RELATE DIRECTLY TO THIS REQUEST.**

N/A

**15. PROVIDE EVIDENCE THAT THIS RESOURCE REQUEST IS IN YOUR PROGRAM REVIEW. CUT AND PASTE THE SPECIFIC AREAS FROM THE PROGRAM REVIEW THAT RELATE DIRECTLY TO THIS REQUEST.**

N/A

Revised 4 May 2016

FOR VICE PRESIDENT USE ONLY (PLEASE CHECK ONE): \_\_\_\_ INSTRUCTIONAL SUPPLIES \_\_\_\_ NONINSTRUCTIONAL SUPPLIES \_\_\_\_ INSTRUCTIONAL EQUIPMENT \_\_\_\_ NONINSTRUCTIONAL EQUIPMENT \_\_\_\_ PERSONNEL \_\_\_\_ INSTRUCTIONAL TECHNOLOGY \_\_\_\_NONINSTRUCTIONAL TECHNOLOGY \_\_\_\_ CONTRACT SERVICES

**16. IF YOU COMPLETE OUTCOMES ASSESSMENT, CUT AND PASTE THE EVIDENCE FROM YOUR SUBMITTED OUTCOMES ASSESSMENT REPORTS THAT RELATE DIRECTLY TO THIS REQUEST AND PROVIDE A RELATED EXPLANATION OF HOW THE DATA SUPPORTS YOUR REQUEST.**

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