### Name of Unit: Facilities Planning and Management Department

<table>
<thead>
<tr>
<th>Program Responsible Person:</th>
<th>David Rollings</th>
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</thead>
<tbody>
<tr>
<td><strong>Assessment Team Member/s:</strong></td>
<td>David Rollings, Kevin Gaffney, Nelson Devega</td>
</tr>
<tr>
<td>Date Submitted:</td>
<td>October 1, 2008</td>
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</tbody>
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**College Mission:** Western Nevada College inspires success in our community through opportunities that cultivate creativity, intellectual growth and technological excellence, in an environment that nurtures individual potential and respects differences.

**College Strategic Plan Goals:**

1. Improve student success in program completion and graduation rates.
2. Ensure institutional excellence in teaching, programs and services.
3. Embrace our college's many communities and respond to their diverse needs.

**Unit Mission:**

The mission of the Facilities Management and Planning department is to coordinate the efforts of: the physical plant, buildings, grounds, custodial, central receiving, mail services, and Motor pool services for the college.

- To provide the services necessary to provide a well maintained, comfortable, clean and safe environment to enhance the learning process of our students.
- To provide central receiving and mail services in support of the faculty and staff to allow them to concentrate on educating and assisting the students.
- To plan and oversee all future construction projects to insure the best possible facilities for the students, faculty, and staff.
- To provide campuses that the students will be proud of and want to attend.
- To provide campuses that will be considered assets to the communities they serve.
- To study and implement new technologies to reduce energy and water consumption on all of our campuses.
- To work with outside agencies to ensure that we are and remain in compliance with all codes as they apply to our facilities.

This form allows all groups engaged in the on-going assessment process at WNC to document their assessment activities. The form includes a report on the previous year’s assessment project and a plan for the coming year’s project. Those responsible for annual assessment of administrative units are required to complete an assessment of at least one outcome each year but may assess more than one if they choose. (Copy and paste the tables if more than one outcome is assessed.)

Assessments are overseen by Institutional Research (IR) and the Program and Assessment Review Committee (PARC).
### Assessment Report

**Year:** 2007-2008

#### Outcome #1

<table>
<thead>
<tr>
<th>Program Goal:</th>
<th>HECC/SHECC Child Development Center door replacement project completed</th>
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<tbody>
<tr>
<td>Outcome:</td>
<td>The facilities project manager saw this project through to completion to assure that all Child Development Center doors are code compliant.</td>
</tr>
<tr>
<td>Assessment Methods Used and Criteria for Success:</td>
<td>Tool/method used: Design and specifications completed by H&amp;K Architects, and a contractor selected for completion of the project</td>
</tr>
<tr>
<td></td>
<td>We know we have been successful when: All doors in the Child Development Center are brought into code compliance</td>
</tr>
<tr>
<td>Summary of Results and Conclusions Drawn:</td>
<td>This goal is an ongoing goal to bring all of the facilities of WNC into compliance. These issues will be addressed on a yearly basis to prioritize when they are feasible to complete.</td>
</tr>
<tr>
<td>Use of Results:</td>
<td></td>
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</table>

**Program Goal:** What was the program goal that drove the assessment activities this past year? This goal is a statement of what the program wants to accomplish or become over the next several years in terms of staff development, service or co-curricular initiative.

**Outcome:** Relating to the stated program goal, on which program outcome did this past year’s assessment project focus? Outcomes describe measurable expected results.

**Assessment Methods Used and Criteria for Success:** Describe the methods used to measure student learning or program effectiveness in terms of this outcome and the processes and criteria used to analyze the results. Address in this section any limitations that need to be taken into account.

**Summary of Results and Conclusions Drawn:** Briefly summarize the results and their implications.
Use of Results: Describe the strategies for improvement that will be implemented as a result of the conclusions that were drawn. Did the results of this year’s assessment activity suggest an assessment activity for next year?
Annual Administrative Unit Assessment Report

Program Goal: What program goal will drive the assessment activities this coming year? This goal is a statement of what the program wants to accomplish or become over the next several years in terms of staff development, service, or a co-curricular initiative.

Outcome: Which administrative outcome will be the focus for this year’s assessment project? Examples of administrative outcomes are described below.

- What a unit intends to accomplish in terms of a level or volume of activity. *Example*: number of payroll transactions processed.
- Efficiency of the unit’s processes. *Example*: departmental cost per purchase order.
- Compliance with external standards. *Example*: maintain financial accountability with state government, Federal grantors, and private funding entities.
- The ability of customers after services have been utilized. *Example*: faculty’s ability to utilize lab equipment after completing training by computing services.
- Customer satisfaction at the institution, unit, or specific offered service level. *Example*: students will be satisfied with library circulation services.

Assessment Methods and Criteria for Success: Describe assessment methods to be used and the criteria for success. To come up with the specific measure for your outcome, ask the following questions:

- What will provide us with this information?
- How will we know if this is being accomplished?
- What kind of data can we use to show that we are attaining this outcome?
- How will the assessment be accomplished?
- Who will take part?
- When will assessment activities take place?
- How should the unit perform on the means of assessment if it is operating as it should be?

You must have some proposed data target upon which you can judge your success. It gives the department a goal for performance and helps ensure that assessment results are used to make improvements.

Planned Use of Results: Describe how your results will be used to make improvements.