**Annual Administrative Unit Assessment Plan**

<table>
<thead>
<tr>
<th>Name of Unit:</th>
<th>Facilities Planning and Management Department</th>
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<tbody>
<tr>
<td>Administrative Unit Responsible Person:</td>
<td>David Rollings</td>
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<tr>
<td>Assessment Team Member/s:</td>
<td>David Rollings, Kevin Gaffney, Nelson Devega</td>
</tr>
<tr>
<td>Date Submitted:</td>
<td>October 1, 2008</td>
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<tr>
<td>College Mission:</td>
<td>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.</td>
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| 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 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

Assessments are overseen by Institutional Research (IR) and the Program and Assessment Review Committee (PARC).
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outcome each year but may assess more than one if they choose. (Copy and paste the tables if more than one objective is assessed.)

Completed assessment plans are to be electronically submitted to Catherine Boedenauer in IR (boedenau@wnc.edu) by October 1, 2008 for posting on the assessment Web site.

Assessment Plan
Year: 2008-2009
Outcome #1

<table>
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<tr>
<th>Program Goal:</th>
<th>Energy retrofits in the bristlecone building and replacement of a chilled water system.</th>
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<tbody>
<tr>
<td>Outcome:</td>
<td>To create a more sustainable building.</td>
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</table>
| Assessment Methods and Criteria for Success: | Tool/method used: Sustainability consultants engineered a new system to tie the two Bristlecone Building boilers and chillers systems together to respond as one. The college can save utility money.  
We know we have been successful when: The system is engineered, permitted and a contractor is assigned to do the work. When the project is completed, we would have measurements and verifications done to assure that the system is saving the dollars it was designed to. |
| Planned Use of Results: | Serve as a model for our less energy sustainable buildings. |

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 grantees, and private funding entities.
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- 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.