

ANNUAL UPDATE QUESTIONS

I - MAIN

Overview

Academic Year: **2025-2026**

Originator : Edward Medal

Division: Office of VP Administrative Services

Department: Facilities

II - CO-CONTRIBUTORS

- 1) Brian Bettencourt
- 2) Click or tap here to enter text.
- 3) Click or tap here to enter text.
- 4) Click or tap here to enter text.
- 5) Click or tap here to enter text.

III - ANNUAL UPDATE

On the [PIPR website](#), locate and review your previous program plan and subsequent annual updates. After reviewing, enter your previous goals below and provide and update.

Previous Goals: Enhance HVAC Reliability and Efficiency Across Campus

End of Year Goal Status: In-Progress

Please describe your status (No more than 200 words). - The Replacement and SS Media Work Room projects have been completed. The Theater Building chiller replacement is currently in progress and is scheduled for completion by April 2026. The MU, AR, and SS EMI HVAC replacement installation is complete, and we are currently commissioning the system, with an estimated completion date of March 2026. The campus-wide Airedale HVAC replacement has shifted to a phased approach. The first phase is underway in the MP Building and is expected to be completed by May 2026. The remaining 13 Airedale units have been assessed, and we are currently evaluating options to integrate them with the existing building air handlers. The Gym Building HVAC replacement will be addressed as part of a capital project.

Did you request the same resources the previous year? If so, what was the result? Has there been a significant change since your request? Went to February board asking for additional funds for the projects.

Previous Goals: Purchase of new tractor

End of Year Goal Status: Complete

Please describe your status (No more than 200 words). Purchase new tractor for Facilities. Sold old one through Public Surplus

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request? No

Previous Goals: Additional Maintenance Crew member

End of Year Goal Status: In-Progress

Please describe your status (No more than 200 words). This has been approved for FY27-28

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request? no

Previous Goals: Additional Grounds crew members

End of Year Goal Status: In-Progress

Please describe your status (No more than 200 words). .5FTE has been approved for immediate hire to help. Additional Ground crew member approved for FY25-26, FY26-27

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request? no

Previous Goals: Upgrade Essential Utilities for Reliability and Accessibility

End of Year Goal Status: In-Progress

Please describe your status (No more than 200 words). Domestic waterline has been funded through Measure X bond. Waterline is currently being installed. We will be connecting each building and cutting over to the new waterline by the end of FY25-26

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request? no

Previous Goals: Enhance Athletic and Recreational Facilities

End of Year Goal Status: Complete

Please describe your status (No more than 200 words). New striping, floor finish, and volleyball pole receivers were installed. In addition, we discovered that the floor had been installed incorrectly, causing it to float unsupported when it expands due to weather changes. To allow for proper expansion, a one-inch strip of flooring was removed from the west side of the gym.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request? no

Previous Goals: Improve Campus Roadways and Accessibility

End of Year Goal Status: In-Progress

Please describe your status (No more than 200 words). **Click or tap here to enter text.**

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request? **Click or tap here to enter text.**

Previous Goals: **Click or tap here to enter text.**

End of Year Goal Status: Choose an item.

Please describe your status (No more than 200 words). Job Has been designed and put out for public bid February 12th, 2026. We are planning to have this work completed during spring break 2026.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request? No

Previous Goals: Enhance Facilities Maintenance and Cleanliness Through Increased Staffing

End of Year Goal Status: In-Progress

Please describe your status (No more than 200 words). We have been approved for additional members to be hired 1FTE FY26-27, 1FTE FY27-28

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request? no

Previous Goals: Professional Development and Training (Efficiency and Staff Development)

End of Year Goal Status: Complete

Please describe your status (No more than 200 words). One maintenance technician attended the Syserco BMS programming and troubleshooting course and received certification upon completion. One custodian attended pool school and obtained his CPO certification. All custodial team participated in two training days focused on floor waxing, stripping, and carpet cleaning. All grounds team received hands-on pruning instruction along with individual training days.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request? **Click or tap here to enter text.**

Previous Goals: Additional Custodial Crew member

End of Year Goal Status: Complete

Please describe your status (No more than 200 words). We have been given 1FTE custodian for FY25-26 and have selected a candidate to move forward as of Feb 2026.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request? no

Copy and paste to Enter more than one Goal

New Goal (Optional)

- **Goal (*One Sentence Limit*):** Regain control and operation of Gavilan Golf Course
- Alignment to Strategic Goal **Goal 5: Institutional Effectiveness - To systematically leverage technology across all campuses to continuously improve processes, enhance data-analysis capability, and facilitate data-informed decision-making, leading to increased operational efficiency.**
- Alignment to SLO or SAO (*Enter Department SLO or SAO that aligns to this goal*):
SAO
- Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results: Regaining control of Gavilan Golf Course and making strategic improvements directly aligns with Gavilan College's mission to provide equitable access, comprehensive support, and meaningful community engagement in an inclusive environment. By bringing the golf course under stronger institutional oversight, the College can ensure the facility serves as an educational, recreational, and community asset rather than solely a commercial operation. Improved management would allow Gavilan College to expand equitable access for students, employees, and community members, including reduced-cost opportunities, instructional programs, and partnerships that support diverse populations. Enhancements to the golf course also create hands-on learning opportunities tied to the College's academic and career pathways, such as business, hospitality, environmental studies, athletics, and workforce development. These opportunities support student success, career advancement, and experiential learning—key elements of the College's mission. Additionally, intentional improvements can foster a welcoming, inclusive environment that strengthens community connections and encourages lifelong learning. A well-managed, accessible golf course can function as a hub for recreation, education, and community participation, reinforcing Gavilan College's commitment to serving the broader region. Ultimately, regaining control of Gavilan Golf Course positions the College to align operations with its mission, enhance student and community benefits, and ensure the long-term sustainability of a valuable public resource.
- Proposed Activity to Achieve Goal: Improving Gavilan Golf Course requires a strategic, informed approach that prioritizes quality, and sustainability. The College will base future decisions on expert advice to ensure best practices in golf course management, operations, and facilities oversight are consistently applied. As part of this effort, Gavilan College will establish clear expectations for future golf course operators through a well-defined contract that emphasizes accountability, performance standards, and alignment with institutional values. Operator selection and contract terms will be guided by industry expertise to ensure effective management and long-term success. Landscape improvements will continue with tightened maintenance guidelines and enhanced performance standards incorporated into a new maintenance contract. These standards will focus on course conditions, environmental stewardship, safety, and aesthetics to ensure a welcoming and well-maintained environment for students, employees, and the community. In addition, the College will make targeted improvements to both internal and external facilities to

enhance functionality, accessibility, and the overall user experience. These upgrades will support recreational use, instructional opportunities, and community engagement. Gavilan College will collaborate with internal and external partners to develop programs that expand educational, workforce, and community-serving opportunities connected to the golf course. These partnerships will support student learning, career pathways, and lifelong engagement, reinforcing the College's commitment to access, inclusion, and meaningful community participation.

- Responsible Party (One Sentence limit): Director of Facilities
- Timeline to Completion: Semester/Year: Fall 2027
- How Will You Evaluate Whether You Achieved Your Goal (Two sentence Limit): The Facilities Services Director, Supervisor, and VPAS will revisit the previous budget and review the professional recommendation given by the National Golf Foundation NGF to see if we are aligned with goals set at the beginning of this project.

Additional Comments:

Click or tap here to enter text.

New Goal (Optional)

- **Goal (One Sentence Limit):** Onboard new Interim supervisor. Divide roles between interim and existing supervisor
- Alignment to Strategic Goal **Goal 5: Institutional Effectiveness - To systematically leverage technology across all campuses to continuously improve processes, enhance data-analysis capability, and facilitate data-informed decision-making, leading to increased operational efficiency.**
- Alignment to SLO or SAO (*Enter Department SLO or SAO that aligns to this goal*): **SAO**
- Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results: Hiring an interim facilities supervisor aligns with Gavilan College's mission by ensuring that campus environments remain safe, functional, welcoming, and inclusive while long-term leadership needs are evaluated. An interim facilities supervisor provides experienced oversight that supports equitable access by maintaining buildings, grounds, and infrastructure that all students and community members rely on for learning and engagement. Well-managed facilities help remove physical and operational barriers, allowing students from diverse backgrounds to focus on academic success and lifelong learning. By bringing in specialized expertise, the College can make informed decisions about maintenance standards, capital improvements, and operational efficiencies. This supports comprehensive institutional support and responsible stewardship of resources, both of which are essential to preparing students for transfer success, career advancement, and workforce readiness. Additionally, an interim facilities supervisor ensures continuity of operations and stability for staff during a transition period. This stability strengthens internal systems, enhances the learning environment, and reinforces Gavilan College's commitment to meaningful community participation and continuous improvement in alignment with its mission.
- Proposed Activity to Achieve Goal: The interim facilities supervisor will be

onboarded through a structured shadowing process with the current director/supervisor to ensure continuity and a smooth transition. Responsibilities will be clearly divided, with the interim supervisor assuming oversight of the custodial department and campus event support, both internal and external. This division of duties will allow the remaining supervisor to focus on maintenance and grounds operations, as well as provide additional support for bond, local, and capital projects, including facilities-related contracted work. This approach ensures balanced workloads, operational efficiency, and effective support of campus facilities and services.

- Responsible Party (One Sentence limit): Director of Facilities
- Timeline to Completion: Semester/Year: Fall 2026
- How Will You Evaluate Whether You Achieved Your Goal (Two sentence Limit): The Facilities Services Director, Supervisor, and VPAS will revisit the strategy and staffing plan after budget discussions to ensure alignment with available resources and financial priorities. This collaborative review will allow us to assess the feasibility of the proposal in light of the college's budget constraints, prioritize the most pressing needs, and adjust the plan as necessary. By working together, we will ensure that any additional staffing aligns with the strategic goals of the college and the Facilities Services department while remaining mindful of budgetary limitations. This step will also help ensure that we are making data-driven decisions based on the needs of the campus community and the resources available to us.

Additional Comments:

Click or tap here to enter text.

New Goal (Optional)

- **Goal (One Sentence Limit):** Creation of Event/Laborer position
- Alignment to Strategic Goal **Goal 5: Institutional Effectiveness - To systematically leverage technology across all campuses to continuously improve processes, enhance data-analysis capability, and facilitate data-informed decision-making, leading to increased operational efficiency.**
- Alignment to SLO or SAO (*Enter Department SLO or SAO that aligns to this goal*): **SAO**
- Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results: The addition of an event/laborer staff position aligns with Gavilan College's mission by strengthening the College's ability to provide a welcoming, inclusive, and well-supported environment that promotes student success, community engagement, and lifelong learning. This position supports equitable access by ensuring campus events, instructional activities, and community programs are set up safely, efficiently, and consistently. Reliable event and facilities support helps remove logistical barriers, allowing students from diverse backgrounds and community members to fully participate in academic, cultural, and civic activities. An event/laborer staff member also contributes to comprehensive institutional support by maintaining campus spaces that are functional, safe, and accessible. Well-prepared learning and event environments enhance the overall student experience and support the College's educational mission. In addition, this role supports meaningful

community participation by enabling Gavilan College to host events, partnerships, and programs that connect the campus to the broader community. By improving operational capacity and responsiveness, the position helps ensure that College facilities effectively support transfer preparation, workforce development, and community engagement in alignment with Gavilan College's mission.

- Proposed Activity to Achieve Goal: To achieve the hiring of a dedicated event/laborer staff position while minimizing the financial impact on the College, a combination of funding sources can be leveraged. Revenue generated from facilities rentals, the Student Activities Center, and other event-related programs can be allocated to support this position, as these areas are directly linked to the workload the role will address. By tying the funding to activities that benefit from the event/laborer's work, the College ensures that the position is financially sustainable and appropriately aligned with operational needs. Additionally, exploring multiple revenue streams reduces reliance on general funds, distributes the financial responsibility, and demonstrates responsible stewardship of College resources while supporting staff, students, and community engagement.
- Responsible Party (One Sentence limit): Director of Facilities
- Timeline to Completion: Semester/Year: Fall 2027
- How Will You Evaluate Whether You Achieved Your Goal (Two sentence Limit): The Facilities Services Director, Supervisor, and VPAS will revisit the strategy and staffing plan after budget discussions to ensure alignment with available resources and financial priorities. This collaborative review will allow us to assess the feasibility of the proposal in light of the college's budget constraints, prioritize the most pressing needs, and adjust the plan as necessary. By working together, we will ensure that any additional staffing aligns with the strategic goals of the college and the Facilities Services department while remaining mindful of budgetary limitations. This step will also help ensure that we are making data-driven decisions based on the needs of the campus community and the resources available to us.

Additional Comments:

Click or tap here to enter text.

New Goal (Optional)

- **Goal (One Sentence Limit):** Send Maintenance to HVAC training
- Alignment to Strategic Goal **Goal 5: Institutional Effectiveness - To systematically leverage technology across all campuses to continuously improve processes, enhance data-analysis capability, and facilitate data-informed decision-making, leading to increased operational efficiency.**
- Alignment to SLO or SAO (*Enter Department SLO or SAO that aligns to this goal*): **SAO**
- Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results: Sending our maintenance technicians to HVAC Building Management System (BMS) training through Syserco directly supports Gavilan College's mission by enhancing the operational efficiency and sustainability of campus facilities, which is essential for providing a high-quality learning environment. This training aligns with the College's commitment to **equitable access** and

comprehensive support by ensuring that our campus is equipped with skilled personnel capable of maintaining optimal facility conditions for all students, staff, and community members. By equipping our technicians with specialized knowledge in HVAC and BMS, the College ensures that campus environments remain comfortable, energy-efficient, and well-maintained, which contributes to a **welcoming and inclusive atmosphere**. Additionally, investing in our staff's professional development supports **lifelong learning** and **career advancement**—values that are central to Gavilan College's mission. Technicians trained in modern building management systems will be better equipped to troubleshoot and resolve issues more efficiently, minimizing disruptions to campus operations. This allows our facilities to better support the **academic success** of students, the smooth execution of campus events, and the overall operation of the College. Ultimately, this investment in training reflects Gavilan College's dedication to preparing students for future success, advancing operational excellence, and ensuring meaningful community engagement through a well-maintained, energy-efficient campus.

- Proposed Activity to Achieve Goal: Send one maintenance technician to obtain the Syserco Building Management System certification and send both maintenance technicians to complete the HVAC Fundamentals Toolkit training.
- Responsible Party (One Sentence limit): Facilities Director
- Timeline to Completion: Semester/Year: Spring 2027
- How Will You Evaluate Whether You Achieved Your Goal (Two sentence Limit): - Completion of Training Confirm that the designated technician has successfully completed the Syserco Building Management System certification. Confirm that both maintenance technicians have completed the HVAC Fundamentals Toolkit training. Maintain certificates or completion records as documentation. -Demonstrated Application of Skills Observe and verify that technicians are applying new skills on campus systems, including HVAC troubleshooting, energy management, and system optimization. Track improvements in response time and problem-solving for HVAC and lighting issues.

Additional Comments:

Click or tap here to enter text.

IV - RESOURCE REQUESTS

Copy and paste to add more than 1 requests

1. Request Name (short title): Creation of Event/Laborer position
2. Request amount: 54,560.76+benefits
3. Type of Request: Personnel
4. Alignment to Goal(s) in section XIII (*enter goal from above*)Creation of Event/Laborer position
5. Is this a one-time or ongoing expense? Ongoing
6. Category of Request

If Personnel is Selected in question 3, select from the following all that applies

- Full-Time Faculty ☐
- Part-Time Faculty ☐
- Faculty Special Assignment or Reassigned Time ☐
- Full-Time Classified Professional ☒
- Part-Time Classified Professional or Student Worker ☐
- Full-Time Manager, Supervisor, Confidential ☐
- Part-Time Manager, Supervisor, Confidential ☐
- Professional Experts ☐

If Non-Personnel is Selected in question 3 select from the following all that applies;

- Instructional Equipment ☐
- Instructional Software ☐
- Instructional Supplies, Materials and Textbooks ☐
- Non-Instructional Equipment ☐
- Non-Instructional Software ☐
- Non-Instructional Supplies and Materials ☐
- Professional Development ☐
- Travel and Conference ☐
- Professional or Contracted Services ☐
- Repairs and Maintenance ☐
- Other ☐

7. *The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.*

Which of the following best describes your requests?

Personnel and Position: Requests that involve hiring, staffing, or reclassifying full-time or part-time faculty or staff. These requests are reviewed and approved through a separate process by the Faculty Staffing Committee or the Executive and Leadership

8. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

Currently, the College does not have a dedicated events staff position, and event setup and support responsibilities are being absorbed by the custodial team. While custodial staff have consistently stepped up to support campus needs, this arrangement places a significant strain on their workload.

As a result, custodial employees have limited time to complete their core assigned

duties, which affects overall efficiency and service levels. In order to meet event-related demands, staff are frequently required to work extended hours, leading to increased overtime. In some cases, this overtime is unavoidable in order to ensure essential college events and activities can proceed as planned.

Over time, this added responsibility has contributed to employee fatigue and burnout, as custodial staff balance their primary responsibilities with event support needs.

Establishing a dedicated event/laborer position would help distribute workload more appropriately, reduce reliance on overtime, support staff well-being, and ensure that both custodial services and campus events are supported at a high standard.

Copy and paste to add more than 1 requests

9. Request Name (short title): Events/Laborer cart
10. Request amount: 25,000
11. Type of Request: Non-Personnel
12. Alignment to Goal(s) in section XIII (*enter goal from above*)**Click or tap here to enter text.**
13. Is this a one-time or ongoing expense? One-Time
14. Category of Request

If Personnel is Selected in question 3, select from the following all that applies

- Full-Time Faculty ☐
- Part-Time Faculty ☐
- Faculty Special Assignment or Reassigned Time ☐
- Full-Time Classified Professional ☐
- Part-Time Classified Professional or Student Worker ☐
- Full-Time Manager, Supervisor, Confidential ☐
- Part-Time Manager, Supervisor, Confidential ☐
- Professional Experts ☐

If Non-Personnel is Selected in question 3 select from the following all that applies;

- Instructional Equipment ☐
- Instructional Software ☐
- Instructional Supplies, Materials and Textbooks ☐
- Non-Instructional Equipment ☒
- Non-Instructional Software ☐
- Non-Instructional Supplies and Materials ☐
- Professional Development ☐

- Travel and Conference ☐
- Professional or Contracted Services ☐
- Repairs and Maintenance ☐
- Other ☐

15. *The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.*

Which of the following best describes your requests?

Safety: Requests that ensure a safe learning and working environment for students and employees, such as emergency preparedness, campus security, health and wellness, and risk management.

16. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

One vehicle for the Events/Laborer team member. If this position was considered, it would be a requirement for delivery of equipment throughout campus.

Copy and paste to add more than 1 requests

17. Request Name (short title): Golf Course repairs

18. Request amount: 250,000

19. Type of Request: Non-Personnel

20. Alignment to Goal(s) in section XIII (*enter goal from above*) **Click or tap here to enter text.**

21. Is this a one-time or ongoing expense? One-Time

22. Category of Request

If Personnel is Selected in question 3, select from the following all that applies

- Full-Time Faculty ☐
- Part-Time Faculty ☐
- Faculty Special Assignment or Reassigned Time ☐
- Full-Time Classified Professional ☐
- Part-Time Classified Professional or Student Worker ☐
- Full-Time Manager, Supervisor, Confidential ☐
- Part-Time Manager, Supervisor, Confidential ☐
- Professional Experts ☐

If Non-Personnel is Selected in question 3 select from the following all that applies;

- Instructional Equipment ☐

- Instructional Software ☐
- Instructional Supplies, Materials and Textbooks ☐
- Non-Instructional Equipment ☐
- Non-Instructional Software ☐
- Non-Instructional Supplies and Materials ☐
- Professional Development ☐
- Travel and Conference ☐
- Professional or Contracted Services ☐
- Repairs and Maintenance ☒
- Other ☐

23. *The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.*

Which of the following best describes your requests?

Safety: Requests that ensure a safe learning and working environment for students and employees, such as emergency preparedness, campus security, health and wellness, and risk management.

24. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

One time money to support repairs at the golf course

-Clubhouse: Hvac, Bathroom remodel, Carpet, Lighting

-Exterior: Garbage cans, Flags, ball Cups, Landscape Controllers, Water line repairs, Tree work, Gravel parking lot, Cart pathways

-Maintenance yard: Fencing, Carport, Storage Containers

Copy and paste to add more than 1 requests

25. Request Name (short title): Grounds' Vehicle

26. Request amount: 70,000

27. Type of Request: Non-Personnel

28. Alignment to Goal(s) in section XIII (*enter goal from above*) **Click or tap here to enter text.**

29. Is this a one-time or ongoing expense? One-Time

30. Category of Request

If Personnel is Selected in question 3, select from the following all that applies

- Full-Time Faculty ☐

- Part-Time Faculty ☐
- Faculty Special Assignment or Reassigned Time ☐
- Full-Time Classified Professional ☐
- Part-Time Classified Professional or Student Worker ☐
- Full-Time Manager, Supervisor, Confidential ☐
- Part-Time Manager, Supervisor, Confidential ☐
- Professional Experts ☐

If Non-Personnel is Selected in question 3 select from the following all that applies;

- Instructional Equipment ☐
- Instructional Software ☐
- Instructional Supplies, Materials and Textbooks ☐
- Non-Instructional Equipment ☒
- Non-Instructional Software ☐
- Non-Instructional Supplies and Materials ☐
- Professional Development ☐
- Travel and Conference ☐
- Professional or Contracted Services ☐
- Repairs and Maintenance ☐
- Other ☐

31. *The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.*

Which of the following best describes your requests?

Safety: Requests that ensure a safe learning and working environment for students and employees, such as emergency preparedness, campus security, health and wellness, and risk management.

32. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

Provide two vehicle for Grounds' team members. One Hired FY24-25 and one approved to hire in FY26-27

Copy and paste to add more than 1 requests

33. Request Name (short title): Custodial Cart

34. Request amount: 50,000

35. Type of Request: Non-Personnel

36. Alignment to Goal(s) in section XIII (*enter goal from above*) **Click or tap here to**

enter text.

37. Is this a one-time or ongoing expense? One-Time

38. Category of Request

If Personnel is Selected in question 3, select from the following all that applies

- Full-Time Faculty ☐
- Part-Time Faculty ☐
- Faculty Special Assignment or Reassigned Time ☐
- Full-Time Classified Professional ☐
- Part-Time Classified Professional or Student Worker ☐
- Full-Time Manager, Supervisor, Confidential ☐
- Part-Time Manager, Supervisor, Confidential ☐
- Professional Experts ☐

If Non-Personnel is Selected in question 3 select from the following all that applies;

- Instructional Equipment ☐
- Instructional Software ☐
- Instructional Supplies, Materials and Textbooks ☐
- Non-Instructional Equipment ☒
- Non-Instructional Software ☐
- Non-Instructional Supplies and Materials ☐
- Professional Development ☐
- Travel and Conference ☐
- Professional or Contracted Services ☐
- Repairs and Maintenance ☐
- Other ☐

39. *The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.*

Which of the following best describes your requests?

Safety: Requests that ensure a safe learning and working environment for students and employees, such as emergency preparedness, campus security, health and wellness, and risk management.

40. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

Provide two vehicles for Custodial team members. One hired FY25-26 and one we are looking to hire in FY26-27. Previously approved PIPR 24-25

V - EXECUTIVE SUMMARY

Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for this year. Your audience will be your Peer Review Team, the program review Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).

The Facilities Department has made significant progress toward becoming a proactive department, focusing on preventative maintenance and structured processes rather than reacting to issues as they arise. Our goal is to provide a well-maintained campus environment that supports Gavilan College's mission: *to actively engage, empower, and enrich students of all backgrounds and abilities to build their full academic, social, and economic potential.*

Key trends in this report emphasize a shift toward consistent upkeep and timely responses to facility needs through proactive strategies. We have concentrated on training and equipping staff to anticipate and address potential issues before they become major problems. This approach improves campus safety, functionality, and accessibility for both students and staff.

Our program goals for the next three years focus on an proactive approach to facility management:

- 1. Proactive Facility Management: Strengthening preventative maintenance strategies to minimize downtime and ensure a safe, operational campus environment.**
- 2. Staff Development: Providing ongoing training and resources to equip staff with the skills to anticipate and resolve issues before they impact the campus community.**
- 3. Alignment with College Mission: Continuing to create a campus environment that empowers students and supports their academic, social, and economic growth.**
- 4. Resource Optimization: Enhancing processes to efficiently utilize resources, ensuring that our facilities meet the needs of students, staff, and faculty while fostering an inclusive and supportive campus culture.**

By focusing on these areas, we will ensure our department remains aligned with Gavilan College's mission, providing an environment that fosters student success and a welcoming, sustainable campus.

VI - ATTACH FILES (optional)

If there is any additional information regarding your program that you will like to have uploaded, please attach it here.

