



Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: HUMAN RESOURCES

NAME OF PERSON SUBMITTING THIS REVIEW: David Burris

DATE OF SUBMISSION: October 27, 2021

MANAGEMENT AREA (check one):

<input checked="" type="checkbox"/>	Administrative Services
<input type="checkbox"/>	Instruction
<input type="checkbox"/>	Student Services

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

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Objective 1: FRC has hired individuals that come from other states. While that's a good thing, we have some significant exposure because those individuals would have nothing with the CA DOJ. FRC currently only performs a California livescan which the employee pays for at a cost of \$32. The livescan however does not extend beyond California's border. Expanding the background check to include the FBI will increase the expense to \$59 per individual. We do not believe a new hire should be burdened to pay all of the costs of a background check: \$32, \$59, & \$20 service fee at the Sheriff's Office. This would be an out of pocket of \$111 and what employer does that for new employees? This cost should be absorbed

Action Plan and timeline (include who is responsible):
Will be able to run a FBI background check for employees hired from out of state

by the general fund and not the new employee as most colleges pay for it. Over the past two years we've averaged between 20 & 30 background checks per year increasing the GF \$1770 to cover this request. As to not make any assumptions we would now do this for all new hires.

Connection to results from assessment of student learning and/or other plans:

Resources/ Budget needed (if applicable):
\$1770

If new resources are requested, address the following criteria:

Budget code -if applicable (include Fund, Organization, and Account codes):

Expected Outcomes:

Uncontrollable Increase:

Safety: Student safety & FRC liability. We cannot guarantee that a new hire from out of state does not have a criminal background conviction in an area which would prohibit employment in a California educational institution.

New Student Attraction:

Student Success and Retention:

Relation to Student Learning:

Support for employees to be effective:

Feasibility:

Objective 2:

Action Plan and timeline (include who is responsible):

Connection to results from assessment of student learning and/or other plans:

Resources/ Budget needed (if applicable):

If new resources are requested, address the following criteria:

Budget code -if applicable (include Fund, Organization, and Account codes):

Expected Outcomes:

Uncontrollable Increase:

Safety:

New Student Attraction:

Student Success and Retention:

Relation to Student Learning:

Support for employees to be effective:

Feasibility:

If completing your program’s objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
<i>Example: Staff training on effective written communication</i>	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.
2. Explain significant issues and/or changes that have occurred since the last comprehensive review.
3. Briefly explain significant changes expected during the upcoming year.

APPENDIX

Attach supporting documents as appropriate.



Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: Facilities

NAME OF PERSON SUBMITTING THIS REVIEW: Nick Boyd

DATE OF SUBMISSION: October 28, 2021

MANAGEMENT AREA (check one):

<input checked="" type="checkbox"/>	Administrative Services
<input type="checkbox"/>	Instruction
<input type="checkbox"/>	Student Services

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

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Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

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Objective 1: Adequately perform custodial services on campus	Action Plan and timeline (include who is responsible): Hire an additional custodian. (Boyd)
Connection to results from assessment of student learning and/or other plans:	Resources/ Budget needed (if applicable): \$54,548 (Employee Salary + Fringes)
If new resources are requested, address the following criteria:	Budget code -if applicable (include Fund, Organization, and Account codes): 1100-47950-2120-653000
	Expected Outcomes:

Uncontrollable Increase: We have had the same level of custodial staffing since 1996 (3 FTE). We have doubled the amount of space that needs cleaning since then and added no additional employees. This has led to low morale and turnover in staff.

Safety: Dirty restrooms, un-emptied trash containers, and un-mopped floors present a myriad of safety issues. With the presence of COVID, we really need to be able to adequately cover cleaning and sanitizing our entire campus daily, and we simply do not have the resources to do so at this time.

New Student Attraction: When a student is on a tour and sees dirty windows, unclean restrooms that are out of toilet paper, and muddy floors they will probably think twice about coming here. If we do not care enough about our campus to ensure we have adequate staff to keep it clean, what will parents think about us taking care of their students?

Student Success and Retention: Student success and retention both rely on a clean, well-functioning, safe, and sanitary campus.

Relation to Student Learning: The more we can clean and sanitize and reduce the risk of COVID spread, the more students can be present in the classroom.

Support for employees to be effective: We are currently asking each custodian to clean approximately 56,461 sq. ft. nightly, while the industry average is to have one custodian clean 24,000 sq. ft. nightly. This is setting our custodial employees up to fail. Because their work has more than doubled, they are unable to complete all of their tasks. This leads to problems for other employees, including having to take out their own trash, vacuum, and clean their own bathrooms, which results in them being less effective at their own jobs.

Feasibility: Adding 1 additional staff member is very feasible.

Objective 2: DSA Closeout of Construction Projects

Action Plan and timeline (include who is responsible): Hire DSA inspector to close out construction projects. (Boyd)

Connection to results from assessment of student learning and/or other plans:

Resources/ Budget needed (if applicable):
\$12,500

If new resources are requested, address the following criteria:

Budget code -if applicable (include Fund, Organization, and Account codes):
1100-68000-5050-651000

Expected Outcomes:

Uncontrollable Increase: These projects need to be closed but we currently do not have the funds to hire an inspector to complete the closeout process. The DSA sends monthly emails requesting that we get these projects completed and the Chancellor's Office has issued a directive that these legacy construction projects be closed.

Safety:

New Student Attraction:

Student Success and Retention:

Relation to Student Learning:

Support for employees to be effective:

Feasibility:

Objective 3: Repair Walkways	Action Plan (include who is responsible): Grind out where necessary on paved paths and make repairs. Inspect and make repairs to wooden walkways where necessary. (Boyd)
Connection to results from assessment of student learning and/or other plans:	Resources/ Budget needed (if applicable): \$5,400
If new resources are requested, address the following criteria:	Budget code -if applicable (include Fund, Organization, and Account codes): 1100-68000-6120-651000
<u>Uncontrollable Increase:</u> The deterioration of our paths and walkways is unavoidable, and repair is essential for safety purposes. <u>Safety:</u> The condition of our walkways is a huge safety issue. We have trips and falls every year, both students and employees. <u>New Student Attraction:</u> <u>Student Success and Retention:</u> Safely getting to class is essential to student success. The poor condition of our walkways could result lower retention and reduced success of students if they are injured or feel it is too difficult to get to class. <u>Relation to Student Learning:</u> <u>Support for employees to be effective:</u> In order to be effective our employees need to be able to safely get to their offices. <u>Feasibility:</u>	

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
<i>Example:</i> Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

The operation of the Facilities department has been improving since we filled 2 open positions at the end of the last FY. We have completed many projects, including replacing the deck at the student center, repairing roofs at student housing sites, a much needed remodel to the MPB bathrooms, replacing siding on the Nursing Building and Baseball, Softball, and Soccer clubhouses. Our custodial staffing level is grossly out of whack. We have been forced to use student employees to perform classified work because full time staff members cannot cover everything during their 8 hour

shift. We are continuously fielding complaints from employees that their areas are not being properly cleaned or are being ignored entirely. It seems logical that maintaining our campus and its cleanliness should be not only a priority, but a minimum requirement of operations, especially in the age of COVID.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

We need an increase to cover the cost of portable toilets around campus. We are currently spending \$9,900 per year with the additional portable toilets added to baseball, football, and the ranch. Our total budget for this account code is \$10,700, which means we are unable to cover other necessary expenses such as hazardous materials recycling, metal recycling, and consultant services.

We also need an increase to our equipment repair budget. We have been struggling to keep our aging equipment up and running. There has also been an increase in equipment purchased by other departments we are responsible for maintaining, and the price of parts for the new equipment is considerably higher than the old. Because of this, we are asking for an additional \$10,300 for this account.

3. Briefly explain significant changes expected during the upcoming year.

We have been and certainly will continue to experience significant issues due to the aging buildings on campus. We would like to request additional funding of \$13,360 in order to address these issues and make essential repairs.

APPENDIX

Attach supporting documents as appropriate.



Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: Information Services

NAME OF PERSON SUBMITTING THIS REVIEW: Nick Boyd

DATE OF SUBMISSION: October 27, 2021

MANAGEMENT AREA (check one):

<input checked="" type="checkbox"/>	Administrative Services
<input type="checkbox"/>	Instruction
<input type="checkbox"/>	Student Services

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

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Objective 1: DegreeWorks Implementation	Action Plan and timeline (include who is responsible): DegreeWorks will require the addition of 8 dedicated servers that need to be managed on a Linux platform. We are currently exploring options for the setup and maintenance of these servers as we do not have the bandwidth or expertise on staff currently. (Boyd)
Connection to results from assessment of student learning and/or other plans:	Resources/ Budget needed (if applicable): \$108,000
If new resources are requested, address the following criteria:	Budget code -if applicable (include Fund, Organization, and Account codes): 1100-80010-5050-678000

Expected Outcomes:

Uncontrollable Increase: We do not have the resources or expertise on staff to build or maintain the Linux servers this program requires.

Safety:

New Student Attraction:

Student Success and Retention: DegreeWorks will help students track their academic progress and streamline counseling.

Relation to Student Learning:

Support for employees to be effective:

Feasibility:

Objective 2: Replace 2 Banner Blade Servers

Action Plan and timeline (include who is responsible): Replace two of our end of life Blade servers for the before our third party maintenance/support will no longer be available on these servers. (Boyd)

Connection to results from assessment of student learning and/or other plans:

Resources/ Budget needed (if applicable):
\$14,400

If new resources are requested, address the following criteria:

Budget code -if applicable (include Fund, Organization, and Account codes):
1100-80010-6415-978000

Expected Outcomes:

Uncontrollable Increase: Servers age out, there is nothing we can do to avoid this cost.

Safety:

New Student Attraction:

Student Success and Retention:

Relation to Student Learning: Banner is essential for student learning. If one of these servers were to fail it will have a definite impact on student experience.

Support for employees to be effective: These servers are vital to Banner, which is instrumental in the ability of the College to function.

Feasibility:

Objective 3: Replace Server Room Battery Backup

Action Plan and timeline (include who is responsible): The Battery Backups for the Server Room are 20 years old and have reached the end of their lives. These batteries are necessary to condition the incoming power from PG&E to provide clean power to the server room, as well as to keep the servers running during power outages. We need to purchase and install a new system. (Boyd)

Connection to results from assessment of student learning and/or other plans: The servers are necessary to run Banner and keep the College online.	Resources/ Budget needed (if applicable): \$48,400
If new resources are requested, address the following criteria:	Budget code -if applicable (include Fund, Organization, and Account codes): 1100-80010-6415-678000
Expected Outcomes:	
<u>Uncontrollable Increase:</u> Our current batteries have reached end of life and have to be replaced.	
<u>Safety:</u>	
<u>New Student Attraction:</u> New Students would not be able to register if the servers are down.	
<u>Student Success and Retention:</u>	
<u>Relation to Student Learning:</u> These servers house nearly all functions of FRC. Student experience and learning would be significantly impacted if we experience an extended power outage, which is very likely given what we've experienced over the last year.	
<u>Support for employees to be effective:</u> Most employees would not be able to work if the servers are down.	
<u>Feasibility:</u>	

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Need	Resource Type	Rationale (include connection to other plans)
<i>Example:</i> Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

ISD has been busy as always. We are currently working on finishing the Banner 9 upgrade to implement the self-serve portion.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

Renewals for ISD services have increased steadily over the last few years. In addition, we are now incurring an additional \$13,200/year for the Duo dual authentication services. The renewals for the

campus's Adobe and Microsoft access alone have increased \$7,595 since 2016. It is time for our budgets to receive an increase to compensate for the rise in expenses.

3. Briefly explain significant changes expected during the upcoming year.

The implementation of DegreeWorks will present a challenge for our department. This program will require 8 dedicated servers that have to be managed on a Linux platform. Our current staff does not have the bandwidth or expertise to perform the setup and maintenance of these servers. We are left with two options, find a consulting firm who can handle these duties for us or hire an additional staff member. Preliminary quotes indicate that the expense of paying a consulting firm to manage these servers will be \$1,000 per server per month. We will work with Administration to decide which one of these options will be more efficient for the College.

APPENDIX

Attach supporting documents as appropriate.



Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: Meadows Student Housing

NAME OF PERSON SUBMITTING THIS REVIEW: Nick Boyd

DATE OF SUBMISSION: October 27, 2021

MANAGEMENT AREA (check one):

<input checked="" type="checkbox"/>	Administrative Services
<input type="checkbox"/>	Instruction
<input type="checkbox"/>	Student Services

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

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Objective 1: Provide safe and suitable housing for our students.	Action Plan and timeline (include who is responsible): Continue to operate the Meadows and make improvements when feasible. (Boyd)
Connection to results from assessment of student learning and/or other plans: Facilities Master Plan & Education Plan	Resources/ Budget needed (if applicable): \$13,500
If new resources are requested, address the following criteria:	Budget code -if applicable (include Fund, Organization, and Account codes): 1100-36300-2125-697000 (\$3,500 to restore budget for summer help) 1100-36300-5074-697000 (\$8,500 to restore adequate Building Repair budget) 1100-36300-5111-697000 (\$500 for Electricity)

1100-36300-5114-697000 (\$1,000 for Water/Sewer)

Expected Outcomes:

Uncontrollable Increase: These expenses are the reality of running this student housing site and they are out of our control.

Safety: Without an adequate budget to make repairs to the buildings and hire summer help to clean and repair rooms we cannot maintain a safe living environment for our students.

New Student Attraction: Having safe, pleasant housing options will help attract new students.

Student Success and Retention: Maintaining safe, pleasant housing options will help retain students

Relation to Student Learning:

Support for employees to be effective: Our employees need extra help in the summer to clean and repair rooms, especially with the compressed summer schedule we have been dealing with due to early move-ins for summer classes.

Feasibility: Paying our bills and maintaining our assets should be a budget priority.

Objective 2:

Action Plan and timeline (include who is responsible):

Connection to results from assessment of student learning and/or other plans:

Resources/ Budget needed (if applicable):

If new resources are requested, address the following criteria:

Budget code -if applicable (include Fund, Organization, and Account codes):

Expected Outcomes:

Uncontrollable Increase:

Safety:

New Student Attraction:

Student Success and Retention:

Relation to Student Learning:

Support for employees to be effective:

Feasibility:

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Need	Resource Type	Rationale (include connection to other plans)
<i>Example:</i> Staff training on effective written communication	Professional Development	See current year objective 2

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SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

The students at the Meadows are generally happy with the accommodations.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

We have made improvements to the wireless internet which is always a high priority for students. We also made roof repairs over the summer to ensure there are no leaks during winter storms.

3. Briefly explain significant changes expected during the upcoming year.

We are planning to resurface the disintegrating driveway and parking lot to make the site safer and improve appearance.

APPENDIX

Attach supporting documents as appropriate.



Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA:

NAME OF PERSON SUBMITTING THIS REVIEW:

DATE OF SUBMISSION: October 27, 2021

MANAGEMENT AREA (check one):

<input checked="checked" type="checkbox"/>	Administrative Services
<input type="checkbox"/>	Instruction
<input type="checkbox"/>	Student Services

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

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Objective 1: Recruit, train, and license additional bus drivers.	Action Plan and timeline (include who is responsible): We are actively recruiting additional drivers, and have had one successfully pass their DMV test so far this year, with another prospective driver hoping to pass in the spring. (Boyd)
Connection to results from assessment of student learning and/or other plans:	Resources/ Budget needed (if applicable): \$3,500 to pay current drivers to perform training and ride along to DMV testing site in Redding.
If new resources are requested, address the following criteria:	Budget code -if applicable (include Fund, Organization, and Account codes): 1100-66000-2125-677400

Expected Outcomes:

Uncontrollable Increase: These expenses are out of our control, as we no longer have a licensed driver on staff.

Safety: It is imperative that our new bus drivers are properly trained to ensure student safety

New Student Attraction:

Student Success and Retention: When students feel that our transportation is safe and reliable, they will be more successful and have a better image of the College and how it supports its students.

Relation to Student Learning:

Support for employees to be effective: In order for coaches and instructors to effectively run their programs, we need reliable, safe transportation available for events, field trips, and athletic contests.

Feasibility: The amount of funding needed to support this objective is small considering the overall budget and reserves of the College.

Objective 2:

Action Plan and timeline (include who is responsible):

Connection to results from assessment of student learning and/or other plans:

Resources/ Budget needed (if applicable):

If new resources are requested, address the following criteria:

Budget code -if applicable (include Fund, Organization, and Account codes):

Expected Outcomes:

Uncontrollable Increase:

Safety:

New Student Attraction:

Student Success and Retention:

Relation to Student Learning:

Support for employees to be effective:

Feasibility:

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Need	Resource Type	Rationale (include connection to other plans)
<i>Example:</i> Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

The Motorpool program has been struggling. The steady increase in fuel prices and the realities of maintaining an aging fleet have had a drastic impact on the program's budget. There have been many months this year where the Motorpool journal entries do not even cover the fuel bills, let alone ongoing maintenance and necessary repairs to vehicles. The addition of 2 new buses, as well as 2 new Equine pickups has further increased our expenses, due to the vehicles requiring Diesel Exhaust Fluid. The estimated annual expense for purchasing DEF for these vehicles based on our current usage is \$4,000-\$5,000, an expense this already strapped budget is simply unable to absorb.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

We have had the same operating budget since 2011, and since then fuel prices are on average .40 higher per gallon and we have added 15 additional vehicles to our fleet. We are at the point where paying for fuel and vehicle maintenance and repairs is becoming quite difficult. Since the start of fall term, we have had to replace 4 and repair 2 windshields at a cost of \$1,500 on our fleet vehicles due to the presence of rocks and other debris in the canyon because of the fires. We anticipate that damage to vehicles will only get worse once winter weather sets in. We project that an additional \$16,200 per year would allow us to cover the increased fuel prices, purchase DEF for vehicles that require it, perform vehicle maintenance, (such as tires, wipers, filters, oil, etc.), and make necessary repairs.

In addition to these uncontrollable increases, we have also been incurring significant costs related to training and licensing new bus drivers. Since we no longer have anyone on staff with a Class A license, we have been forced to utilize our current bus drivers to train new drivers and accompany them to the DMV to take their tests. Our budget does not include any funds for payroll, and at this point we are unsure where the funding will come from to cover these expenses. Because of this, we are requesting an additional \$3,500 be allocated to this budget in order to keep a full pool of licensed drivers.

3. Briefly explain significant changes expected during the upcoming year.

Due to inflation and product shortages, overall expenses for fuel, oil, parts, etc. are expected to increase significantly. We are also anticipating delivery of 3 new vans that are on order as soon as they are available. This will further increase expenses for our program.

APPENDIX

Attach supporting documents as appropriate.



Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: Pines Student Housing

NAME OF PERSON SUBMITTING THIS REVIEW: Nick Boyd

DATE OF SUBMISSION: October 28, 2021

MANAGEMENT AREA (check one):

<input checked="checked" type="checkbox"/>	Administrative Services
<input type="checkbox"/>	Instruction
<input type="checkbox"/>	Student Services

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Objective 1: Provide safe and suitable housing for our students.

Action Plan and timeline (include who is responsible): Continue to operate the Pines and make repairs when necessary. (Boyd)

Connection to results from assessment of student learning and/or other plans:
Facilities Master Plan & Education Plan

Resources/ Budget needed (if applicable):
\$4,800 needed to cover operating expenses. See detail below.

If new resources are requested, address the following criteria:

Budget code -if applicable (include Fund, Organization, and Account codes):
1100-36500-2310-697000 - \$4,500
1100-36500-5112-697000 - \$200
1100-36500-5117-697000 - \$100

Expected Outcomes:

Uncontrollable Increase: Utility expenses continue to increase.
Safety: We need to provide supervision and utilities to ensure student safety on site.
New Student Attraction:
Student Success and Retention:
Relation to Student Learning:
Support for employees to be effective:
Feasibility:

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Need	Resource Type	Rationale (include connection to other plans)
<i>Example:</i> Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

Students residing at The Pines are happy with the accommodations.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

We have made repairs to the roof of the Pines, patching areas where old HVAC systems sat to prevent leaks.

3. Briefly explain significant changes expected during the upcoming year.

We will continue to work on remaining improvements and operations, including resurfacing parking lots as part of the campus paving project.

APPENDIX

Attach supporting documents as appropriate.



Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: Safety

NAME OF PERSON SUBMITTING THIS REVIEW: Nick Boyd

DATE OF SUBMISSION: October 27, 2021

MANAGEMENT AREA (check one):

<input checked="" type="checkbox"/>	Administrative Services
<input type="checkbox"/>	Instruction
<input type="checkbox"/>	Student Services

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

Note on personnel requests: if your APR includes personnel requests you are required to complete an personnel requisition. Please contact Human Resources so they can help you create a personnel requisition that will be used to organize personnel requests. Requests should be sent to hr@frc.edu, the form can be found [here](#).

Objective 1: Continue to promote a culture of safety on campus.	Action Plan and timeline (include who is responsible): Work with Safety committee to cultivate and promote a culture of safety on campus. Identify areas of improvement and make changes as necessary/feasible. Maintain regular inspections to ensure equipment operation safety (Kitchen Hood, Fire Extinguisher, Fire System, etc.)
Connection to results from assessment of student learning and/or other plans:	Resources/ Budget needed (if applicable):
If new resources are requested, address the following criteria:	Budget code -if applicable (include Fund, Organization, and Account codes):
	Expected Outcomes:

Uncontrollable Increase:
Safety:
New Student Attraction:
Student Success and Retention:
Relation to Student Learning:
Support for employees to be effective:
Feasibility:

Objective 2: Connection to results from assessment of student learning and/or other plans: If new resources are requested, address the following criteria:	Action Plan and timeline (include who is responsible): Resources/ Budget needed (if applicable): Budget code -if applicable (include Fund, Organization, and Account codes): Expected Outcomes:
<u>Uncontrollable Increase:</u> <u>Safety:</u> <u>New Student Attraction:</u> <u>Student Success and Retention:</u> <u>Relation to Student Learning:</u> <u>Support for employees to be effective:</u> <u>Feasibility:</u>	

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
<i>Example:</i> Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

Campus safety is improving. Numerous projects have been completed and more are in progress to make campus and housing sites safer, including installing guardrail and repairing retaining wall at the Dorms, upgrading campus fire alarm system, installing a new ANSUL system and replacing the deck for the Eagle's Perch, and working with the Fire Marshall to ensure campus is fire safety compliant.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

COVID has consumed much of the time and energy of the Safety Committee as well as the Facilities crew over the last two years, but we are optimistic that protocols related to COVID are solid and that we can begin to focus attention on other safety needs.

3. Briefly explain significant changes expected during the upcoming year.

We are planning to continue safety improvements on Campus, including removing hazard trees, repaving damaged campus roads and parking lots, and repairing unsafe walkways. We will also work with the Safety Committee to identify and prioritize needs for future projects.

APPENDIX

Attach supporting documents as appropriate.