Part I

1. What does your unit do and how does it support the mission of the university?

   The Physical Plant is committed to quality and competitive Service. Our mission is to anticipate and provide the physical environment which enables IPFW to achieve its objectives in instruction, research, and public services.

   **RUBRIC**

   | To what extent was evidence provided to demonstrate how well the unit supports the mission statement of the University? | The unit did not provide evidence of their support of the mission statement. | The unit provided some indicator of how it supports the mission statement. | The unit specifically explained how it supports the mission statement and provided examples. |

   **TASK FORCE COMMENTS AND/OR QUESTIONS:**

2. Please list significant accomplishments from the last fiscal year not included in your goals.

   - Saniglaze Process completed on Neff restroom floors.
   - Initiated Preventive Maintenance (PM) Service contract on emergency generators for better reliability & budget control.
   - Re-organization of the Building Services management staff (created 3 addtl. Supervisor positions)
   - Training completed on Schooldude Preventive Maintenance (PM) Work Order System.
   - Building Controls upgrade through Performance Contract-employee training.
RUBRIC

| To what extent did the unit provide evidence that accomplishments align with the mission of the University? (Only include accomplishments that are not included with goals) | The unit did not provide evidence that accomplishments align with the mission of the University. | The unit provided evidence that accomplishments somewhat align with the mission of the University. | The unit provided evidence that accomplishments align closely with the mission of the University. |

TASK FORCE COMMENTS AND/OR QUESTIONS:

3. What program-specific accreditations or federal & state laws impact what you do?

-We have no specific accreditations in our department, however we are usually involved in other department accreditations where the physical facilities might be involved during the process, either for specific requirements of the facilities or physical changes on the buildings or equipment that are required for accreditation.

We do however, have a licensed Plumber, several licensed Electricians, and a certified refrigerant recovery technician.

Meeting requirements and compliance of:

- American Disabilities Act; IDEM (Indiana Dept. Environmental Management)
- Elevator Safety regulations, testing, certification
- OSHA (Occupational Safety Health Administration) regulations
- Back Flow Preventer certification
- Boiler operating Certification & Pressure Vessel regulations
- Boiler Emissions regulations
- Safety Pressure relief valve regulations
- Fire & Safety regulations
- Fire Hydrant flushing and logging
• Hazmat regulations; PPE regulations
• Chemical Inventory regulations
• Lock-out Tag-out procedures manual for emergency shut-down of equipment
• Hoists inspection & Certification
• Bucket truck inspection certification
• Refrigerant Reclaiming and logging regulations

These regulations and compliance of each require manpower for labor and paperwork submission to government agencies whether federal, state, or local regulated, inspections, fee submissions, materials and money for fees and repairs as deemed necessary by the governing boards. Also, changes in regulations can result in additional cost and time as required by new regulations that may come each year.

<table>
<thead>
<tr>
<th>RUBRIC</th>
<th>To what extent did the unit evaluate the impact of accreditation constraints and/or benefits?</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>The program has (or is working toward) accreditation but did not provide any information regarding constraints and/or benefits.</td>
</tr>
<tr>
<td></td>
<td>The program has (or is working toward) accreditation and provided a basic list of constraints and/or benefits but did not analyze their impact.</td>
</tr>
<tr>
<td></td>
<td>The program has (or is working toward) accreditation and analyzed the impact of their constraints and/or benefits.</td>
</tr>
</tbody>
</table>

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<tr>
<th>TASK FORCE COMMENTS AND/OR QUESTIONS:</th>
<th>To what extent did the unit identify and analyze how Federal/State laws and/or mandates impact the unit?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The unit did not address this question.</td>
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<tr>
<td></td>
<td>The unit listed Federal/State laws and/or mandates that affect their unit but did not analyze the impact.</td>
</tr>
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<td></td>
<td>The unit listed Federal/State laws and/or mandates that affect their unit and analyzed the impact.</td>
</tr>
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</table>

| TASK FORCE COMMENTS AND/OR QUESTIONS: |

4. Please provide the performance metrics identified for your unit and the associated data. (Note: Include the time period the data represent.) Upon review, are there any data you wish to comment on or contextualize?

Click here to enter text.
5. Do you wish to provide any response to last year’s task force comments?

   Click here to enter text.

6. Please list the names of the authors of this USAP report.

   James Henderson
Part II

**Instructions:** Report the status of goals created last year and add any new goals in order to have a minimum of three and no more than five “currently active” goals that you are working on. Currently active goals include goals from last year that you are still working on plus any new goals you are adding this year. Part 2 is pre-populated with last year’s goals along with space to report on up to five new goals. For example, if your unit had 8 goals last year, your report will come with space to report on up to 13 goals total (8 from last year + 5 potentially new goals). In the event that you have completed or eliminated last year’s goals you will add 3-5 entirely new goals, hence the space for five additional goals.

The task force determined that in the interest of aligning resources to strategic priorities, it is best to focus on 3-5 goals for each unit and that those goals should include a mix of maintenance and aspirational goals. Goals that were reported last year and are now completed or eliminated do not count in this number (although you will be asked to provide an update). We recognize that you may be required to eliminate goals from last year’s report simply to fit within the limit and it is up to units to decide which 3-5 they wish to focus and report on. Highly strategic units may very well have more than 5 goals they are working towards but the task force requests that you identify which of those are “active” for USAP-purposes. **Leave any unused goals blank.**

*Note: In the first year, each unit that was directly responsible for student learning (whether the unit was academic or academic support) included at least ONE unit goal (among its other goals) that aligned with EITHER Goal I.A.1 or I.A.2. For this year, each unit directly responsible for students (whether the unit is academic or academic support) should include at least ONE unit goal (among its other goals) that aligns with Metric 1.M.1 and associated outcomes, focused on improving retention and graduation rates.*
Goal 1

1. Enter a unit goal:
   Goal #1-Complete Saniglaze process on restroom floors in all campus Buildings. Saniglaze is the process of removing all of most of the grout between the ceramic tile that is damaged or stained and replaces and seals the grout to create a sanitary surface that can be cleaned using normal custodial materials and methods. The process is labor intensive and is normally completed during semester breaks. The process includes an annual evaluation and re-sealing treatment.

2. Status of goal:
   - [ ] Completed
   - [ ] Eliminated
   - [ ] Modified
   - [X] In Process
   - [ ] New

3. If goal has been completed, what was the impact on your unit and Plan 2020?
   Click here to enter text.
   **If this goal was completed, skip to the next goal.**

4. If eliminated or modified, state reason:
   - [ ] No funding for supplies and expenses
   - [ ] Priorities shifted
   - [ ] No funding for salary & wages
   - [ ] Loss of staffing
   - [ ] No funding for equipment / maintenance of equipment
   - [X] Other: Long term goal
   **If this goal was eliminated, skip to the next goal.**
5. Type of goal:

☐ Create/Develop   ☐ Eliminate/Discontinue   ☒ Improve/Enhance
☐ Increase Efficiency   ☐ Maintain   ☐ Stretch
☐ Other: If ‘Other’, click here to explain.

6. How does your unit goal align with Plan 2020 Goals, Metrics & Outcomes?

Using the Plan 2020 Coding document, identify which three Plan 2020 goals, metrics or outcomes best align with your unit goal. Please make only one selection for each row, using the appropriate drop-down menu based on the Plan 2020 Goal area you want to align with.

Plan 2020 is structured around four goal areas: I – Student Success, II – Creation, Integration and Application of Knowledge, III – Regional Activities, and IV – Creating a Stronger University. You may find that your unit goal aligns to multiple Plan 2020 goals and at different levels, and that is fine. Please choose goals at the lowest level only. (For example, if you have a unit goal focused on building a relationship with a regional partner, you only need to choose I.E.3 and not I.E. or I. Conversely, if you have a unit goal that aligns with student success but doesn’t really have an applicable lower-level goal, choose I – Student Success.)

Note: In the first year, each unit that was directly responsible for student learning (whether the unit was academic or academic support) included at least ONE unit goal (among its other goals) that aligned with EITHER Goal I.A.1 or I.A.2. For this year, each unit directly responsible for students (whether the unit is academic or academic support) should include at least ONE unit goal (among its other goals) that aligns with Metric 1.M.1 and associated outcomes, focused on improving retention and graduation rates.

Select up to three Plan 2020 Goals to align with. Choose only one goal for each row.

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<td>Choose an item.</td>
<td>Choose an item.</td>
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</table>
7. Is the unit goal a high, medium or low priority?

   High

8. Why is this goal important to your unit, the university or both?

   Cleanliness is next to Godliness!

9. If continuing your goal, what progress have you made or which action steps have been completed?

   Two buildings completed.

10. What action(s) does your unit plan to take to support this unit goal?

    Continue w/ deep cleanings and continue the annual support service to maintain levels of cleanliness.

---

**RUBRIC**

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**TASK FORCE COMMENTS AND/OR QUESTIONS:**

11. With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

    By number of buildings completed until whole campus is finished.
### RUBRIC

| Are clearly stated performance measures provided for each goal? (Performance measures are considered ‘clearly stated’ if a benchmark and quantitative measurement is included.) | The unit provided performance measures but they are not clearly stated. | Some of the stated performance measures are clearly stated. | All performance goals are clearly stated. |

**TASK FORCE COMMENTS AND/OR QUESTIONS:**

12. Are you able to accomplish this unit goal with your current monetary and staffing resources?

   Partially – As more floors get “deep cleaned” they will be added onto the annual service contract. The service contract price will increase as each room is completed by approx. $500. for each year. This will be a significant addition to budget by completion.

13. If you answered “Yes” to Question #12 and you have the current resources needed to accomplish this goal, how will you use your resources?

   We will use our resources how they are currently structured. We will reallocate our current resources.

14. If you are reallocating your current resources to accomplish this goal, please explain what specific resources will be reallocated.

   S & E budgeted money.

15. If you answered “No” or “Partial” to Question #12, what are you able to accomplish without additional resources?

   Not sure how long we can absorb the cost before exceeding budget?
16. If you answered “No” or “Partial” to Question #12, what additional resources do you need to fully accomplish this unit goal? Provide specific dollar amounts.

<table>
<thead>
<tr>
<th>CUL - # of positions needed</th>
<th>Benefited</th>
<th>S &amp; W — Recurring</th>
<th>Non Recurring</th>
<th>S &amp; E — Recurring</th>
<th>Non Recurring</th>
<th>Equipment — Recurring</th>
<th>Non Recurring</th>
<th>Other — Recurring</th>
<th>Non Recurring</th>
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<tr>
<td>Click here to enter text.</td>
<td>No</td>
<td>No</td>
<td>Select Yes/No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Other: Describe:  

17. If you were to receive the additional resources outlined in question #16, how will they be used?

Specifically for the service maintenance program that is guaranteed for life as long as the service is kept up annually.
### RUBRIC

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<th>No budget information is provided.</th>
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### TASK FORCE COMMENTS AND/OR QUESTIONS:

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<th>Challenges are not included in the unit’s report.</th>
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### TASK FORCE COMMENTS AND/OR QUESTIONS:

#### 18. What challenges or constraints, other than financial (i.e. federal or state mandates, accreditations, university policy), might affect your progress toward accomplishing this unit goal?

Retirement; other priorities from management.

#### 19. What is your timeline for accomplishing this goal?

5+ years

Dates:  [Click here to enter text.](#)
| RUBRIC |
|------------------|------------------|------------------|------------------|
| Are time frames included for each performance measure (metric)? | No time frames are included with the performance measures. | Some of the performance measures include time frames. | All performance measures include time frames. |

**TASK FORCE COMMENTS AND/OR QUESTIONS:**
Goal 2

1. Enter a unit goal:

   Goal # 2 - Initiate a more specified Roofing PM (preventive maintenance) Program with an outside roofing vendor. This program will provide a regular schedule for condition assessments and a protocol for intermediate repair to older roofs to mitigate roof leaks until replacement of the membrane can be funded and scheduled.

2. Status of goal:

   ☑ Completed    ☐ Eliminated     ☒ Modified    ☐ In Process    ☐ New

3. If goal has been completed, what was the impact on your unit and Plan 2020?

   Click here to enter text.

   **If this goal was completed, skip to the next goal.**

4. If eliminated or modified, state reason:

   ☒ No funding for supplies and expenses    ☐ Priorities shifted
   ☐ No funding for salary & wages          ☐ Loss of staffing
   ☐ No funding for equipment / maintenance of equipment
   ☐ Other: If ‘Other’, click here to explain.

   **If this goal was eliminated, skip to the next goal.**
5. Type of goal:

☐ Create/Develop ☐ Eliminate/Discontinue ☐ Improve/Enhance
☒ Increase Efficiency ☐ Maintain ☐ Stretch
☐ Other: If ‘Other’, click here to explain.

6. How does your unit goal align with Plan 2020 Goals, Metrics & Outcomes?

Using the Plan 2020 Coding document, identify which three Plan 2020 goals, metrics or outcomes best align with your unit goal. Please make only one selection for each row, using the appropriate drop-down menu based on the Plan 2020 Goal area you want to align with.

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Select up to three Plan 2020 Goals to align with. Choose only one goal for each row.

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<td>Choose an item.</td>
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</tbody>
</table>
7. Is the unit goal a high, medium or low priority?
   High

8. Why is this goal important to your unit, the university or both?
   A non-leaking roof is to everyone’s benefit and well-being.

9. If continuing your goal, what progress have you made or which action steps have been completed?
   Repairing areas of concern or leaks as soon as observed. Added roof inspections to PM program.

10. What action(s) does your unit plan to take to support this unit goal?
    Semi-Annual roof inspections by mechanics added to PM lists.

<table>
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<td>Do the unit goals align with the University's goals?</td>
</tr>
<tr>
<td>Goal does not align with the University's goals.</td>
</tr>
</tbody>
</table>

11. With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?
    By number of work orders generated for roof leaks in our Schooldude Work Order System
### RUBRIC

<table>
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<th>Are clearly stated performance measures provided for each goal? (Performance measures are considered 'clearly stated' if a benchmark and quantitative measurement is included).</th>
<th>The unit provided performance measures but they are not clearly stated.</th>
<th>Some of the stated performance measures are clearly stated.</th>
<th>All performance goals are clearly stated.</th>
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</table>

### TASK FORCE COMMENTS AND/OR QUESTIONS:

12. Are you able to accomplish this unit goal with your current monetary and staffing resources?

Yes

13. If you answered “Yes” to Question #12 and you have the current resources needed to accomplish this goal, how will you use your resources?

Will allocate the funds needed to make any repairs as soon as needed and will continue to notify warranty issues with the roofing manufacturers to make sure we get the maximum out of them.

14. If you are reallocating your current resources to accomplish this goal, please explain what specific resources will be reallocated.

Operations and Maintenance S & E.

15. If you answered “No” or “Partial” to Question #12, what are you able to accomplish without additional resources?

Click here to enter text.
16. If you answered “No” or “Partial” to Question #12, what additional resources do you need to fully accomplish this unit goal? Provide specific dollar amounts.

CUL - # of positions needed  
Benefited  No

S & W — Recurring  No  $$: Click here to enter amount.
Non Recurring  No  $$: Click here to enter amount.

S & E — Recurring  No  $$: Click here to enter amount.
Non Recurring  No  $$: Click here to enter amount.

Equipment — Recurring  No  $$: Click here to enter amount.
Non Recurring  No  $$: Click here to enter amount.

Other: Describe:  

Other — Recurring  No  $$: Click here to enter amount.
Non Recurring  No  $$: Click here to enter amount.

17. If you were to receive the additional resources outlined in question #16, how will they be used?

N/A

| RUBRIC |
|---------------------------|---------------------------------|---------------------------------|---------------------------------|
| Are clearly stated budget plans included for each goal? (A budget plan is considered ‘clearly stated’ if it includes an amount and the funding source.) | No budget information is provided. | Budget plan is included but is not clearly stated. | Goal has a clearly stated budget plan. |

**TASK FORCE COMMENTS AND/OR QUESTIONS:**
18. What challenges or constraints, other than financial (i.e. federal or state mandates, accreditations, university policy), might affect your progress toward accomplishing this unit goal?

N/A

| RUBRIC |
|------------------|------------------|------------------|
| Are clearly stated challenges identified for each goal? (A challenge is ‘clearly stated’ if it is explained in detail along with a contingency plan to overcome the challenge). May not pertain to each goal. | Challenges are not included in the unit's report. | Challenges are listed but they are not clearly stated. | Clearly stated challenges are included for this goal. |

**TASK FORCE COMMENTS AND/OR QUESTIONS:**

19. What is your timeline for accomplishing this goal?

Click here to choose.

Dates: Currently doing.

| RUBRIC |
|------------------|------------------|------------------|
| Are time frames included for each performance measure (metric)? | No time frames are included with the performance measures. | Some of the performance measures include time frames. | All performance measures include time frames. |

**TASK FORCE COMMENTS AND/OR QUESTIONS:**
Goal 3

1. Enter a unit goal:

   Goal # 3 - Upgrade building control system and train staff on system. Much of the current system is an old DOS based system. Components and support are no longer available. A new Direct Digital Control system (DDC) for all campus buildings is needed.

2. Status of goal:

   - ☐ Completed  
   - ☐ Eliminated  
   - ☐ Modified  
   - ☒ In Process  
   - ☐ New

3. If goal has been completed, what was the impact on your unit and Plan 2020?

   Click here to enter text.

   **If this goal was completed, skip to the next goal.**

4. If eliminated or modified, state reason:

   - ☐ No funding for supplies and expenses  
   - ☐ Priorities shifted  
   - ☐ No funding for salary & wages  
   - ☐ Loss of staffing  
   - ☐ No funding for equipment / maintenance of equipment

   - ☐ Other: If ‘Other’, click here to explain.

   **If this goal was eliminated, skip to the next goal.**

5. Type of goal:

   - ☐ Create/Develop  
   - ☐ Eliminate/Discontinue  
   - ☐ Improve/Enhance

   - ☒ Increase Efficiency  
   - ☐ Maintain  
   - ☐ Stretch

   - ☐ Other: If ‘Other’, click here to explain.
6. How does your unit goal align with Plan 2020 Goals, Metrics & Outcomes?

Using the Plan 2020 Coding document, identify which three Plan 2020 goals, metrics or outcomes best align with your unit goal. Please make only one selection for each row, using the appropriate drop-down menu based on the Plan 2020 Goal area you want to align with.

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Select up to three Plan 2020 Goals to align with. Choose only one goal for each row.

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7. Is the unit goal a high, medium or low priority?

High

8. Why is this goal important to your unit, the university or both?

It is vital to the comfort of all occupants of the university and crucial to maintaining energy efficient operations of equipment,
utility savings, and man power.

9. If continuing your goal, what progress have you made or which action steps have been completed?

Performance Contract is currently being done to change out the main controllers to a new Niagara AX System. Some of the building controls were switched out to direct digital as the funding for the project has allowed.

10. What action(s) does your unit plan to take to support this unit goal?

Reallocate funds as available for us to use for this purpose. Try to replace small chunks of controls and update to direct digital as funding is available.

| RUBRIC |
| Do the unit goals align with the University’s goals? | Goal does not align with the University’s goals. | The goal is somewhat aligned with the University’s goals. | The goal is clearly aligned with the University’s goals. |

| TASK FORCE COMMENTS AND/OR QUESTIONS: |

11. With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

By how much of the system has been upgraded or replaced and is functioning as needed. We should be able to see some savings within our utility budget.

| RUBRIC |
| Are clearly stated performance measures provided for each goal? (Performance measures are considered ‘clearly stated’ if a benchmark and quantitative measurement is included). | The unit provided performance measures but they are not clearly stated. | Some of the stated performance measures are clearly stated. | All performance goals are clearly stated. |

| TASK FORCE COMMENTS AND/OR QUESTIONS: |
12. Are you able to accomplish this unit goal with your current monetary and staffing resources?

No - it could be handled within our current budget but would take very long to complete the system. It would be obsolete before it was completed. Special monies are desired to change out the rest of the system at one interval instead of a “piece meal” fashion.

13. If you answered “Yes” to Question #12 and you have the current resources needed to accomplish this goal, how will you use your resources?

N/A

14. If you are reallocating your current resources to accomplish this goal, please explain what specific resources will be reallocated.

N/A

15. If you answered “No” or “Partial” to Question #12, what are you able to accomplish without additional resources?

Very little with current S & E.

16. If you answered “No” or “Partial” to Question #12, what additional resources do you need to fully accomplish this unit goal? Provide specific dollar amounts.

<table>
<thead>
<tr>
<th>CUL - # of positions needed</th>
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</table>
17. If you were to receive the additional resources outlined in question #16, how will they be used?

   Replacement of the old system that has not been upgraded yet. Change out rest of controllers with direct digital devices.

18. What challenges or constraints, other than financial (i.e. federal or state mandates, accreditations, university policy), might affect your progress toward accomplishing this unit goal?

   Getting the system up and running smoothly is always a challenge as there are different computer systems that must communicate with each other and fit in with IT Services scope of how they want them to operate and conform to our fire walls. This has proven to be quite challenging at times if not almost impossible. Also as technology changes our system will require updating as with any computer system. Some things become obsolete and will need to be replaced at future intervals. That is why a recurring funding should also be set up for new equipment and upgrades as needed.
### RUBRIC

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**TASK FORCE COMMENTS AND/OR QUESTIONS:**

19. What is your timeline for accomplishing this goal?

   1-2 years

   Dates:  [Click here to enter text.]

### RUBRIC

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**TASK FORCE COMMENTS AND/OR QUESTIONS:**

__________________________
New Goals for 2015-2016 - #1

1. Enter a unit goal:

   Extensive Training for at least 2 of our staff on the new NIAGARA AX System in the programming of the system so that they understand it thoroughly. The Niagara AX is the new front end platform for our Building Management System. This system controls all the HVAC and mechanical systems throughout campus. It enables us to be able to see what is going on in the systems and be able to adjust different points to maximize utility efficiency and electrical use for cooling, heating, ventilating, and lighting of the buildings. This system will allow us to maximize savings by turning back temperatures and lighting levels during building unoccupied times. It should also help to provide more consistent environmental conditions within the buildings during occupied hours. The system will be tied to cell phones to notify personnel of critical alarms within the system so that they can respond at critical times of need.

2. Status of goal:

   ☐ Completed   ☐ Eliminated   ☐ Modified   ☐ In Process   ☒ New

3. If goal has been completed, what was the impact on your unit and Plan 2020?

   Click here to enter text.

   **If this goal was completed, skip to the next goal.**

4. If eliminated or modified, state reason:

   ☐ No funding for supplies and expenses   ☐ Priorities shifted
   ☐ No funding for salary & wages   ☐ Loss of staffing
   ☐ No funding for equipment / maintenance of equipment
   ☐ Other: If ‘Other’, click here to explain.

   **If this goal was eliminated, skip to the next goal.**
5. Type of goal:

☐ Create/Develop  ☐ Eliminate/Discontinue  ☒ Improve/Enhance
☐ Increase Efficiency  ☐ Maintain  ☐ Stretch
☐ Other:  If ‘Other’, click here to explain.

6. How does your unit goal align with Plan 2020 Goals, Metrics & Outcomes?

Using the Plan 2020 Coding document, identify which three Plan 2020 goals, metrics or outcomes best align with your unit goal. Please make only one selection for each row, using the appropriate drop-down menu based on the Plan 2020 Goal area you want to align with.

Plan 2020 is structured around four goal areas: I – Student Success, II – Creation, Integration and Application of Knowledge, III – Regional Activities, and IV – Creating a Stronger University. You may find that your unit goal aligns to multiple Plan 2020 goals and at different levels, and that is fine. Please choose goals at the lowest level only. (For example, if you have a unit goal focused on building a relationship with a regional partner, you only need to choose I.E.3 and not I.E. or I. Conversely, if you have a unit goal that aligns with student success but doesn’t really have an applicable lower-level goal, choose I – Student Success.)

Note: In the first year, each unit that was directly responsible for student learning (whether the unit was academic or academic support) included at least ONE unit goal (among its other goals) that aligned with EITHER Goal I.A.1 or I.A.2. For this year, each unit directly responsible for students (whether the unit is academic or academic support) should include at least ONE unit goal (among its other goals) that aligns with Metric I.M.1 and associated outcomes, focused on improving retention and graduation rates.

Select up to three Plan 2020 Goals to align with. Choose only one goal for each row.

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</table>
7. Is the unit goal a high, medium or low priority?

High

8. Why is this goal important to your unit, the university or both?

It will achieve several thing. We will not be reliant on an outside contractor for help with any issues which costs us a lot of money. The more our staff understands and can adjust the system the more efficient we will be. This results in better comfort for the buildings, less cost for repairs, and lower utility costs ultimately. This is the bottom line as far as value for the University, as small changes in utility costs can add up to significant savings.

9. If continuing your goal, what progress have you made or which action steps have been completed?

First session of training has been completed. This was just to familiarize the whole staff with the system.

10. What action(s) does your unit plan to take to support this unit goal?

Need to send mechanics to formal training classes.

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</tr>
<tr>
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</tr>
<tr>
<td>The goal is clearly aligned with the University’s goals.</td>
</tr>
</tbody>
</table>

11. With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

We should see a drop on our Schooldude Work Order System of work orders for repairing and reprogramming of our system. Also we can go back to old invoices and see exactly how much work our controls vendor is doing for us. This should continue to decrease as our staff gets more proficient.
### RUBRIC

| Are clearly stated performance measures provided for each goal? (Performance measures are considered ‘clearly stated’ if a benchmark and quantitative measurement is included). | The unit provided performance measures but they are not clearly stated. | Some of the stated performance measures are clearly stated. | All performance goals are clearly stated. |

### TASK FORCE COMMENTS AND/OR QUESTIONS:

12. Are you able to accomplish this unit goal with your current monetary and staffing resources?

   Partial

13. If you answered “Yes” to Question #12 and you have the current resources needed to accomplish this goal, how will you use your resources?

   N/A

14. If you are reallocating your current resources to accomplish this goal, please explain what specific resources will be reallocated.

   N/A

15. If you answered “No” or “Partial” to Question #12, what are you able to accomplish without additional resources?

   I think we have enough staff for keeping the system up and functioning.

16. If you answered “No” or “Partial” to Question #12, what additional resources do you need to fully accomplish this unit goal? Provide specific dollar amounts.

   CUL - # of positions needed  
   
   Benefited  
   
   Click here to enter text.

   Benefited  No
S & W — Recurring  No  $$: Click here to enter amount.
    Non Recurring  No  $$: Click here to enter amount.

S & E — Recurring  Yes  $$: 5000
    Non Recurring  Yes  $$: 10000

Equipment — Recurring  No  $$: Click here to enter amount.
    Non Recurring  No  $$: Click here to enter amount.

Other: Describe:  Click here to enter text.

Other — Recurring  No  $$: Click here to enter amount.
    Non Recurring  No  $$: Click here to enter amount.

17. If you were to receive the additional resources outlined in question #16, how will they be used?

    To train several of our staff in the system programming.

| RUBRIC |
|------------------|------------------|------------------|
| **Are clearly stated budget plans included for each goal?** (A budget plan is considered 'clearly stated' if it includes an amount and the funding source.) | No budget information is provided. | Budget plan is included but is not clearly stated. | Goal has a clearly stated budget plan. |

**TASK FORCE COMMENTS AND/OR QUESTIONS:**

18. What challenges or constraints, other than financial (i.e. federal or state mandates, accreditations, university policy), might affect your progress toward accomplishing this unit goal?

    Loss of staff to retirement or changes in personnel due to other circumstances; ie: job changes; terminations, etc.
## RUBRIC

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### TASK FORCE COMMENTS AND/OR QUESTIONS:

19. What is your timeline for accomplishing this goal?

1-2 years

Dates:  [Click here to enter text.]

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New Goals for 2015-2016 - #2

1. Enter a unit goal:
   Retrofit lighting to LED in several targeted areas that are high maintenance and dangerous to access in a safe manner.

2. Status of goal:
   ☐ Completed      ☐ Eliminated      ☐ Modified      ☐ In Process      ☒ New

3. If goal has been completed, what was the impact on your unit and Plan 2020?
   Click here to enter text.
   **If this goal was completed, skip to the next goal.**

4. If eliminated or modified, state reason:
   ☐ No funding for supplies and expenses      ☐ Priorities shifted
   ☐ No funding for salary & wages             ☐ Loss of staffing
   ☐ No funding for equipment / maintenance of equipment
   ☐ Other:  If ‘Other’, click here to explain.
   **If this goal was eliminated, skip to the next goal.**

5. Type of goal:
   ☐ Create/Develop      ☐ Eliminate/Discontinue      ☐ Improve/Enhance
   ☒ Increase Efficiency      ☐ Maintain             ☐ Stretch
   ☐ Other:  If ‘Other’, click here to explain.
6. How does your unit goal align with Plan 2020 Goals, Metrics & Outcomes?

Using the Plan 2020 Coding document, identify which three Plan 2020 goals, metrics or outcomes best align with your unit goal. Please make only one selection for each row, using the appropriate drop-down menu based on the Plan 2020 Goal area you want to align with.

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Note: In the first year, each unit that was directly responsible for student learning (whether the unit was academic or academic support) included at least ONE unit goal (among its other goals) that aligned with EITHER Goal I.A.1 or I.A.2. For this year, each unit directly responsible for students (whether the unit is academic or academic support) should include at least ONE unit goal (among its other goals) that aligns with Metric 1.M.1 and associated outcomes, focused on improving retention and graduation rates.

Select up to three Plan 2020 Goals to align with. Choose only one goal for each row.

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7. Is the unit goal a high, medium or low priority?

Medium

8. Why is this goal important to your unit, the university or both?

It is important to save on maintenance costs and also create a safer environment for the employees working on these lights. Life expectancy up to 7 years on these LED.
9. If continuing your goal, what progress have you made or which action steps have been completed?

Have gotten some quotes on retrofit kits for lighting fixtures. Have identified some problem areas for installs.

10. What action(s) does your unit plan to take to support this unit goal?

Purchasing and installing the necessary kits in all problem areas.

| RUBRIC |
|-----------------|------------------|-------------------|------------------|
| Do the unit goals align with the University’s goals? | Goal does not align with the University’s goals. | The goal is somewhat aligned with the University’s goals. | The goal is clearly aligned with the University’s goals. |

**TASK FORCE COMMENTS AND/OR QUESTIONS:**

11. With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

If we get all the identified areas completed.

| RUBRIC |
|-----------------|------------------|-------------------|------------------|
| Are clearly stated performance measures provided for each goal? (Performance measures are considered ‘clearly stated’ if a benchmark and quantitative measurement is included). | The unit provided performance measures but they are not clearly stated. | Some of the stated performance measures are clearly stated. | All performance goals are clearly stated. |

**TASK FORCE COMMENTS AND/OR QUESTIONS:**
12. Are you able to accomplish this unit goal with your current monetary and staffing resources?

Yes

13. If you answered “Yes” to Question #12 and you have the current resources needed to accomplish this goal, how will you use your resources?

To pay for the materials necessary to retrofit the lights in each area.

14. If you are reallocating your current resources to accomplish this goal, please explain what specific resources will be reallocated.

O & Maintenance S & E

15. If you answered “No” or “Partial” to Question #12, what are you able to accomplish without additional resources?

N/A

16. If you answered “No” or “Partial” to Question #12, what additional resources do you need to fully accomplish this unit goal? Provide specific dollar amounts.

CUL - # of positions needed  
Benefited  
S & W — Recurring  
Non Recurring  
S & E — Recurring  
Non Recurring  
Equipment — Recurring  
Non Recurring
Other: Describe:  

Click here to enter text.

Other — Recurring  
Select Yes/No  
$$: Click here to enter amount.

Non Recurring  
Select Yes/No  
$$: Click here to enter amount.

17. If you were to receive the additional resources outlined in question #16, how will they be used?

Click here to enter text.

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**TASK FORCE COMMENTS AND/OR QUESTIONS:**

18. What challenges or constraints, other than financial (i.e. federal or state mandates, accreditations, university policy), might affect your progress toward accomplishing this unit goal?

Gaining safe access to some lights.

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**TASK FORCE COMMENTS AND/OR QUESTIONS:**
19. What is your timeline for accomplishing this goal?

1-2 years

Dates:  Click here to enter text.

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**TASK FORCE COMMENTS AND/OR QUESTIONS:**
New Goals for 2015-2016 - #3

1. Enter a unit goal:

Create and Develop Building Services Training materials. This will include the following items: 1) Cleaning Instructional Manual 2) Task and Frequency Manual 3) Updated Task Assignment List. Follow-up with training for all B.S. Staff.

2. Status of goal:

☐ Completed    ☐ Eliminated    ☐ Modified    ☒ In Process    ☐ New

3. If goal has been completed, what was the impact on your unit and Plan 2020?

Click here to enter text.

If this goal was completed, skip to the next goal.

4. If eliminated or modified, state reason:

☐ No funding for supplies and expenses    ☐ Priorities shifted
☐ No funding for salary & wages    ☐ Loss of staffing
☐ No funding for equipment / maintenance of equipment
☐ Other: If ‘Other’, click here to explain.

If this goal was eliminated, skip to the next goal.

5. Type of goal:

☒ Create/Develop    ☐ Eliminate/Discontinue    ☒ Improve/Enhance
☒ Increase Efficiency    ☐ Maintain    ☐ Stretch
☐ Other: If ‘Other’, click here to explain.
6. How does your unit goal align with Plan 2020 Goals, Metrics & Outcomes?

Using the Plan 2020 Coding document, identify which three Plan 2020 goals, metrics or outcomes best align with your unit goal. Please make only one selection for each row, using the appropriate drop-down menu based on the Plan 2020 Goal area you want to align with.

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Note: In the first year, each unit that was directly responsible for student learning (whether the unit was academic or academic support) included at least ONE unit goal (among its other goals) that aligned with EITHER Goal I.A.1 or I.A.2. For this year, each unit directly responsible for students (whether the unit is academic or academic support) should include at least ONE unit goal (among its other goals) that aligns with Metric 1.M.1 and associated outcomes, focused on improving retention and graduation rates.

Select up to three Plan 2020 Goals to align with. Choose only one goal for each row.

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7. Is the unit goal a high, medium or low priority?

High
8. Why is this goal important to your unit, the university or both?

This goal will help to gain consistency throughout the staff on how and when things are being cleaned to give the employees more defined instruction. It should also improve the service to the campus so that it is consistent and improved from the current methods used.

9. If continuing your goal, what progress have you made or which action steps have been completed?

The sample Cleaning and Instructional Manual and the Task and Frequency Manual are being put into service.

10. What action(s) does your unit plan to take to support this unit goal?

Try to foster more training and support between supervisors and their staff. Create more defined tasks and hold employees to consistent standards within the department.

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**TASK FORCE COMMENTS AND/OR QUESTIONS:**

11. With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

Review with employees and supervisors to see if they feel that they have received the proper training for doing their jobs; and an end result of seeing more consistency in building cleanliness across campus. This will be assessed by building inspections conducted periodically by the B.S. Manager and Assistant Director of buildings.
12. Are you able to accomplish this unit goal with your current monetary and staffing resources?

   Yes

13. If you answered “Yes” to Question #12 and you have the current resources needed to accomplish this goal, how will you use your resources?

   The resources are already in place. This is just a refining of the processes and supervisory improvements.

14. If you are reallocating your current resources to accomplish this goal, please explain what specific resources will be reallocated.

   N/A

15. If you answered “No” or “Partial” to Question #12, what are you able to accomplish without additional resources?

   N/A

16. If you answered “No” or “Partial” to Question #12, what additional resources do you need to fully accomplish this unit goal? Provide specific dollar amounts.

   CUL - # of positions needed  Click here to enter text.
   Benefited  Select Yes/No
17. If you were to receive the additional resources outlined in question #16, how will they be used?

N/A

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**TASK FORCE COMMENTS AND/OR QUESTIONS:**

18. What challenges or constraints, other than financial (i.e. federal or state mandates, accreditations, university policy), might affect your progress toward accomplishing this unit goal?

Don’t see any other constraints; there are always challenges when working with staff in getting support and agreement with new processes.
### RUBRIC

| Are clearly stated challenges identified for each goal? (A challenge is 'clearly stated' if it is explained in detail along with a contingency plan to overcome the challenge). May not pertain to each goal. | Challenges are not included in the unit’s report. | Challenges are listed but they are not clearly stated. | Clearly stated challenges are included for this goal. |

### TASK FORCE COMMENTS AND/OR QUESTIONS:

19. What is your timeline for accomplishing this goal?

1-2 years

Dates:  Click here to enter text.

### RUBRIC

| Are time frames included for each performance measure (metric)? | No time frames are included with the performance measures. | Some of the performance measures include time frames. | All performance measures include time frames. |

### TASK FORCE COMMENTS AND/OR QUESTIONS:
New Goals for 2015-2016 - #4

1. Enter a unit goal:
   Click here to enter text.

2. Status of goal:
   □ Completed   □ Eliminated   □ Modified   □ In Process   □ New

3. If goal has been completed, what was the impact on your unit and Plan 2020?
   Click here to enter text.
   **If this goal was completed, skip to the next goal.**

4. If eliminated or modified, state reason:
   □ No funding for supplies and expenses   □ Priorities shifted
   □ No funding for salary & wages   □ Loss of staffing
   □ No funding for equipment / maintenance of equipment
   □ Other: If ‘Other’, click here to explain.
   **If this goal was eliminated, skip to the next goal.**

5. Type of goal:
   □ Create/Develop   □ Eliminate/Discontinue   □ Improve/Enhance
   □ Increase Efficiency   □ Maintain   □ Stretch
   □ Other: If ‘Other’, click here to explain.
6. How does your unit goal align with Plan 2020 Goals, Metrics & Outcomes?

Using the Plan 2020 Coding document, identify which three Plan 2020 goals, metrics or outcomes best align with your unit goal. Please make only one selection for each row, using the appropriate drop-down menu based on the Plan 2020 Goal area you want to align with.

Plan 2020 is structured around four goal areas: I – Student Success, II – Creation, Integration and Application of Knowledge, III – Regional Activities, and IV – Creating a Stronger University. You may find that your unit goal aligns to multiple Plan 2020 goals and at different levels, and that is fine. Please choose goals at the lowest level only. (For example, if you have a unit goal focused on building a relationship with a regional partner, you only need to choose I.E.3 and not I.E. or I. Conversely, if you have a unit goal that aligns with student success but doesn’t really have an applicable lower-level goal, choose I – Student Success.)

Note: In the first year, each unit that was directly responsible for student learning (whether the unit was academic or academic support) included at least ONE unit goal (among its other goals) that aligned with EITHER Goal I.A.1 or I.A.2. For this year, each unit directly responsible for students (whether the unit is academic or academic support) should include at least ONE unit goal (among its other goals) that aligns with Metric 1.M.1 and associated outcomes, focused on improving retention and graduation rates.

Select up to three Plan 2020 Goals to align with. Choose only one goal for each row.

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7. Is the unit goal a high, medium or low priority?

Click here to choose.

8. Why is this goal important to your unit, the university or both?

Click here to enter text.
9. If continuing your goal, what progress have you made or which action steps have been completed?

Click here to enter text.

10. What action(s) does your unit plan to take to support this unit goal?

Click here to enter text.

| RUBRIC | 
|---|---|---|---|
| Do the unit goals align with the University’s goals? | Goal does not align with the University’s goals. | The goal is somewhat aligned with the University’s goals. | The goal is clearly aligned with the University’s goals. |

TASK FORCE COMMENTS AND/OR QUESTIONS:

11. With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

Click here to enter text.

| RUBRIC | 
|---|---|---|---|
| Are clearly stated performance measures provided for each goal? (Performance measures are considered ‘clearly stated’ if a benchmark and quantitative measurement is included). | The unit provided performance measures but they are not clearly stated. | Some of the stated performance measures are clearly stated. | All performance goals are clearly stated. |

TASK FORCE COMMENTS AND/OR QUESTIONS:

12. Are you able to accomplish this unit goal with your current monetary and staffing resources?

Click here to choose.
13. If you answered “Yes” to Question #12 and you have the current resources needed to accomplish this goal, how will you use your resources?

Click here to enter text.

14. If you are reallocating your current resources to accomplish this goal, please explain what specific resources will be reallocated.

Click here to enter text.

15. If you answered “No” or “Partial” to Question #12, what are you able to accomplish without additional resources?

Click here to enter text.

16. If you answered “No” or “Partial” to Question #12, what additional resources do you need to fully accomplish this unit goal? Provide specific dollar amounts.

CUL - # of positions needed  Click here to enter text.
Benefited  Select Yes/No

S & W — Recurring  Select Yes/No  $$: Click here to enter amount.
Non Recurring  Select Yes/No  $$: Click here to enter amount.

S & E — Recurring  Select Yes/No  $$: Click here to enter amount.
Non Recurring  Select Yes/No  $$: Click here to enter amount.

Equipment — Recurring  Select Yes/No  $$: Click here to enter amount.
Non Recurring  Select Yes/No  $$: Click here to enter amount.

Other: Describe:  Click here to enter text.
Other — Recurring  Select Yes/No  $$: Click here to enter amount.

Non Recurring  Select Yes/No  $$: Click here to enter amount.

17. If you were to receive the additional resources outlined in question #16, how will they be used?

Click here to enter text.

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**TASK FORCE COMMENTS AND/OR QUESTIONS:**

18. What challenges or constraints, other than financial (i.e. federal or state mandates, accreditations, university policy), might affect your progress toward accomplishing this unit goal?

Click here to enter text.

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<td>Challenges are not included in the unit's report.</td>
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**TASK FORCE COMMENTS AND/OR QUESTIONS:**
19. What is your timeline for accomplishing this goal?

Click here to choose.

Dates:  Click here to enter text.

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New Goals for 2015-2016 - #5

1. Enter a unit goal:
   Click here to enter text.

2. Status of goal:
   □ Completed    □ Eliminated    □ Modified    □ In Process    □ New

3. If goal has been completed, what was the impact on your unit and Plan 2020?
   Click here to enter text.
   **If this goal was completed, skip to the next goal.**

4. If eliminated or modified, state reason:
   □ No funding for supplies and expenses    □ Priorities shifted
   □ No funding for salary & wages    □ Loss of staffing
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   □ Other:   If ‘Other’, click here to explain.
   **If this goal was eliminated, skip to the next goal.**

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