

Administrative Unit Review Form

Welcome to your Central Services Administrative Unit Review homepage!

Below you will find where you can review previous work, update current work, and, of course, add new objectives. Once you have finished entering information for your 2022/23 objective(s), please check the "This form is completed" box and click the "Notify David Ulate" button at the bottom.

2019-20

2020-21

2021-22

2022-23

AUR Objective Form

Objective Name

As part of District Reimagining, provide opportunities to present district budget information

Objective Description

Through Board, shared governance and other modalities, such as Town Halls, ensure that the Board of Trustees and district constituency groups, as well as the community, have an opportunity to review and discuss the Tentative and Adopted budgets. Continue to provide financial updates through quarterly reports and other ad hoc presentations as needed,

Objective Status

In Progress

Describe the outcome(s) you hope to achieve in this objective.

Provide opportunities for greater understanding of the district budget

Describe how you will know the outcome(s) were successfully achieved?

Present the budget at Audit & Finance, Board Meeting, District Budget Advisory Committee and any applicable Town Halls. Continue to provide updates at the Chancellor's Open Office Hour.

Resources section

Goals and strategies

Click [here](#) to see the full district strategic plan.

District Strategic Plan - Goals

Please identify each District Strategic Plan Strategy related to this AUR objective.

Strategic Priority #1: Educational Achievement

- DS 1.1: Develop a data rich environment
- DS 1.2: Increase foundation support that increases community engagement

Strategic Priority #2: District community

- DS 2.1: Increase financial support for students
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Strategic Priority #3: Learning & Support Services

- DS 3.1: Through the OEI, develop online resources to increase student participation and achievement
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Strategic Priority #6: Fiscal Responsibility

- DS 6.1: Support enrollment growth at the colleges
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Strategic Priority #7: Governance

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Objective update

What was the final outcome of the objective? Was it successfully completed? Why or why not?

N/A

Additional notes/comments.

N/A

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2019-20

2020-21

2021-22

AUR Objective Form

Objective Name

N/A

Objective Description

N/A

Objective Status

N/A

Describe the outcome(s) you hope to achieve in this objective.

N/A

Describe how you will know the outcome(s) were successfully achieved?

N/A

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N/A

Additional notes/comments.

N/A

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N/A

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N/A

Additional notes/comments.

N/A

End of AUR Objective Form

2022-23

AUR Objective Form

Objective Name

Hybrid Vehicles

Objective Description

Lower carbon footprint and fuel costs

Objective Status

In Progress

Describe the outcome(s) you hope to achieve in this objective.

Lower carbon footprint and fuel costs by department with use of hybrid vehicles

Describe how you will know the outcome(s) were successfully achieved?

Accounting of existing vehicles in fleet and analyze shift deployment by end of fiscal year. Conduct a fuel consumption analysis to determine reduction of costs/carbon footprint (if any).

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N/A

Additional notes/comments.

N/A

AUR Objective Form

Objective Name

Outreach

Objective Description

Grow community partnership through outreach

Objective Status

In Progress

Describe the outcome(s) you hope to achieve in this objective.

Work together with all partners within the FHDA community

Describe how you will know the outcome(s) were successfully achieved?

Annual surveys and throughout the year

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Additional notes/comments.

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2018-19

2019-20

2020-21

2021-22

2022-23

AUR Objective Form

Objective Name

Reinvent the Grounds Team to efficiently handle evolving demands.

Objective Description

1. Given the fluctuating numbers of the grounds crew, how to effectively mobilize the team so we are keeping up with the maintenance of the District's outdoor spaces so that they are frequently used and enjoyed by students and staff.
2. How to address the current environmental pressures we are facing and how to address that in the planting material throughout campus.
3. How to maintain a steady workforce in the ground team so that we are better equipped to handle our daily tasks.

Objective Status

In Progress

Describe the outcome(s) you hope to achieve in this objective.

1. Continue to have the grounds crew work as a team and focus on a different area of campus. Before the grounds crew were assigned individual areas. This does not work since each area is too large for one person. If they are working as a team, they will be more effective by getting more done and it will have a real visual impact.
2. Given the drought which California seems to perpetually be in, we have to rethink what plantings we can use. Traditional grass requires a lot of water to keep alive and removing them will change the aesthetics of the campus. Additionally plantings throughout the campus are not drought tolerant. The team with the help of the Horticulture Department will need to explore new plant materials to use.
3. To maintain a constant number of grounds crew, ensure that morale is high and everyone is not overworked. Furthermore a review of salary and how it compares with other organizations should provide key information.

Describe how you will know the outcome(s) were successfully achieved?

1. Well maintained areas and students and staff are utilizing outdoor spaces.
2. Review the District's water usage and see what impacts there are in switching to drought tolerant plants.
3. A team that really enjoys coming to work and working with each other. Maintaining the same number of grounds crew.

Resources section

AUR Resource Request Form

AUR Resource Request Form

Describe the resource you are requesting to complete the objective. (Additional resources are those not available within your administrative unit.)

Additional gardener. Foothill has a total of approximately 120 acres and our total grounds staff is 6. If we can get more, we will be able to

deal with the constant work required for fire hazard abatement and focus on prevention.

What is the approximate associated cost, if any, for this resource you are requesting?

For one entry level grounds, approx. 450K plus benefits.

AUR Resource Request Form

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Replacing equipment - The grounds team is formulating an equipment replacement plan where equipment will be replaced every few years for common tools and ten years for the more expensive machinery such as ride on mowers. Part of the equipment replacement plan is also to move away from gas powered equipment. This replacement plan also includes personal protective equipment such as protective eye wear, and ear protection from excessive equipment noise.

What is the approximate associated cost, if any, for this resource you are requesting?

\$3000/year towards the purchase of the most common equipment like blowers, weed whackers, push mower.

End of AUR Resource Request Form

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End of District Strategic Plan - Strategies

Objective update

What was the final outcome of the objective? Was it successfully completed? Why or why not?

The objectives described are on going. We are having some small successes and these are reflective in the comments that are

Additional notes/comments.

N/A

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2018-19

2019-20

Online Education Initiative (OEI)

Objective Name

Online Education Initiative (OEI)

Objective Description

Ongoing support for OEI Program purchasing and contract requirements.

Objective Status

In Progress

Describe the outcome(s) you hope to achieve in this objective.

Process OEI PO's and contracts on a timely basis. (Active)

Describe how you will know the outcome(s) were successfully achieved?

Work closely with OEI Executives and Grants Monitor to ensure all documents and approvals (i.e. Board approval) are in place for efficient execution of POs and contracts.

Resources section

AUR Resource Request Form

AUR Resource Request Form

Describe the resource you are requesting to complete the objective. (Additional resources are those not available within your administrative unit.)

Need dedicated buyer as the OEI program grows and expands California-wide. Investigate grant funds for dedicated resource as OEI purchasing and contract activity grows from infancy to maturity statewide.

What is the approximate associated cost, if any, for this resource you are requesting?

N/A

End of AUR Resource Request Form

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End of District Strategic Plan - Strategies

Objective update

What was the final outcome of the objective? Was it successfully completed? Why or why not?

N/A

Additional notes/comments.

New objective. FHDA District assumed from Butte-Glenn District, all fiscal and administrative responsibility for all OEI contracts and services.

District Facilities Construction, Repair or Maintenance Projects

Objective Name

District Facilities Construction, Repair or Maintenance Projects

Objective Description

Support the various Facilities construction projects, building repairs/maintenance as required.

Objective Status

In Progress

Describe the outcome(s) you hope to achieve in this objective.

Execute Construction, CUPCCAA contracts and POs. (Active) Develop, revise Bid/Agreement documents as required to modernize, streamline and make process more efficient. (Active) Implement a new Contract Management System (CMS). (Active)

Describe how you will know the outcome(s) were successfully achieved?

Construction Project Log, Bids and contract awards. Pilot Implementation and Training if necessary. Research best practices and collaboration with key Facilities Managers. Pilot Implementation and Training if necessary. Provide system training, and pilot with small group prior to full implementation. Develop new contract execution and central repository process. All contracts to be scanned and entered in CMS with start and end dates to enable CMS to automatically notify staff in advance of contract expiration for required action, if any (i.e., execute an extension, or let contract expire).

Resources section

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Describe the resource you are requesting to complete the objective. (Additional resources are those not available within your administrative unit.)

Legal counsel Need ETS resources to assist with implementation of a new Contract Management System, and ongoing College/District support to manage CMS System as District-wide central repository by designating super-users (or system administrators) based on decentralized Delegation of Authority to execute contracts (for example, four superusers, 1) De Anza, 2) Foothill, 3) Business Services, and 4) Purchasing)

What is the approximate associated cost, if any, for this resource you are requesting?

N/A

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End of District Strategic Plan - Strategies

Objective update

What was the final outcome of the objective? Was it successfully completed? Why or why not?

N/A

Additional notes/comments.

New objective. Ongoing support to Facilities Department on all construction, repair and maintenance projects.

End of AUR Objective Form

2020-21

End of AUR Objective Form

2021-22

2022-23

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Objective Name

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Objective Description

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Objective Status

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Describe the outcome(s) you hope to achieve in this objective.

Process OEI PO's and contracts on a timely basis, as may be required.

Describe how you will know the outcome(s) were successfully achieved?

Work closely with OEI Executives and Grants Monitor to ensure all documents and approvals (i.e. Board approvals) are in place for efficient execution of PO's and contracts.

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Describe the resource you are requesting to complete the objective. (Additional resources are those not available within your administrative unit.)

OEI buyer or contracts manager to continue supporting growing OEI requirements.

What is the approximate associated cost, if any, for this resource you are requesting?

Estimated \$120K - \$130K per year salary/benefits for contracts manager.

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District Strategic Plan - Strategies

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Strategic Priority #1: Educational Achievement

- CG 1.1: Increase student achievement in key academic outcome areas.
- CG 1.2: Decrease in achievement gap.
- CG 1.3: Increase participation in community and civic engagement within and outside the college.

Strategic Priority #2: District community

- CG 2.1: Reduce access barriers and increase enrollment, especially for underserved populations.
- CG 2.2: Increase community partnerships that promote lifelong learning opportunities and develop K-12, adult ed., & four-year degree pathways.
- DG 2.1: Improve diversity of qualified applicant pools leading to increased diversity of employees supporting the rich diversity of our student body.

Strategic Priority #3: Learning & Support Services

- CG 3.1: Enhancing support for online growth and quality that address the digital divide.
- CG 3.2: Continuous improvement of student services and other high-impact practices that increase student success.

Strategic Priority #4: Career Goals

- CG 4.1: Partner with business and industry within the region to prepare students for the workforce.
- CG 4.2: Increase employment rates for CTE participants.

Strategic Priority #5: Learning Facilities

- CG 5.1: Expand college practices and initiatives to support environmental stewardship.
- CG 5.2: Management of space to encourage dialogue and engagement.

Strategic Priority #6: Fiscal Responsibility

- CG 6.1: Maintain competitive salaries and benefits.
- CG 6.2: Increase advocacy at the state level, increase grants and private donations to secure stable and sustainable funding, and manage college resources strategically.
- DG 6.1: Responsible stewardship of available financial resources.

Strategic Priority #7: Governance

- CG 7.1: Broaden employee participation in leadership and professional development activities that engages them with the college and the community.
- CG 7.2: Promote consistent and clear communication in order to create a more informed, cohesive, and engage community.
- DG 7.3: Increase collegiality, partnership, and sense of community with the two colleges and central services.

End of District Strategic Plan - Strategies

Objective update

What was the final outcome of the objective? Was it successfully completed? Why or why not?

Interim Risk and Contracts Manager funded for next fiscal year (22-23)

Additional notes/comments.

N/A

AUR Objective Form

Objective Name

District Facilities Construction, Repair or Maintenance Projects

Objective Description

Support the various Facilities construction projects, building repairs and maintenance as required.

Objective Status

In Progress

Describe the outcome(s) you hope to achieve in this objective.

Execute Construction, CUPCAA contracts and PO's. Develop, revise Bid/Agreement documents as required to modernize, streamline and make processes more efficient. Implement a new Contract Management System (CMS).

Describe how you will know the outcome(s) were successfully achieved?

Construction Project Log, Bids and contract awards all reflect successful completion.

Continue to research best practices and collaboration with key Facilities Managers and discuss plan for implementation (i.e., Master Services Agreement template).

Develop new contract execution and central repository process. All contracts to be scanned (or created and signed electronically) and entered in CMS with start and end dates to enable CMS to automatically notify staff in advance of contract expiration for required action if any (i.e., execute an extension or let contract expire). Pilot implementation and training if necessary. Provide system training and pilot with small group prior to full implementation.

Resources section

AUR Resource Request Form

AUR Resource Request Form

Describe the resource you are requesting to complete the objective. (Additional resources are those not available within your administrative unit.)

Will need ETS resources to assist with implementation of new Contract Management System (CMS), and ongoing college and District staff support to manage CMS Systems as District-wide central repository by designating super-users (or system administrators) based on decentralized Delegation of Authority to execute contracts (for example, four super-users: 1) De Anza, 2) Foothill, 3) Business Services, and 4) Purchasing.

What is the approximate associated cost, if any, for this resource you are requesting?

unknown

End of AUR Resource Request Form

Goals and strategies

Click [here](#) to see the full district strategic plan.

District Strategic Plan - Strategies

End of District Strategic Plan - Strategies

Objective update

What was the final outcome of the objective? Was it successfully completed? Why or why not?

Objective not completed. Pending Staffing resources.

Additional notes/comments.

N/A

AUR Objective Form

Objective Name

Support all students, but specifically "Students in Practicum" at clinical sites related to liability/malpractice insurance requirements.

Objective Description

Review clinical site contracts in a timely manner for approval to ensure the various Practicum requirements of the Allied Health Programs are met.

Objective Status

In Progress

Describe the outcome(s) you hope to achieve in this objective.

Provide adequate liability insurance coverage for Students in Practicum, Internships or Clinical experiences.

Describe how you will know the outcome(s) were successfully achieved?

Review and approve contracts related to "Students in Practicum" for liability insurance, malpractice insurance and indemnification as required by the clinical sites as a condition of providing the on-site experience, most notably for the Allied Health Programs.

Resources section

AUR Resource Request Form

AUR Resource Request Form

Describe the resource you are requesting to complete the objective. (Additional resources are those not available within your administrative unit.)

Need a permanent Risk Manager

What is the approximate associated cost, if any, for this resource you are requesting?

Estimate \$120K - \$130K per year salary/benefits.

End of AUR Resource Request Form

Goals and strategies

Click [here](#) to see the full district strategic plan.

District Strategic Plan - Strategies

Please identify each District Strategic Plan Goal related to this AUR objective.

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- CG 1.2: Decrease in achievement gap.
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Strategic Priority #2: District community

- CG 2.1: Reduce access barriers and increase enrollment, especially for underserved populations.
- CG 2.2: Increase community partnerships that promote lifelong learning opportunities and develop K-12, adult ed., & four-year degree pathways.
- DG 2.1: Improve diversity of qualified applicant pools leading to increased diversity of employees supporting the rich diversity of our student body.

Strategic Priority #3: Learning & Support Services

- CG 3.1: Enhancing support for online growth and quality that address the digital divide.
- CG 3.2: Continuous improvement of student services and other high-impact practices that increase student success.

Strategic Priority #4: Career Goals

- CG 4.1: Partner with business and industry within the region to prepare students for the workforce.
- CG 4.2: Increase employment rates for CTE participants.

Strategic Priority #5: Learning Facilities

- CG 5.1: Expand college practices and initiatives to support environmental stewardship.
- CG 5.2: Management of space to encourage dialogue and engagement.

Strategic Priority #6: Fiscal Responsibility

- CG 6.1: Maintain competitive salaries and benefits.
- CG 6.2: Increase advocacy at the state level, increase grants and private donations to secure stable and sustainable funding, and manage college resources strategically.
- DG 6.1: Responsible stewardship of available financial resources.

Strategic Priority #7: Governance

- CG 7.1: Broaden employee participation in leadership and professional development activities that engages them with the college and the community.
- CG 7.2: Promote consistent and clear communication in order to create a more informed, cohesive, and engage community.

- DG 7.3: Increase collegiality, partnership, and sense of community with the two colleges and central services.

End of District Strategic Plan - Strategies

Objective update

What was the final outcome of the objective? Was it successfully completed? Why or why not?

Objective is ongoing. In 2021, we were able to transition the District's insurance program from A.J. Gallagher, Broker to Statewide Association of Community Colleges (SWACC), improving coverage at lower cost. See the 2021 Annual Risk Management Report to the Board (December 13, 2021 Board Agenda Item 21).

Additional notes/comments.

N/A

End of AUR Objective Form

Please identify each District Strategic Plan Goal related to this AUR objective.

Strategic Priority #1: Educational Achievement

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This form is completed and ready for acceptance.

Administrative Unit Review Form

Welcome to your Central Services Administrative Unit Review homepage!

Below you will find where you can review previous work, update current work, and, of course, add new objectives. Once you have finished entering information for your 2022/23 objective(s), please check the "This form is completed" box and click the "Notify David Ulate" button at the bottom.

2019-20

Support Students in Practicum at clinical sites related to liability/malpractice insurance requirements

Objective Name

Support Students in Practicum at clinical sites related to liability/malpractice insurance requirements

Objective Description

Review clinical site contracts in a timely manner for approval to ensure the various Practicum requirements of the Allied Health Programs are met.

Objective Status

In Progress

Describe the outcome(s) you hope to achieve in this objective.

Provide adequate liability insurance coverage for Students in Practicum, Internships or Clinical Experiences. (Active)

Describe how you will know the outcome(s) were successfully achieved?

Review and approve contracts related to Students in Practicum for liability insurance, malpractice insurance and indemnification as required by clinical sites as a condition of providing the on-site experience, most notably for Allied Health Programs.

Resources section

AUR Resource Request Form

AUR Resource Request Form

Describe the resource you are requesting to complete the objective. (Additional resources are those not available within your administrative unit.)

Risk Manager

What is the approximate associated cost, if any, for this resource you are requesting?

N/A

End of AUR Resource Request Form

Goals and strategies

Click [here](#) to see the full district strategic plan.

District Strategic Plan - Strategies

Please identify each District Strategic Plan Goal related to this AUR objective.

Strategic Priority #1: Educational Achievement

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End of District Strategic Plan - Strategies

Objective update

What was the final outcome of the objective? Was it successfully completed? Why or why not?

N/A

Additional notes/comments.

N/A

Present Annual Risk Management Report to the Board of Trustees

Objective Name

Present Annual Risk Management Report to the Board of Trustees

Objective Description

Provide Board of Trustees and by extension the public, knowledge of Risk Management functions. Including supervision of insurance documents and volunteers enabling community partnerships

Objective Status

In Progress

Describe the outcome(s) you hope to achieve in this objective.

Report presented to the Board of Trustees (Active)

Describe how you will know the outcome(s) were successfully achieved?

Report presented to the Board Meeting 12/2/19.

Resources section

AUR Resource Request Form

AUR Resource Request Form

Describe the resource you are requesting to complete the objective. (Additional resources are those not available within your administrative unit.)

Risk Manager

What is the approximate associated cost, if any, for this resource you are requesting?

N/A

End of AUR Resource Request Form

Goals and strategies

Click [here](#) to see the full district strategic plan.

Objective update

What was the final outcome of the objective? Was it successfully completed? Why or why not?

N/A

Additional notes/comments.

N/A

End of AUR Objective Form

2020-21

2021-22

2022-23

End of AUR Objective Form

This form is not yet ready.