1. Assessment Plan - Four Column

PIE - Administrative Services: Facilities - Warehouse

Where We Are: Analysis and Summary

2017-18

Contact Person: Bill Asher
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Program Planning Dialog: Numerous discussions have taken place at the leadership level to explore the most effective way to staff and provide leadership for the warehouse function moving forward. These discussions have assumed no or relatively little budgetary increase.
External Conditions, Trends, or Impacts (Student Services): Continuous construction and increased student population is making getting in and around campus more difficult. Purchases associated with new building construction are significantly increasing processing workload.
Internal Conditions, Trends, or Impacts (Student Services): Physical size limitations of Warehouse continues to be a challenge. Inability to fill vacated Warehouse Coordinator position is adversely affecting remaining staff workloads. Lack of in-house accounting process knowledge has resulted in needing help from outside departments to accurately record asset purchases.
Critical Decisions Made by Unit: The decision to extend the search for the Warehouse Coordinator has resulted in higher workloads on existing staff.
Contributors to the Report: Bill Asher, Gary Nellesen, Susan Gutierrez

Unit Goals	Resources Needed	*Where We Make an Impact: Closing the Loop on Goals and Plans*
Professional assessment of racking and organization - Have an analysis completed on the type and organization of the current racking system to ensure maximum use of warehouse space. **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19	**Completed -** An analysis was completed and several shelving units were installed, maximizing the use of the current space. **Describe Plans & Activities Supported:** None **Lead:** Bill Asher **Type of Request:** Equipment - new **Planning Unit Priority:** High **What would success look like and how would you measure it?:** Room for more storage will indicate success **No Funding Requested -** Warehouse Coordinator	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Describe Plans & Activities Supported: New Coordinator will be asked to analyze current space usage and communicate plan/proposal for increasing efficiency. **Lead:** New Warehouse Coordinator **Type of Request:** Staffing **Planning Unit Priority:** Medium **What would success look like and how would you measure it?:** Increased efficiency and productivity in the day-to-day warehouse operations.	
Replace Obsolete Equipment - Replace several pieces of obsolete warehouse equipment including: copier, pallet jack, forklift battery, and fences for stake bed trucks. **Status:** Active **Goal Year(s):** 2016-17		
Security Enhancements - Install security enhancements including: exterior lighting, surveillance cameras, security gates and access controls. **Status:** Active **Goal Year(s):** 2016-17	**In Progress -** Install security enhancements including: exterior lighting, surveillance cameras, security gates and access controls. **Describe Plans & Activities Supported:** 15,000 **Lead:** Bill Asher **Type of Request:** Equipment - replacement/upgrade, Equipment - new **Planning Unit Priority:** High **What would success look like and how would you measure it?:** A more secure warehouse environment	**Reporting Year:** 2016-17 **% Completed:** 25 Security Gates were installed on main doors only. Access Control was installed on back door. (08/01/2017)
Replace retiring staff - Replace two retiring staff members. **Status:** Active **Goal Year(s):** 2017-18	**In Progress -** Fill two warehouse positions being vacated due to retirements. **Describe Plans & Activities**	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Supported: $0-Funds are in on-going budget **Lead:** Bill Asher **Type of Request:** Human Resources **Planning Unit Priority:** High **What would success look like and how would you measure it?:** Fully staffed Warehouse staff	
Increase Staff - Hire one Full-time Warehouse Worker. **Status:** Active **Goal Year(s):** 2017-18	**Report directly on Goal**	**Reporting Year:** 2017-18 **% Completed:** 50 Temp staff was hired through an agency to assist with recording fixed asset purchases. While effective, using temp staff for on-going responsibilities is not the most cost effective solution. (08/01/2018)