



Unit Action Plan

Department Information			
Department Name:	Maintenance		
Leader:	Deborah Sanders	Submitted by:	Joel Wallace
Date Submitted:	9/2/2006	Review Period: 09/01 2006	To 08/31/ 2007
Unit Purpose Statement:	The Maintenance Workload Planner for TSTC Marshall supports the students, faculty, and staff by providing efficient and effective building and grounds maintenance to meet the need of the programs and services that support the mission of the college.		
1st Goal/Objective			
Classification:	College Master Goal:		
Unit Goal:	Provide efficient and effective building and grounds maintenance.		
Information Source Leading to This Unit Goal:	<input checked="" type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input checked="" type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Departmental data Explain Here:
Amount Budgeted:	\$40,000.00		
Budget Explanation:	Contract-out annual maintenance of air-conditioning units and purchase equipment as need to help Maintenance more efficiently utilize personnel hours.		
Strategies:	1.) Hire student workers and temporary workers as needed for specific projects. 2.) Purchase equipment needed to better utilize man-hours. 3.) Contract annual maintenance of air conditioning units.		
Expected Outcomes:	Well-maintained buildings and grounds. Air-conditioning maintenance will result in less downtime of units and loss of fewer units.		
Evaluation Instruments Used To Measure Goal:	<input checked="" type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input checked="" type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Departmental data. Explain Here:
Mid-Cycle Outcomes			
Mid-Cycle Date:	2/28/2007	Expected Outcomes Met?	No
Extent Outcomes Were Met:	A scissor lift has been ordered but not yet received. Student workers and temporary workers were hired as needed for specific projects.		
Other Factors:			
Final Outcomes			
End-Cycle Date:	8/31/2007	Expected Outcomes Met?	Yes
Extent Outcomes Were Met:	A scissor lift was purchased. Student workers and temporary workers were hired as needed for specific projects. Contract for annual maintenance of air conditioners was completed.		
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:	No further action required.		



Unit Action Plan

2nd Goal/Objective			
Classification:		College Master Goal:	
Unit Goal:			
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Amount Budgeted:			
Budget Explanation:			
Strategies:			
Expected Outcomes:			
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Mid-Cycle Outcomes			
Mid-Cycle Date:		Expected Outcomes Met?	
Extent Outcomes Were Met:			
Other Factors:			
Final Outcomes			
End-Cycle Date:		Expected Outcomes Met?	
Extent Outcomes Were Met:			
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:			



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3rd Goal/Objective			
Classification:		College Master Goal:	
Unit Goal:			
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Amount Budgeted:			
Budget Explanation:			
Strategies:			
Expected Outcomes:			
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Mid-Cycle Outcomes			
Mid-Cycle Date:		Expected Outcomes Met?	
Extent Outcomes Were Met:			
Other Factors:			
Final Outcomes			
End-Cycle Date:		Expected Outcomes Met?	
Extent Outcomes Were Met:			
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:			



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4th Goal/Objective			
Classification:		College Master Goal:	
Unit Goal:			
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Amount Budgeted:			
Budget Explanation:			
Strategies:			
Expected Outcomes:			
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Mid-Cycle Outcomes			
Mid-Cycle Date:		Expected Outcomes Met?	
Extent Outcomes Were Met:			
Other Factors:			
Final Outcomes			
End-Cycle Date:		Expected Outcomes Met?	
Extent Outcomes Were Met:			
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:			