**Request for Measure C New Equipment Funding**

**For the Three-Year Period 2011-2014**

**Furniture, Fixtures & Equipment (FF&E)**

Please read the *Measure C FF& E Spending Guidelines* to determine what can be purchased with these funds.

The request comprises of three parts. All three parts must be completed:

Part 1 – Division Process for Preparing Request for Measure C Funding

 Part 2 – Narrative Supporting Request (See questions below.)

 Part 3 – Measure C – Budget & Item Detail (See separate Excel Spreadsheet)

**IMPORTANT DATES:**

Due Date: **December 1, 2011**

Allocation Date: **February 2012**

**REQUIRED SIGNATURES**

**Division**: FER

**Department**: Bookstore **Request # (as per spreadsheet)**

**Dean/Manager’s Name**: Jeri Montgomery **Signature:**

**E-mail**: **Date**:

**PART 1 – DIVISION PROCESS**

**1. Please Describe Your Division Process For Preparing Your Request.**

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3 of 5 full time staff are buyers and place orders they understand the importance of the request because this will improve the process of receiving merchandise more efficient. The shipping and receiving staff member also is very interested in this request given that he is the one that delivers 90% of the orders from our OFF-CAMPUS warehouse.

For campus security it is important that we have a specified location for unloading boxes, because currently vendors are parking at non-assigned areas in order to unload their delivery. For vendors that deliver to the store on a weekly basis, it demands a lot of time and effort, and creates a safety issue for customers when vendors go through the store to leave their delivery in the backroom.

I also talked with our student employees who lift and carry the heavy boxes up and down using the ladder in the loading dock area. They believe the request will reduce the risk of injury and their work will be much more efficient.

**PART 2 –NARRATIVE**

Please answer all questions. Put N/A if questions don’t apply.

**1. Please Describe Your Measure C Project**

**1.a. Summarize What Is Being Requested**

Loading dock lift that could be used for entire SCS building, (not only for the Bookstore (but including (Counseling, DSS, A/R). Cost is approx. $9,000.

**1.b. How Will The Equipment Be Used?**

Campus wide students (23,000) will benefit from the lift usage to move books, computers, paper supplies, student supplies, convenience store items (soft drinks-snack foods) into the bookstore. It will greatly decrease the chance of injury to staff and vendors who are currently moving heavy merchandise in without a lift or ramp to the loading dock area. We currently only have a ladder to climb up onto the dock- a huge safety issue-a dangerous workplace environment. (I have asked repeatedly for this item due to the safety issue). This will improve productivity in the overall area of getting books and supplies to the sales floor on time. It would also allow staff to have limited additional time for other duties and assistance to students and faculty staff. This would help tremendously due to downsizing that has occurred over the past few years. Furthermore, it would replace an item (elevator) that we had previously used and depended on in our former location (Baldwin Winery). Additional usage would be to move equipment and supplies to other areas in the SCS Building.

It is additionally important to note that before our shipping and receiving area was moved off campus, we did not use the loading dock located in the back of the SCS Building. We used carts and hand trucks to come through the store. Now that most (90%) of our shipments are delivered to Sunnyvale receiving area, we often have more than one delivery a day, by the Shipping and Receiving staff which requires manual labor to unload onto the loading dock-they have to use their physical strength to carry boxes up and down the loading dock area.

**1.c. Can The Equipment Be Shared With More Than One Discipline?**

Yes, the entire SCS Building could use this lift.

It can be used when departments place orders of office supplies or receive equipment and office furniture that allows the daily development of activities and the satisfaction of students. It was be less intrusive in the SCS building to have it come through a loading dock

**1.d. What Is The Anticipated Annual Cost Of Maintenance?**

Anticipating a low cost of approximately $500.00 annually for service and inspections. This cost would be covered by the bookstore Enterprise Fund.

**1.e. Where Will It Be Located? Is There Sufficient Space?**

It will be located adjacent to the current dock space. Yes, there is a designated space available for the dock and still accommodate parking for trucks/other vehicles.

**2. What Programs And Disciplines Will The Project Support?**

**2.a.** **List The Programs/Disciplines That The Equipment Will Support**

The bookstore and the dock (which facilitates books etc being delivered to the bookstore) serve every division and department and all students utilize the bookstore for books, computers and/or supplies. This will support the entire campus.

**2.b. How Will The Equipment Improve Student Learning Or Student Services?**

It will improve access to learning materials by having merchandise available sooner. The bookstore provides a student service function in many ways including financial programs, vouchers, subsidies, rentals etc and enhances information literacy.

For our student employees, to provide a safe work environment will improve their safety and wellbeing.

**2.c. What Data Or Evidence Supports Your Request?**

We receive over a thousand boxes per quarter of around 50 pounds each. These boxes contain primarily textbooks, but also school supplies which are offered to the students in order to contribute to their literacy success and to faculty/staff to aid their successful day-to-day operations.

We also receive over one hundred boxes for general merchandise and clothing per quarter, which allow us to offer a variety of merchandise at competitive prices in a convenient location.

Currently, all these boxes need to be lifted up and down from the loading dock using only human labor, which is physically dangerous and not efficient. Having the lift would speed the process, reduce the number for employees needed to do this job and avoid the risk of injury.

**3. Will The Project Support Student Learning Outcomes Or Other Outcomes?**

**3.a.i Student Learning Outcomes?**

If textbooks and supplies are delivered on time students will have access to textbooks faster. Having an easy access to these resources will improve student academic success and increase their information literacy.

**3.a.ii. Administrative Unit Outcomes?**

The bookstore makes available for purchase a comprehensive selection of textbooks and supplies that fulfill the needs and requirements for instructional materials that enhances information literacy among De Anza College students for all courses offered at De Anza College. In order to do this, we need the textbooks and supplies to be delivered on time and in an efficient manner.

**3.a.iii. Student Services Outcomes?**

Increase the satisfaction of students, faculty and staff who are in the bookstore looking for textbooks, computers school supply merchandise and can purchase them on time. Also, offer better customer service given that more people will be available to offer assistance instead of taking care of the deliveries of merchandise.

It is also important to mention that with a more efficient process it's possible to decrease labor costs and in the long term save students and faculty/staff money.

Our convenience store will also be able to restock the food and drinks faster, increasing the level of customer satisfaction- less waiting time.

**3.a.iv. Program Level Outcomes?**

N/A

**3.b. How Will Outcomes Be Measured For Future Planning?**

Ask students if they found all the textbooks and supplies they needed at the moment of purchase. If they reply positively - students are satisfied because the items where in stock when they needed them it means that the lift at the dock is enhancing the delivery process with more efficiency and speed.

Monitor the amount of student workers that are needed to receive deliveries. If the amount of people needed is less, then the lift is helping to reduce the cost of labor.

Students that purchase food and drinks will also be able to evaluate the improvement in the restocking process (able to find they want). By surveying vendors we will determine if they have an easier access to the storage room and if it will reduce the time of delivery and if the products are available for purchase faster.

**3.c. What Evidence Supports Your Requests?**

At the moment, we sometimes cannot get textbooks delivered and on the shelves in a timely manner because we are hampered by the unloading processs at our dock. Resulting in some students are required to return later to see if we have it available and on the shelves or they simply go elsewhere to buy books-like on line.

Currently, we need up to 5 students employees and 2 managers to help the process of unloading the daily deliveries. While the employees are working on unloading the merchandise, the sales floor is unattended and our customers (students/faculty/staff) do not receive proper customer service.

Additionally, there are times during our busiest days when the drinks and snacks at the convenience store are out of stock, because the deliveries take too long. This not only causes for us to lose business but also means a reduction in our customer’s satisfaction.