



**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:** Educational Resources

**Department:** Mailroom

**Request # (as per spreadsheet)**

**Dean/Manager's Name:** Donna Jones-Dulin

**Signature:**

**E-mail:** [jonesdulindonna@deanza.edu](mailto:jonesdulindonna@deanza.edu)

**Date:**

*[Handwritten Signature]*  
*12/2/2011*

**PART 1 – DIVISION PROCESS**

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

Mailroom staff, Donna Jones-Dulin, Paula Joseph, Campus Security were all consulted regarding this request. It has been a priority for the mailroom but ever-dwindling budgets had precluded us from purchasing this item.

## **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**

Surveillance system for mailroom

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

Used to monitor the mailroom activities in the absence of mailroom staff. i.e. outside of normal working hours.

Equipment is needed because there as been an unsettling number of items missing/stolen from mailboxes. Can you believe someone actually stole the scantron!

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

No. It would only be for the mailroom.

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

There should not be any maintenance costs once installed.

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

Located in the mailroom. Yes there is space.

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

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

Secure and reliable delivery of mail is a responsibility of the mailroom department. The mailroom services the entire campus. It's in everyone's best interest that packages are there when they come to collect them.

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

The equipment will ensure security of vital interoffice and US mail delivered. Recently, there has been an increase in theft of mail. The requested equipment would deter malicious events and stop the theft of items from the mailroom.

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

The entire campus has access to the mailroom. There have been numerous occasions when packages / equipment have gone missing. This happens in the nighttime/evening when no-one is available to monitor the mailroom. The instances of theft from the mailroom have increased approx. 50% over the last year. There is currently no way to monitor what happens in the mailroom in the evening or at night.

There is already surveillance in the bookstore, campus center, printing services and ATC labs. The mailroom has reached the conclusion that it would be prudent to have a monitoring system installed.

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

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

N/A

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

Program Review states: The Postal Service department processes all incoming and outgoing mail in a reliable, secure, timely and economical manner.

AUO expected outcome is: Staff will report that Postal Services processes mail in a courteous and timely manner.

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

N/A

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

N/A

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

Our goal is to ensure the mailroom is secure and mail is delivered on-time. With this equipment in place we would expect there to be no further incidents of theft.

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

Reports to campus police. Missing packages/books from mailboxes. Theft of scanton machine. Missing holiday packages both from external mail and from internal mail sources. Even although use of the mailroom is supposed to be for official items only, there is wide use of the mailroom for personal mail through out year.

It is in everyone's best interest that the mailroom be secure.