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Measure C FF&E Phase II Requests

July 30, 2012

[College Council](#) approved the lists as presented at the June 28, 2012 meeting:

Finance & Educational Resources [FERPBT FFE Prioritized FINAL Apr 12](#)

Instruction [IPBT Measure C FFE Priotitized 06 28 12](#)

Student Services [SSPBT MeasureC FFERankingOverall Priority FINAL](#)

Status Update:

I know we've been working on the FF&E project for some time and many of you are wondering when your division can start spending the money, so I checked in with Letha and she reminded me that ongoing Measure C projects take precedence . These projects are listed on the Measure C web site at: <http://www.deanza.edu/measurec/>
The main projects involving FF&E are: MLC; swing space move for the ATC building; Stadium & Track; and G building.

Unfortunately, we do not have enough staff at De Anza (we only have Janet) or in purchasing to work on the FF&E project right now, but I will keep you updated and hopefully we can start ordering soon.

In the meanwhile, it might be useful to confirm with your areas which items you will order in 2012-13, and which in 2013-14. Then prioritize these items so you are ready to order once we get the go-ahead.

Questions? Let me know.

Thanks!

Pippa

x8936

June 21, 2012

The next step in the process is to take each PBTs list to a joint campus Budget & Technology Task Force Meeting (tentatively scheduled for May) for review and to make a recommendation to College Council.

College Council will make the final review and approve the lists.

The President has the final decision on approval and prioritization.

Pippa

x8936

March 16, 2012

To: PBT Chairs
Cc: Campus Budget/Technology Task Force/College Council Chairs & FF&E Coordinator
Fm: Coleen Lee-Wheat & Pippa Gibson

Subject: **Measure C FF&E Request Prioritization Spreadsheets Available**

As you may recall, the Citizens Bond Oversight Committee tightly monitors Measure C funding and these funds have very specific criteria attached to them.

The FF&E Coordinator has completed reviewing the requests and has divided the requests into funding sources. These requests are now ready for review & prioritization.

Next Steps:

- 1) PBTs review and prioritize the requests for their own PBT area.
- 2) Joint meetings of Campus Budget, Technology Task Force & PBT reps will perform institutional review and prioritization.
- 3) This joint group will give recommendations to College Council.
- 4) The President will make the final decision on the projects.

PBT Task:

As a PBT member please review & prioritize the requests for your own PBT area.

You will need to download the following information for this task.

- [Draft FF&E Excel workbook with funding tabs](#)
- FF&E request narrative and budget request forms (listed below)
- [Scoring Matrix](#). A scoring matrix was drawn up for groups to use if they choose.

As a PBT member please consider the following when evaluating the requests:

- Note that there are specific instructions on each sheet
- Please remember that each PBT member should focus on their PBT's requests only. All of the requests are labeled clearly by PBT
- Review the associated program documentation to see if these needs have been elicited previously (since this is a new process, some of this information may not be clearly delineated, but in the future people will be expected to show a history of need and assessment that show that there is a need)
- Review the descriptions and justifications on the request narrative sheets
- Determine (as far as your are able) if each request is reasonable and supports the college's needs in serving students
- Determine (as far as your are able) if each request supports a learning environment that is safe, sustainable and useful for students
- Determine (as far as your are able) if each request has the required infrastructure (data lines/power

receptacles, etc) already in place to support the requested item Infrastructure costs are NOT covered by Measure C. Ask if each request will incur installation costs beyond what is described.

- Questions and comments are encouraged and should be noted in the appropriate questions & comments column on each spreadsheet.
- Since this is a new process, the more answers that your group can bring back to the table will obviously speed along the process.

Voting/Evaluation Process

Each PBT can determine it's own voting process. We would suggest using a scale of 1 to X (1 being the #1 ranked item for that particular funding source). The actual scale can be determined by each PBT, but please remember that each PBT's prioritized lists will be brought together at an institutional level. All requests will then be reviewed and prioritized from a college-wide perspective. So although it may be tempting to prioritize all items as #1, we would urge you not to do so as it will invalidate the prioritization process.

Lastly, although we know that purchasing will allow the process to bridge standard fiscal timelines it is important to review these requests as soon as possible. Some requesters will need items in time for fall quarter 2012, so we hope to conclude this whole process by April 15th so we can put in orders for the 2011-12 fiscal year.

Thank you again for volunteering to participate in this new process. Your time and careful considerations are paramount to the success of this project.

Please contact Pippa Gibson gibsonpippa@fhda.edu x8936 for clarification on the spreadsheets.

March 1, 2012

Status Update & Explanation of Postings:

- Each individual request is at least 4 pages. Each division's requests have been scanned into one or more PDF documents (depending on the amount of requests).
- For the Instructional area's requests, the handwritten number in the circle on the top left of the first sheet of each request corresponds to the ranking on the division prioritized list.
- Some requests include multiple items that have been ranked separately which is why there is more than one handwritten number on some forms.
- These requests are exactly as submitted. No review has taken place.
- Some of these items may be moved to other Measure C funding sources.
- Some of these items may not meet the FF&E requirements.

Next Steps:

- 1) FF&E Coordinator (Janet Couch-Vong) is currently reviewing the requests for eligibility of Measure C funding.
- 2) Remaining requests are being prioritized by the PBTs. Please click here to download the PBTs [FF&E Evaluation Matrix](#).
- 3) Institutional review and prioritization will be performed by joint meetings of Campus Budget and Technology Task Force.
- 4) CBT & TTF will give recommendations to College Council.

Instructional Division Requests

Division	Requests	Division Prioritized List	Request Total \$
AS	ICCE Request	ICCE Budget	\$5377
	Staff Development Request	Staff Development Budget	\$14,461
BHES/WE	BHES Requests (94 pages)	BHES Division Prioritized List	\$314,944
	BHES/WE MCNC Donation - Updated May 2012	BHES/WE Division Prioritized List MCNC - Updated May 2012	\$512,859
BUS/CIS	BUS/CIS Requests	BUS/CIS Division Prioritized List	\$1,763,350
CA	CARTS Requests FY11-12 CARTS Requests FY12-13 CARTS Requests FY13-14	CARTS Division Prioritized List	\$647,474
IIS	IIS Requests	IIS Division Prioritized List	\$12,203
LA	None	None	\$0
LR	LR Requests FY11-12 LR Requests FY12-13 LR Requests FY13-14	LR Division Prioritized List	\$61,977
PE	PE Requests	PE Division Prioritized List	\$587,571
PSME	PSME Requests (30 pages) PSME Division Process	PSME Division Prioritized List	\$626,981
SSH	SSH ANTH Requests SSH White Boards	SSH ANTH Prioritized List SSH White Boards Prioritized List	\$367,000 \$10,000

STUDENT SERVICES DIVISION REQUESTS

Division	Requests	Division Prioritized List	Request Total \$
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DSPS	DSPS Summary Measure C 11 12 Justification DSPS Rev12.5	DSPS Division Prioritized List	\$467,070
DSPS	Measure C-11-12 Justification APE		\$37,100
DSPS	Measure C 11 12 Justification DSS		
DSPS	Measure C-11-12 Justification CAL		
DSPS	Measure C 11 12 Justification EDC		\$34,859
DSPS	Measure C 11 12 Justification HOPE Alfred Whittier		\$17,830
A/R	Assessment/AR Request	Assessment/AR Prioritized List	\$28,500
COUN	COUN Request	COUN Prioritized List	\$30,399
ISP	ISP Request	ISP Prioritized List	\$28,860

FINANCE DIVISION REQUESTS

Department	Requests	Division Prioritized List	Request Total \$
CDC	CDC Dept Request CDC Safety Request	CDC Budget	\$194,605
Emergency Preparedness	Emergency Prep Request		\$60,000
Mailroom	Mailroom Request		\$3,500
Marketing	Marketing Request		\$4,093

OTI	OTI Request	OTI Budget	\$3,500
TRG/MLC	TRG/MLC Request	TRG/MLC Budget	\$1,297,905

September 2011

A Very Important Message About Measure C Furniture, Fixtures & Equipment Requests - Phase II

To all Deans and Managers,

After reviewing an analysis of Phase I Measure C FF&E funding as provided by our Measure C accountant, Tonet Torres, it has been determined that we have exhausted our Phase I dollars. Purchases being made since the beginning of this fiscal year (July 1, 2011) have been coming from Phase II dollars.

The reason for the shortfall is the amounts initially allocated to the divisions were greater than the amounts received from the proceeds of the Measure C bond issue.

Most divisions received a budget based on the equipment they requested. These allocations amounting to \$9,875,270 were given out, but only \$7,378, 537 was received from the bond sale to cover these allocations. This gap was never adjusted.

In addition to this shortfall, district-wide overhead allocations and college-wide expenditure such as classroom furniture and faculty office furniture (which were not initially provided for in the budget, but became a priority for the College and the District) increased the shortfall.

This leaves us with a \$3.5 million gap between what we allocated six years ago and what we had available to spend from the bond proceeds.

After a careful review and discussion at Senior Staff on Monday September 19, 2011, we decided that the remaining Phase II dollars for new equipment should be allocated based on the [process outlined and approved](#) by College Council on June 10, 2010 for requests of Phase II FF&E dollars.

As Phase I lists are at least six years old, each division will now be required to make new requests and affirm/reaffirm their needs based on the [College mission](#) and their division's program reviews.

How Make New Measure C Phase II FF&E Requests:

Please refer to the [guidelines on what you can purchase with Phase II FF&E Funds](#)

Once you have read the guidelines, please use the following electronic forms to submit you division's requests.

1) [Narrative of request](#). Word document. *Please complete one of these request forms for **each** request being made. Complete every section. Save your changes and email to gibsonpippa@fhda.edu. Print a hard copy and put them in Letha Jeanpierre's mail box.*

2) [Dollar breakdown of request](#). Excel spreadsheet. *Must accompany the narrative request form/s. List all of your division's requests on **one** spreadsheet. Save your changes and email to gibsonpippa@fhda.edu. Print a hard copy and put it in Letha Jeanpierre's mail box.*

3) Also, print a hardcopy of ALL documents and put them in your VP's mailbox.

Every narrative request form and accompanying excel spreadsheet will be posted to this web site for interested parties view.

The deadline for submissions is **December 1, 2011**.

The requests will be prioritized and allocations will be made in **February 2012**.

We are sorry for this inconvenience. If you have further questions please contact myself or Rowena.

Letha L. Jeanpierre, MBA, CPA
Vice President, Finance & Educational Resources

Updated June 2010

Measure C Prioritization Process

Measure C Replacement and FF&E Requests (2006-2010 funding)

1. Divisions and departments will prepare a report for the Citizens Bond Oversight Committee explaining how Measure C Funds (2006-2010) have been spent and how they have benefited the programs and the students.
2. Divisions and departments will prepare a report for the Citizens Bond Oversight Committee about how unspent balances from 2006-2010 allocations will be used.
3. Divisions and departments may request additional funding using the procedures outlined for the 2010-2015 funding.

Measure C Replacement and FF&E Requests (2010-2015 funding)

1. Divisions and departments shall make requests for **replacement** equipment (existing labs, faculty and staff computers) on a five-year rotating basis. Deans and managers will submit requests directly to their vice president (or designee) to be forwarded to the Campus Technology Prioritization Committee.
2. Divisions and departments will make their prioritized requests for [Phase II FF&E funding](#) in accordance with the institutional mission, and their program planning and review documents. Deans and managers will submit requests to their VP. VP will take to PBT.
3. PBTs will prioritize new technology requests and forward to Campus Budget and Technology Task Force for review.
4. Technology Task Force will make a prioritized institutional level recommendation to College Council.
5. College Council will make recommendation to the President.
6. Senior Staff will review and give input to President.
7. The Vice President of Finance and Educational Resources will carry the College recommendations to the Bond Oversight Committee for approval, when required.
8. The projects that require ETS support will be forwarded to ETS via the [Process for Requesting/Prioritizing New Technology Projects](#)

Furniture

Notify Deans, Academic Senate and Classified Senate of process to provide ergonomic update of staff and faculty furniture.

Process For Ergonomic Update of Staff and Faculty Furniture:

1. Educational Resources in conjunction with the Ergonomics Committee will develop a list of criteria to prioritize the order in which furniture will be purchased and distributed. One of the criteria for the first round of purchases will be to provide new furniture for any staff or faculty who have the old "prison industry" desk and furniture.
2. Educational Resources will review and update office standards developed for faculty offices in 2002 to make sure they still address office needs of faculty.
3. Staff and faculty must attend an Ergonomic Workshop.
4. Staff and faculty will be provided with an ergonomic self-evaluation at an Ergonomics Workshop. The self-evaluation is to be completed and submitted to Educational Resources along with a furniture/equipment request form.
5. Educational Resources will review the self-evaluations and request forms and separate staff/faculty that need completely new office or workspace furniture from staff/faculty who need changes or additional furniture to make their workspace ergonomically correct. Staff from Educational Resources and a space planner will work with staff/faculty who need completely new furniture to confirm their furniture requirements and make recommendations.
6. The Ergonomics Committee will review the self-evaluations of staff/faculty who have requested enhancements or changes to their workspaces to make them ergonomically correct and make recommendations. The Ergonomics Committee will only conduct a workspace assessment for staff/faculty who have attended the Basic Ergonomics workshop, performed the self-evaluation, and still need additional assistance in making their workspace ergonomically correct.
7. Educational Resources will compile all of the recommendations and work with Purchasing to identify vendors either through existing contracts or a RFP to provide furniture and other ergonomic enhancements.

Measure C_Prioritization_Processes_ClgeCnclApproved6_10_10.doc

Measure C Phase I FF&E Expenditures: http://www.deanza.edu/gov/techtaskforce/pdf/MeasureC_FFE_Phase1_Expenses_12-1-11.pdf