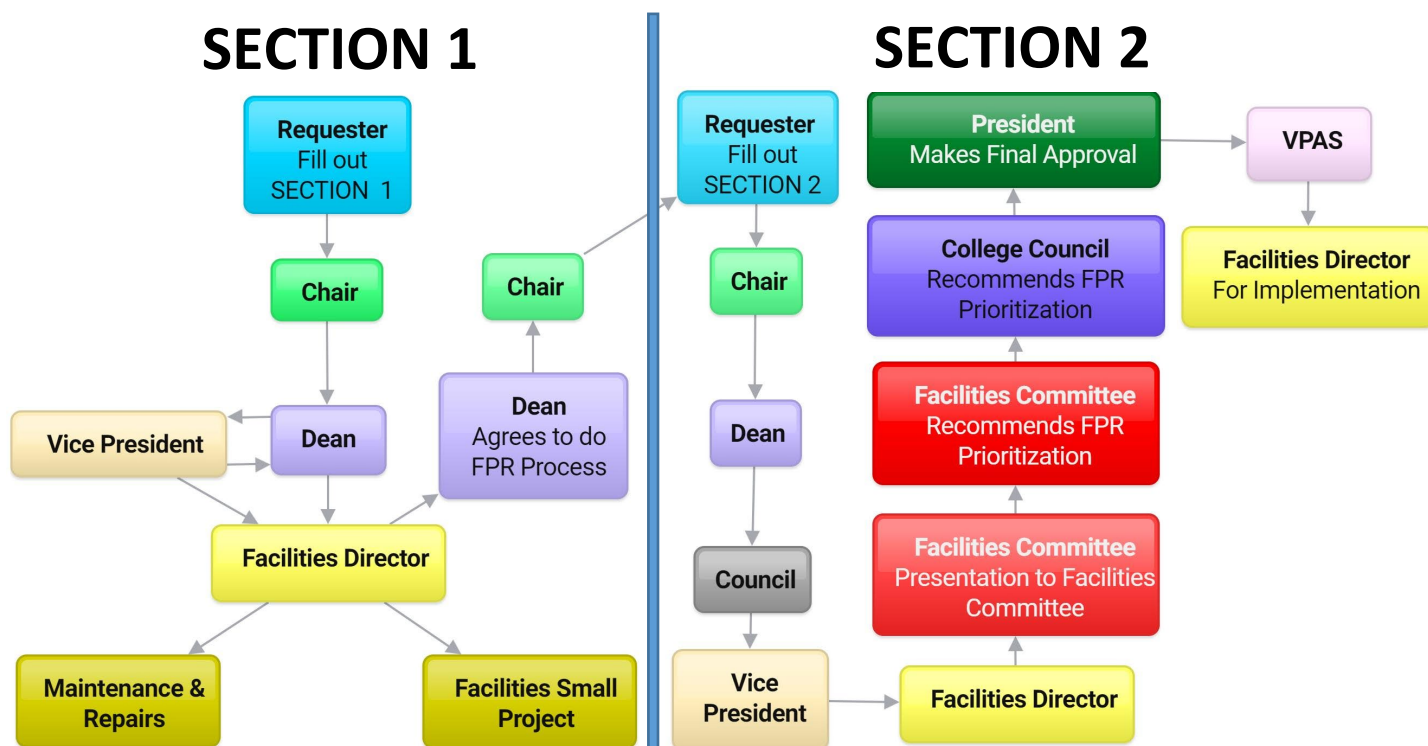


# (FPR) Facilities Project Request - FLOWCHART



**STEP 1** Fill out **SECTION 1** Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

**STEP 2** Fill out **SECTION 2** Facilities Project Request (FPR) form after SECTION 1 signatures are completed.  
**NOTE:** The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

**STEP 3** The Facilities Committee may ask for a brief presentation/Q&A.

## FPR TIMELINE FOR 2019

**Mar 15** Facilities Director sends out FPR form to the campus

**April 3** Requester turns in **SECTION 1** to their Chair/Supervisor

**April 12** Dean turns in **SECTION 1** to Facilities Director with signatures from Chair/Supervisor, Dean/Director, and VP

**May 24** Vice President turns in **SECTION 2** to Facilities Director (If Approved) with signatures from Chair/Supervisor, Dean/Director, and VP along with the Council (AAC, ASC, SSC) review date

**June, July & August** - No Facilities Committee meeting -

**Aug 19** Facilities Director sends out FPR reports and scorecards to the Facilities Committee

**Sept 4** First Facilities Committee meeting after summer and the start of the FPR prioritization

**Nov 6** Facilities Committee recommends FPR prioritization to College Council

**Nov** College Council recommends to President

## Facilities Project Request (FPR) – Grossmont Facilities Committee

**SECTION 1 – Condensed Summary:** This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: Juan Carlos Reyna

Phone Extension: 7650

Department/Program: First Year Experience Program

Date: 10/27/2020

Brief Project Name: First Year Experience Program (Engagement Space)  
Number: \_\_\_\_\_

**FPR2021-03**

Project

*(Brief phrase identifying need such as "Foreign language lab space expansion")*

*(Facilities Director fills this in)*

Project Location (building/room number): TBD (Potentially Open Space in Tech Mall/LTRC)

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):  
Space would require an open area for students to engage in with other peers, peer mentors, program staff, and counselors.

2. The project relates to or involves: (check all that apply):

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of the layout of a shared space
- Other (i.e., health/safety – please explain): \_\_\_\_\_

3. State briefly how this project affects students and how many will be directly affected: First year students require a space conducive for engagement and services intended to help increase enrollment, retention, course success, understanding and completion of CEP's and much more. Services provided by the program include social and academic support intended to optimize student experiences and outcomes at Grossmont College. The program is comprehensive and has the potential to impact thousands of students.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): The project has undergone program review and the annual unit plan. A conducive space has been identified as a significant need. The goals of the program are aligned with the State Chancellor's Vision for Success, Guided Pathways, and the GC Strategic Plan.

5. List the other departments, programs, or services that may be impacted by this project: Several staff members are housed in the CPIE office. Moving FYE into a new space would allow for a conducive research and planning office.

6. Estimated Cost (if known): Unknown Potential/Recommended funding source: Unknown

7. When is this project needed? There is no solidified timeline

Chair/Supervisor (print name & signature): Juan Carlos Reyna

Date:

10/27/2020

Dean/Director (print name & signature): Juan Carlos Reyna

Date 11/03/2020

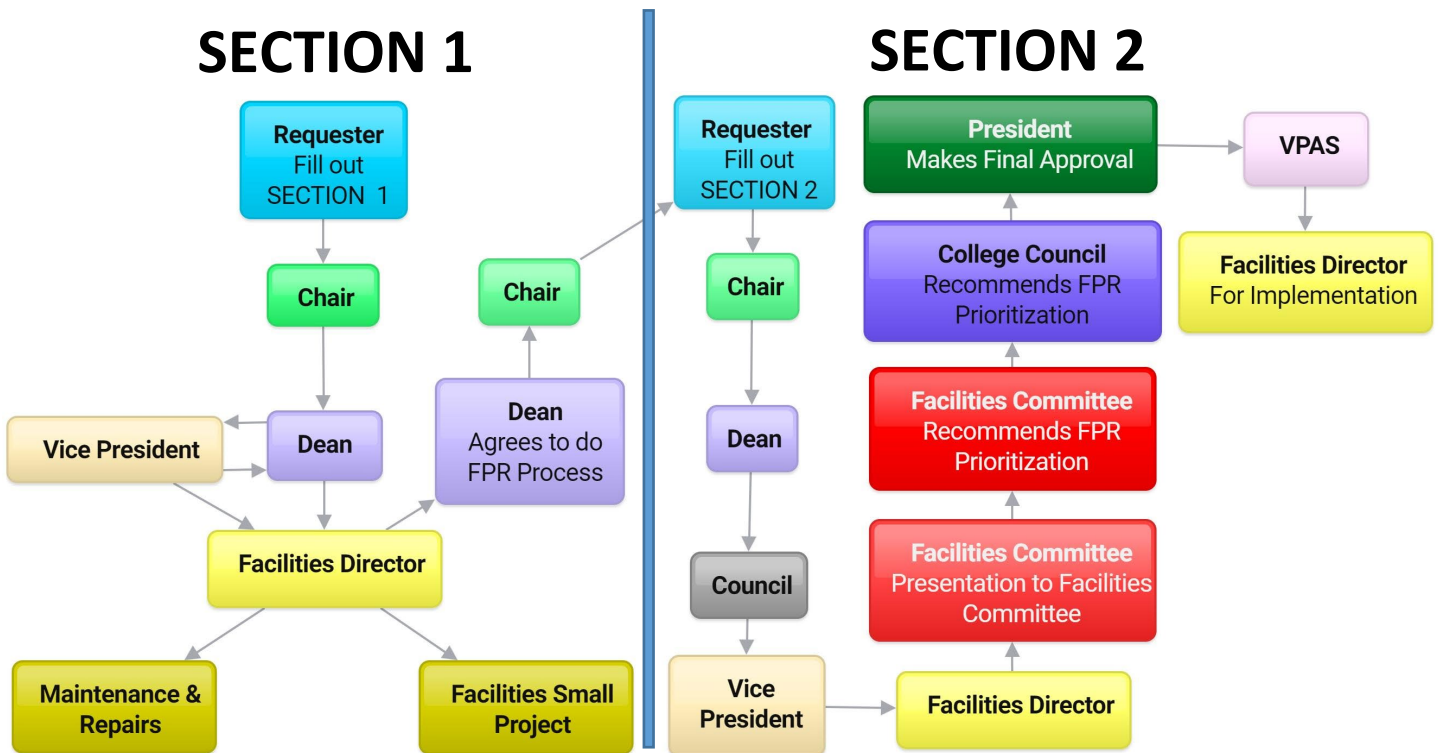
Vice President (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Facilities Director (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_



If it is determined by the signatures above that the project should go through the FPR process, then the requester will fill out SECTION 2 for the Facilities Committee.  
(Refer to FPR Process Flowchart)

## (FPR) Facilities Project Request - FLOWCHART



**STEP 1** Fill out **SECTION 1** Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

**STEP 2** Fill out **SECTION 2** Facilities Project Request (FPR) form after SECTION 1 signatures are completed. **NOTE:** The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

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### FPR TIMELINE FOR 2019

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**Sept 4** First Facilities Committee meeting after summer and the start of the FPR prioritization

**Nov 6** Facilities Committee recommends FPR prioritization to College Council

**Nov** College Council recommends to President

### **Facilities Project Request (FPR) – Grossmont Facilities Committee**



**Complete this section ONLY when notified to do so by your Dean/Director**

(Refer to FPR Process Flowchart)

FPR# \_\_\_\_\_

**SECTION 2** - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings, photos, or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact: Juan Carlos Reyna

Phone Extension: 7650

Department/Program: First Year Experience Program

Date: 11/10/2020

*Brief* Project Name: First Year Experience Program (Engagement Space)

Project

Number: \_\_\_\_\_

(Brief phrase identifying need such as "Foreign language lab space expansion")

(Facilities Director fills this in)

Project Location (building/room number): TBD

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):  
Layout of space is dependent on identified location for student engagement. Ideally, the space would include:

(Option 1)

Lobby for students to congregate, do homework, and meet with Peer Mentors.

Front counter for program coordinator to check students in for appointments with program Counselor(s) and/or Director.

1 Office for Program Director

1-2 Offices for Counselor(s)

(Option 2)

An alternative location would include:

Lobby for students to congregate, do homework, meet with Peer Mentors and Program Coordinator.

Front desk for Program Coordinator

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** Computers and Phones needed for Personnels
- **Building/structure modification or new construction:** Dependent on Space Identified

- **Electrical, mechanical, plumbing:** N/A
- **Extensive labor/time for Facilities/Maintenance staff:** TBD
- **Landscape/outdoor project:** N/A
- **New furniture (not for individual offices):** TBD
- **Reconfiguration of furniture:** TBD
- **Reconfiguration of the layout of shared space:** TBD
- **Other (i.e., health/safety – please explain):** Most items are to be determined depending on the space identified.

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented?

Potential impact is approximately 2,000 first-year students on a yearly basis (nearly 50% of all incoming students) would benefit from this facility. Students are much more likely to drop during or after their first year in college. The program has continuously improved retention and persistence outcomes amongst FYE students compared to other non-FYE first year students at Grossmont College. Should the project not be implemented, the program will struggle to provide intrusive services to first year students that ultimately affects retention and persistence of students.

4. Describe where this project has been planned for and attach documentation (i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan):

The need has been identified since the inception of the FYE program in summer 2018. The need was also identified in both the Program Review and Annual Unit Plan.

5. Describe the impact on other departments, services or programs if this project is completed:

The FYE goals and objectives of the VR FYE program are aligned with the Grossmont College 2016-2022 Strategic Plan, Vision for Success, and Guided Pathways as it seeks to help students with engagement, retention, and completion by providing comprehensive and equitable student support and academic services.

6. Describe how this project meets sustainability and accessibility principles:

(Sustainability = minimal environmental impact. Accessibility = promotes maximum independence and integration for students with disabilities)

With a conducive engagement space, the program will be able to provide services that will help students stay in, progress through, and complete academic programs at Grossmont College. This will have many positive implications for students and the institution, especially as it relates to fiscal stability since year-to-year retention rates for non-FYE first year students have been significantly lower than rates for FYE students. The space that is to be identified would be an existing space needing minimal to no construction. No environmental impact is expected to result from this project. The project is expected to require ADA Compliance.

7. Provide a cost analysis of the project:

- What is the cost impact of this project - are the costs one-time or ongoing? How so?*
- What are the projected long-term costs?*
- What is the 'life expectancy' of the project?*
- What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)*

Cost of project will depend on space identified. No additional costs are expected on an ongoing basis outside of regular cleaning and maintenance as required by all spaces. Funds are expected to come from general funds.

8. Describe the timeline for the project (*Is the project urgent – how so?*):

No identified timeline at this time, but space set up by fall 2021 (August) would be most ideal to serve students upon return to campus.

**ALL signatures are required to proceed to the Facilities Committee**

Chair/Supervisor (print name & signature): Juan Carlos Reyna Date 11/16/20

Dean/Director (print name & signature): Juan Carlos Reyna  
Date 11/16/20

AAC Review Date  ASC Review Date  SSC Review Date

Vice President (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Facilities Director (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to College Council**

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to the President of the College**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_  
Convener of College Council

**Signature is required to proceed to the President of the College**

Project Approved

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_  
President of Grossmont College