

## 2020-2021 CLUSTER ANNUAL PLAN

Cluster Name:	Vice President of Administrative Services
Date:	<b>March 25, 2020</b>
Cluster Manager:	<b>Dan Troy</b>
Cluster Manager's Signature:	
List the program/services covered by this cluster plan	
Information Systems and Technology	Police and College Safety Services
Facilities Services, Planning and Capital Projects	Auxiliary Services
Fiscal Services	

### Rubric Acronyms:

**SLO/PLO/ASO/SSO\*** Student Learning Outcome, Program Level Outcome, Administrative Service Outcome & Student Service Outcome

**ILO\*\*** Institutional Learning Outcomes: (1) Personal, Academic and Professional Development (2) Critical thinking and Communication  
 3) Scientific and Environmental Understanding (4) Social, historical, and Global Knowledge and Engagement (5) Artistic and cultural Knowledge and Engagement and (6) Technical and Informational Fluency.  
[http://www.cuesta.edu/aboutcc/planning/research/Student\\_Learning\\_Outcomes.html](http://www.cuesta.edu/aboutcc/planning/research/Student_Learning_Outcomes.html))

**IAS/IEO/Inst. Obj.\*\*\*** Institutional Achievement Standards, Institutional Effectiveness Outcomes & SLOCCCD Strategic Plan 2014-2017 Institutional Objectives  
[http://www.cuesta.edu/aboutcc/documents/inst\\_research/StandardsACH.pdf](http://www.cuesta.edu/aboutcc/documents/inst_research/StandardsACH.pdf) ,  
[http://www.cuesta.edu/aboutcc/documents/inst\\_research/IEOReport2014.pdf](http://www.cuesta.edu/aboutcc/documents/inst_research/IEOReport2014.pdf) ,  
[http://www.cuesta.edu/aboutcc/documents/accreditation/plans/SLOCCCD\\_Strategic\\_Plan\\_2014-17.pdf](http://www.cuesta.edu/aboutcc/documents/accreditation/plans/SLOCCCD_Strategic_Plan_2014-17.pdf))

**Institutional Need** A need that extends beyond the cluster with district-wide impact.

## Cluster's Top Institutional Priorities (2020-21) – One-Time Funding

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification	Cluster Prioritization Bonus
Ex.	Academic Affairs	Research Asst. to work .75 Emphasis on CTE data.	Develop, analyze and report all state and federal CTE requirements.	None	IAS, IEO CTE Rate/Job Placement	Accreditation/IEPI Data sets	# 2
<b>Points:</b>			20	0	4	5	18

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification	Cluster Prioritization Bonus
1	VPAS	Lifecycle replacement of non-instructional technology which is beyond lifespan (\$31,000)	ASO 1		Strategic Goal 4.1		
<b>Points: 44</b>			20		4		20

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification	Cluster Prioritization Bonus
2	Public Safety	Dispatch radio upgrade/link (\$60,000)	ASO #1, 3, 5, 7.			NCC and SLO campus radios cannot communicate with each other. This link would facilitate more efficient operations of the two sites.	

## Cluster's Top Institutional Priorities (2020-21) – One-Time Funding

			Points: 43	20		5	18
Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification	Cluster Prioritization Bonus
3	Facilities Services	Custodian	<p>ASO# 1,3,8</p> <p>Supports needs of other clusters, safety and cleanliness of facilities, and risk management</p> <p>FSO#2, 4, and 8</p> <p>“will maintain required cleaning levels, utility cost savings measures, ensure health and safety code.</p>		4.1	This person will perform cleaning, repairs and program support campus wide. Per APPA standards, Cuesta custodial assignment ranks it in a 3-4 level with 5 being the lowest level of service.	
			Points: 45	20		4	5
						5	16

### Cluster's Top Institutional Priorities (2020-21) – Ongoing Funding

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification	Cluster Prioritization Bonus
4	Auxiliary Services	Electric pallet jack (\$5,000)	Improves internal operations; area serves all clusters.			Current manual jack is old and not safe for moving heavy or large pallets.	
<b>Points: 39</b>			20			5	14

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification	Cluster Prioritization Bonus
5	Information Technology	Computer Technician (\$48,000)	ASO # 1,4,6,7 Support all clusters, enhance internal operations, improve access, support personnel		4.1	This position will aid service for the increased number of computers and increasing diversity of devices used on campus.	
<b>Points: 41</b>			20		4	5	12

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification	Cluster Prioritization Bonus
6.	Public Safety	Replace Ballistic Vests (\$3,500)	Enhances internal operations by providing up-to-date equipment needs and regulatory compliance.			Current vests are expiring and will not be up to regulatory standards	
<b>Points: 45</b>			20			5	10

## Cluster's Top Institutional Priorities (2020-21) – Ongoing Funding

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification	Cluster Prioritization Bonus
7.	Public Safety	NCC Public Safety Assistant (PT-40%)	Improve internal operations; supports safety of NC campus.			Position frees up time for officer to monitor campus/respond to issues	
		<b>Points: 33</b>	20			5	8
Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification	Cluster Prioritization Bonus
8.	Facilities	Wide-Area Mower	FASO3, 4,5 and 6 “maintaining grounds at a high level of form and function” , maintain a current, well maintained fleet “ safe and predictable vehicle operations”, “implement utility cost savings measures (irrigation reduction/fuel reduction.		4.1	This equipment is designed specifically for the use on turf fields. The durability of this turf would severely damage standard mowers and the vast area requires a machine that is ride-on in design. Also assists in compliance with the Governors water conservation requirements	
		<b>Points: 35</b>	20		4	5	6
Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Justification	Health, Safety, Regulatory Justification	Cluster Prioritization Bonus

### Cluster's Top Institutional Priorities (2020-21) – Ongoing Funding

			Justification	Justification	Inst. Objectives Justification	Justification	
9.	Public Safety	Wireless Security Cameras (\$25,000)	Improves internal operations; enhances safety of all students and staff.			Increase security in parking lots	
<b>Points: 29</b>			20			5	4

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification	Cluster Prioritization Bonus
10	Auxiliary Services	Replace Golf Cart (\$5,000)	Improves internal operations. Supports documents for all clusters.				
<b>Points: 22</b>			20				2