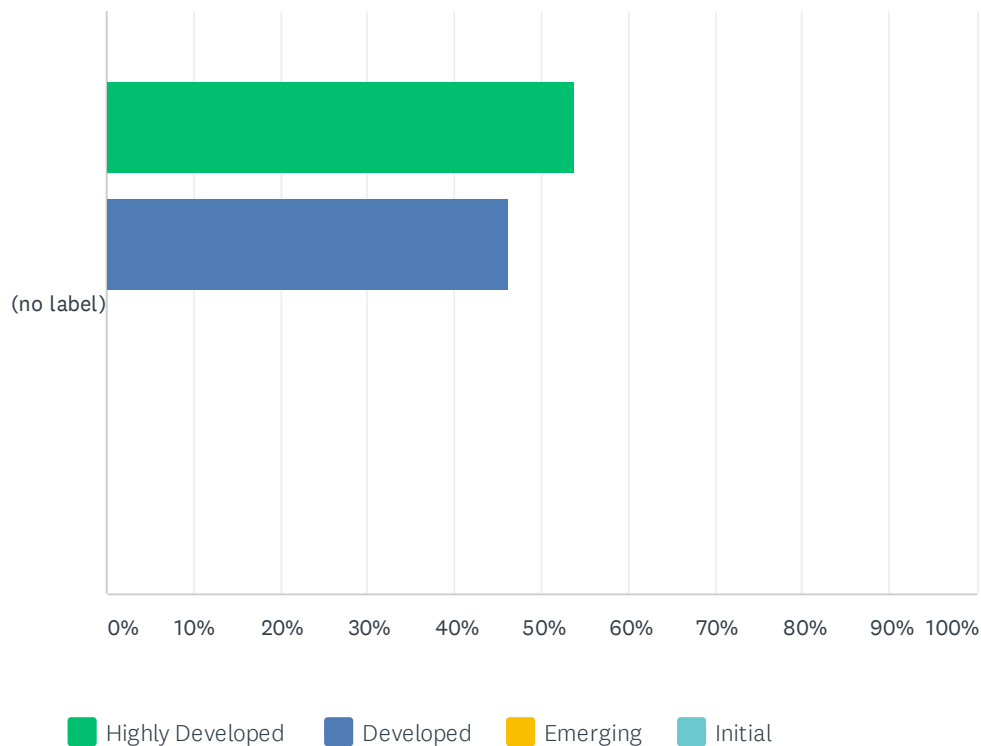


Q1 SUPPORT OF THE COLLEGE MISSION Highly Developed: Exhibits ongoing and systematic evidence of mission achievement. Developed: Exhibits evidence that planning guides program and services selection that supports the college's mission. Emerging: Evidence that planning intermittently informs some selection of services to support the college's mission. Initial: Minimal evidence that plans inform selection the of services to support the college's mission.

Answered: 13 Skipped: 0



	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	53.85%	46.15%	0.00%	0.00%	13	3.54
	7	6	0	0		

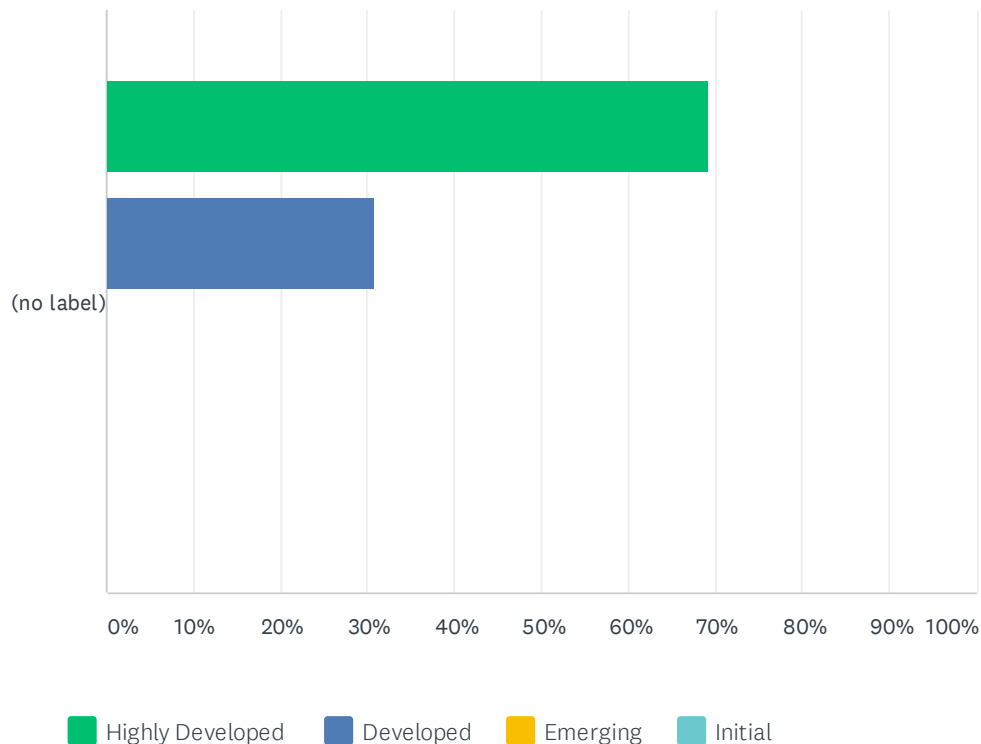
Facilities Department Review

#	FEEDBACK:	DATE
1	It is the nature of this department to have some plans of its own, but also to be handed a variety of unanticipated projects which require situational planning.	12/11/2020 8:30 PM
2	Daily COVID 19 cleaning of all areas, care of campus grounds, trouble shooting repair issues and support of faculty and staff facility needs make this department essential to the college mission fulfillment.	12/4/2020 1:44 PM
3	From the keeping campus open during crises, to the beauty of the landscaping, to the consistency of care for everyone facilities employees encounter, the department shows highly developed support for the college's mission.	12/4/2020 10:37 AM
4	Facilities is the backbone of the institution and supports all aspects of mission achievement.	12/3/2020 10:34 AM
5	KCC has a campus and facilities to be proud of. This is due to thoughtful planning on the part of the Facilities Department for rehabilitation and remodel of existing facilities, as well as planning for future construction and development.	11/24/2020 12:03 PM
6	Good Strategic measurements.	11/24/2020 10:54 AM

Q2 ACCOMPLISHMENTS IN ACHIEVING STRATEGIC GOALS

Highly Developed: Exhibits ongoing and systematic evidence of goal achievement.
Developed: Exhibits evidence that planning guides services selection that supports goal achievement.
Emerging: Evidence that planning intermittently informs some selection of services to support the goal achievement.
Initial: Minimal evidence that plans inform selection of services to support goal achievement.

Answered: 13 Skipped: 0



Facilities Department Review

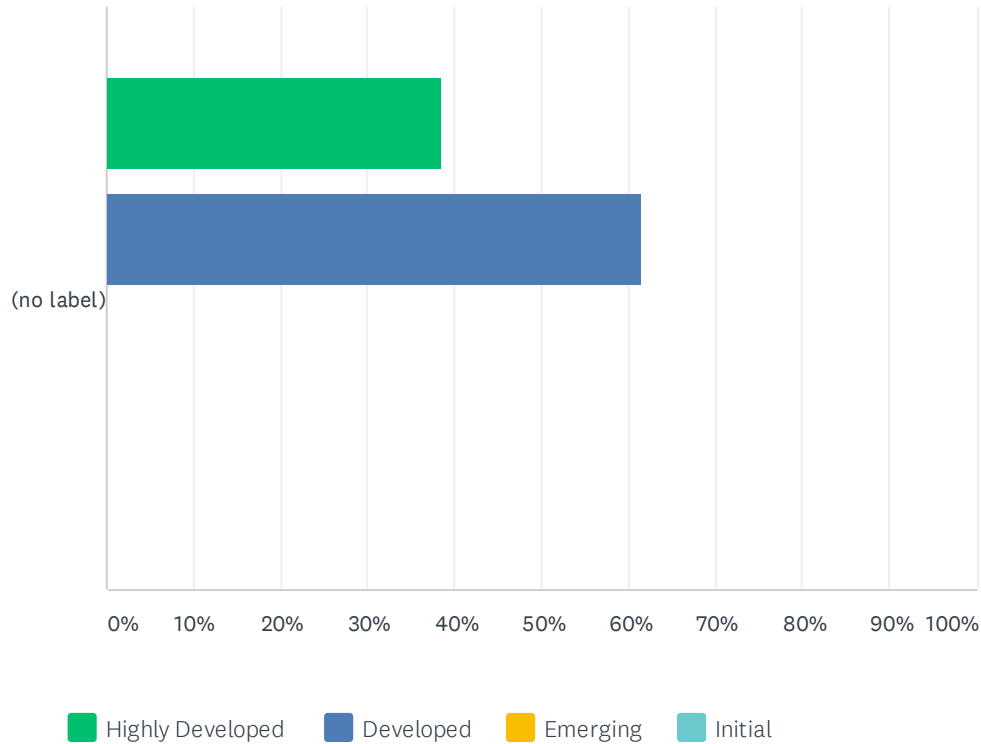
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	69.23%	30.77%	0.00%	0.00%		
	9	4	0	0	13	3.69

#	FEEDBACK:	DATE
1	Facilities demonstrates outstanding focus on the parts of planning that the Department can control, and managing the unanticipated in a way that is consistent with its overall strategy.	12/11/2020 8:30 PM
2	Large projects have been well planned and strategically enacted, such as remodeling building 4 and 3.	12/4/2020 1:44 PM
3	Very detailed	12/4/2020 11:40 AM
4	Shows an understanding of current needs and planning for future goals.	12/4/2020 10:37 AM
5	Clear, concise and focused goals with evidence of goal achievement.	12/3/2020 10:34 AM
6	A thorough and systematic process of evaluation and planning – along with intentional and effective staff development – provide the Facilities team with the means to accomplish more and attain goals.	11/24/2020 12:03 PM
7	student surveys?	11/24/2020 10:54 AM

Q3 PERSONNEL SUMMARY Highly Developed: Employs a sufficient number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect duties, responsibilities and authority of the position. Developed: Employs an adequate number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect the majority of job duties, responsibilities and authority of the position. Emerging: Has a plan to employ an adequate number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect the majority of job duties, responsibilities and authority of the position. Initial: Staffing is insufficient to meet the needs of the program.

Answered: 13 Skipped: 0

Facilities Department Review



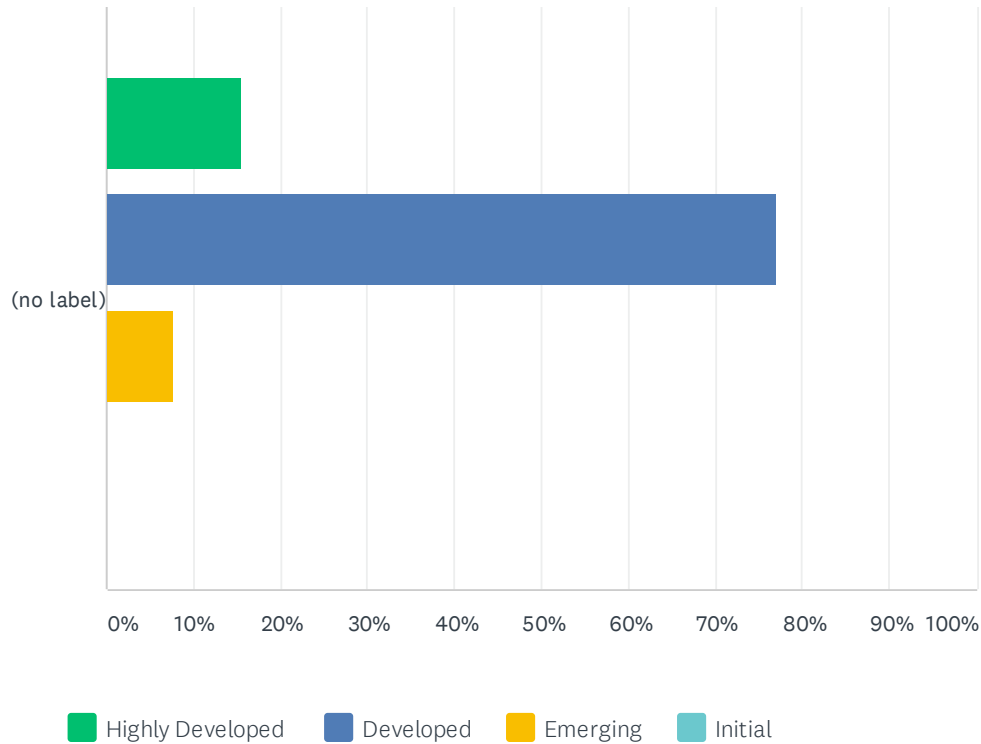
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	38.46%	61.54%	0.00%	0.00%	13	3.38
	5	8	0	0		

#	OTHER (PLEASE SPECIFY)	DATE
1	Old-timer information needs to be passed on to new staff, as was mentioned in the overview for the department.	12/4/2020 1:44 PM
2	Great evidence of an efficient staff and talented employees. Appreciate that the director remembers the importance of balancing morale and job performance.	12/4/2020 10:37 AM
3	This department is highly adaptable, and shows strength in planning for future campus development and the personnel needs that creates.	11/24/2020 12:03 PM

Q4 STAFF DEVELOPMENT Highly Developed: Exhibits ongoing and systematic support of professional development opportunities. Developed: Exhibits support of regular professional development opportunities. Emerging: Evidence of intermittent professional development opportunities. Initial: Minimal evidence of professional development opportunities.

Answered: 13 Skipped: 0

Facilities Department Review



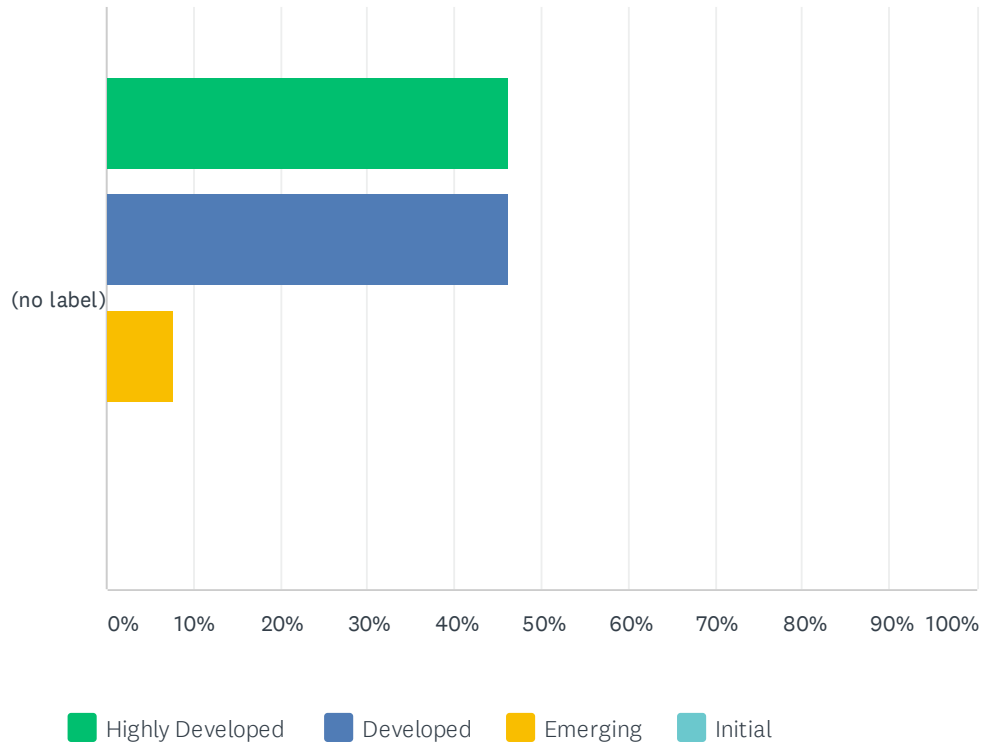
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	15.38%	76.92%	7.69%	0.00%		
	2	10	1	0	13	3.08

#	FEEDBACK:	DATE
1	It is unclear from the document that professional development is systematic. It is very clear that personnel are trained and certified as required by state or federal agencies.	12/11/2020 8:30 PM
2	Consider all options for professional development for employees.	12/4/2020 10:37 AM
3	Appropriate for department. Succession planning may include some additional advanced professional development. Mr. Homfeldt will leave huge shoes to fill in 2024.	12/3/2020 10:34 AM
4	The staff certification and training is right where it needs to be at.	11/24/2020 12:03 PM
5	Maybe a plan for each person?	11/24/2020 10:54 AM

Q5 FACILITIES AND EQUIPMENT Highly Developed: Facilities and resources meet current and future needs of the college. Developed: Facilities and resources meet current needs of the college. Emerging: Evidence of a plan to have facilities and resources meet current and future needs of the college. Initial: Minimal evidence that facilities and resources meet current and future needs of the college.

Answered: 13 Skipped: 0

Facilities Department Review



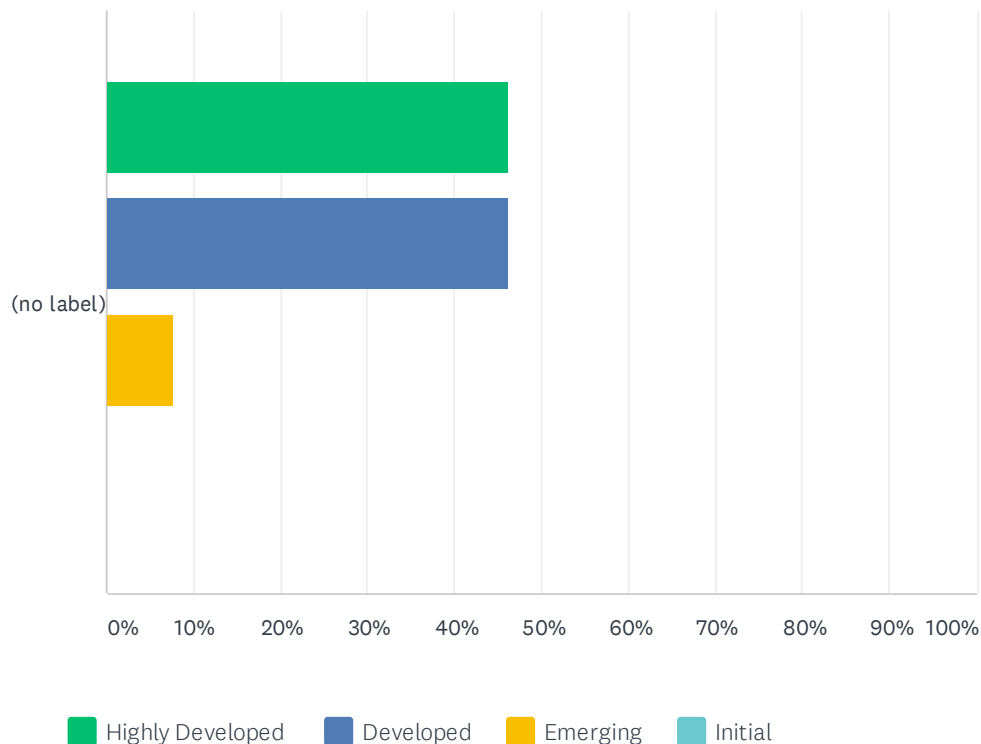
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	46.15%	46.15%	7.69%	0.00%	13	3.38
	6	6	1	0		

#	FEEDBACK:	DATE
1	Some equipment and additional storage space appears to be needed as the KCC campus expands.	12/14/2020 8:56 AM
2	Regarding the equipment and facilities the Department uses in its operations, this is a section where the department seems a little lacking; specifically, storage has been a long-time problem only recently addressed. Likewise, the motto "we tend to make do with what we have" does not indicate a systematic plan for technology upgrades that would increase Department employee efficiency. In the bigger picture, the Department does an outstanding job of constructing and maintaining facilities and resources for the rest of the College. It is in its own sphere of operations that there is a lack.	12/11/2020 8:30 PM
3	Some equipment needs to be replaced	12/4/2020 1:44 PM
4	There is equipment we could use for the future.	12/4/2020 12:11 PM
5	Acquires equipment to meet the ever changing needs of the college. College needs more storage facilities	12/4/2020 11:40 AM
6	Evidence of alternative solutions and planning for the future.	12/4/2020 10:37 AM
7	The evidence of the quality and quantity of work they do would indicate they either have what they need or are quite skilled at making due with what they have.	12/3/2020 10:34 AM
8	The creative solution in providing additional shop and storage space on campus – via the community education construction course students – is excellent. It creates an education opportunity, and a hands-on public legacy for those students.	11/24/2020 12:03 PM

Q6 BUDGET Highly Developed: Financial resources meet current needs and are projected to meet future needs. Developed: Financial resources meet current needs. Emerging: Evidence of a plan to acquire financial

resources to meet current needs. Initial: Minimal evidence that financial resources meet current needs.

Answered: 13 Skipped: 0



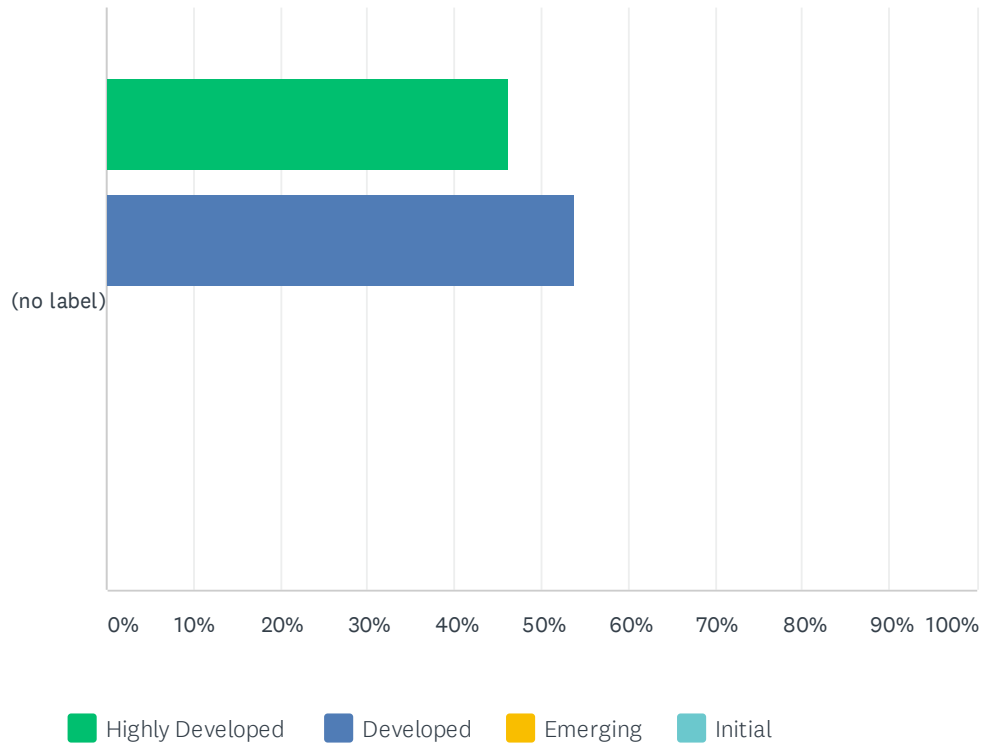
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	46.15%	46.15%	7.69%	0.00%	13	3.38
	6	6	1	0		

#	FEEDBACK:	DATE
1	This Department has been a long-time example of wise stewardship of fiscal responsibilities.	12/11/2020 8:30 PM
2	The budget is set for known activities, but this department supports unplanned repairs and other issues, causing them to shift funds to the most needed projects.	12/4/2020 1:44 PM
3	Looks like the contracted services may need additional funding.	12/4/2020 11:40 AM
4	Evidence indicates this department is very fiscally responsible while meeting current, and projected needs. It appears that solid planning occurs for future needs.	12/3/2020 10:34 AM
5	A well-thought approach for hitting a moving budgetary target, due to the unexpected nature of facility, weather and other emergencies.	11/24/2020 12:03 PM

Q7 STRENGTHS AND WEAKNESSES Highly Developed: Strengths and weaknesses are described accurately and thoroughly. Developed: Most strengths and weaknesses are described accurately and thoroughly. Emerging: Some strengths and weaknesses are described accurately and thoroughly. Initial: Minimal evidence that strengths and weaknesses are described accurately and thoroughly.

Facilities Department Review

Answered: 13 Skipped: 0



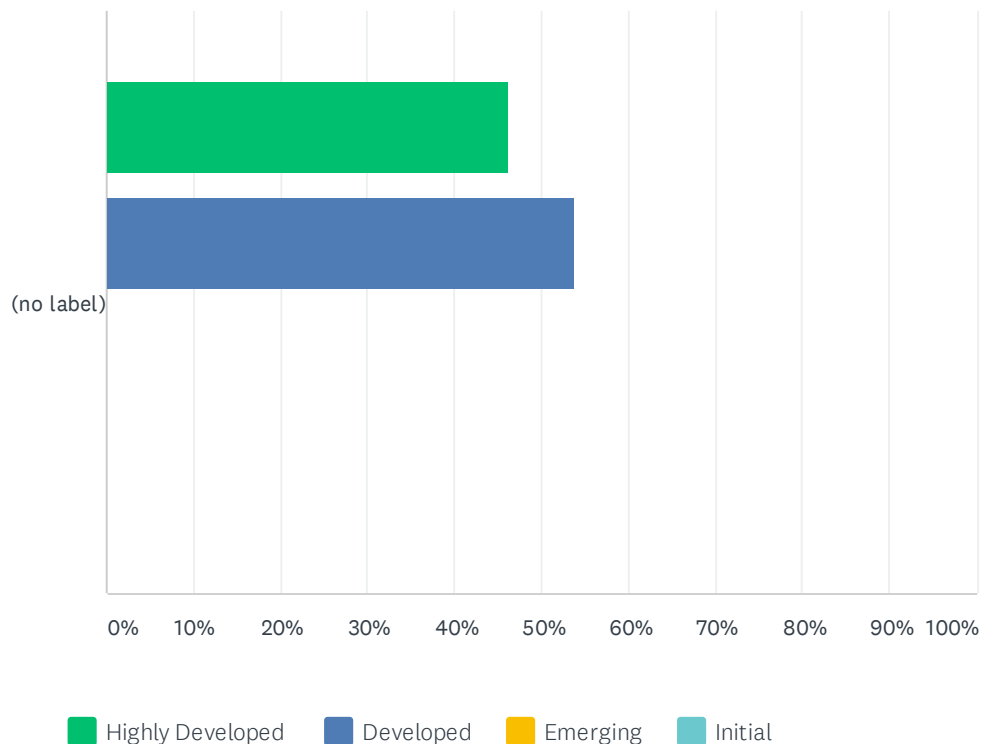
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	46.15%	53.85%	0.00%	0.00%	13	3.46
	6	7	0	0		

#	FEEDBACK:	DATE
1	Strengths- knowledgeable employees, commitment to fiscal responsibility. Weakness- unexpected costs can have a significant impact. The suggestion of having a reserve fund would solve this problem.	12/4/2020 1:44 PM
2	Many construction projects are handled in house saving the college considerable amount of money. Staff very responsive to changes related to covid 19. Our campus facilities are well kept and maintained. Very clean. well organized. Very professional staff.	12/4/2020 11:40 AM
3	We are lucky to have these employees and this department taking care of all of us.	12/4/2020 10:37 AM
4	This is one of the best operating departments on campus. Customer service oriented. The comment that their work is "people oriented" really demonstrates the character of the department . The director's leadership style inspires and motivates his staff to have ownership of their work.	12/3/2020 10:34 AM
5	In-depth planning and a depth of experience are strengths for this department. Known weaknesses are thoroughly addressed, and provided with a thoughtful and well-planned solution.	11/24/2020 12:03 PM
6	Great Leadership	11/24/2020 10:54 AM

Q8 NEW GOALS AND PLAN
 Highly Developed: Multiyear planning process with evidence of use of assessment data in planning.
 Developed: Multiyear planning process with some assessment data.
 Emerging: Short-

term planning process recently implemented. Initial: Minimal evidence of planning process.

Answered: 13 Skipped: 0



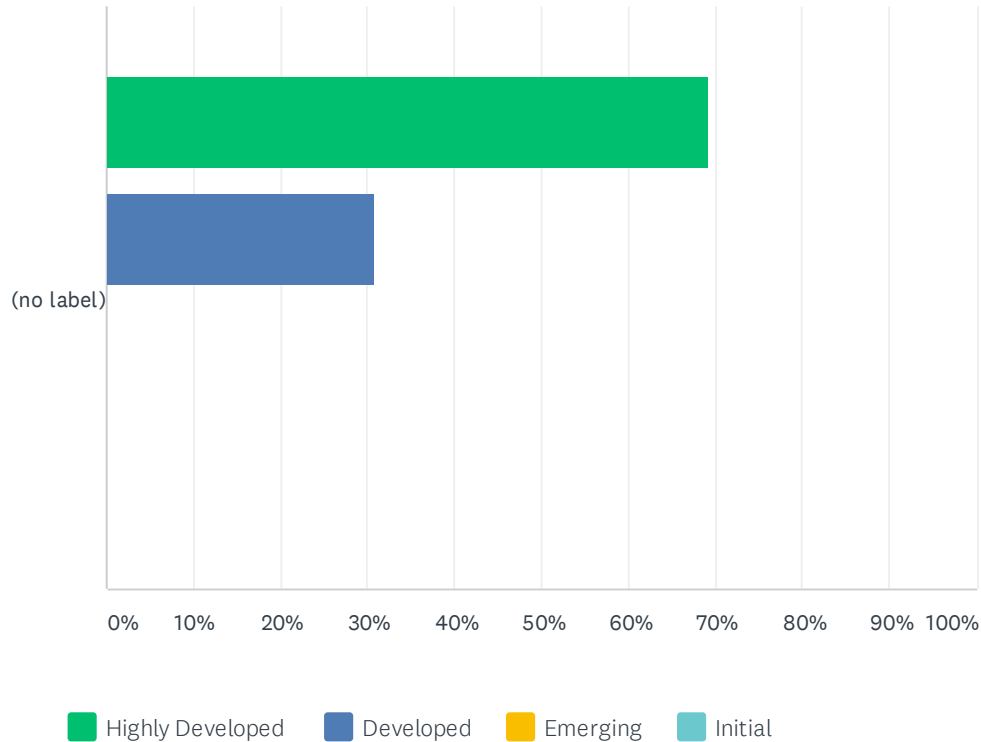
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	46.15%	53.85%	0.00%	0.00%	13	3.46
	6	7	0	0		

#	FEEDBACK:	DATE
1	The Department is to be highly commended for its awareness of succession planning and institutional knowledge and actions taken to ensure effective transitions. This cannot be said of many other departments.	12/11/2020 8:30 PM
2	Multiple layers of plans. Thoughtful grouping and organization of plans.	12/4/2020 11:40 AM
3	Great assessment of planning and goals.	12/4/2020 10:37 AM
4	Focused, concise, measurable, achievable and time sensitive- everything goals should be.	12/3/2020 10:34 AM
5	Continue on focused needs for hires.	11/24/2020 10:54 AM

Q9 OVERALL PROGRAM EVALUATION Highly Developed: Evidence of ongoing systematic use of planning in selection of programs and services. Developed: Program exhibits evidence that planning guides program and services selection that supports the college. Emerging: There is evidence that planning intermittently informs some selection of services to support the college. Initial: Minimal evidence that plans inform selection the of services to support the college's mission.

Facilities Department Review

Answered: 13 Skipped: 0



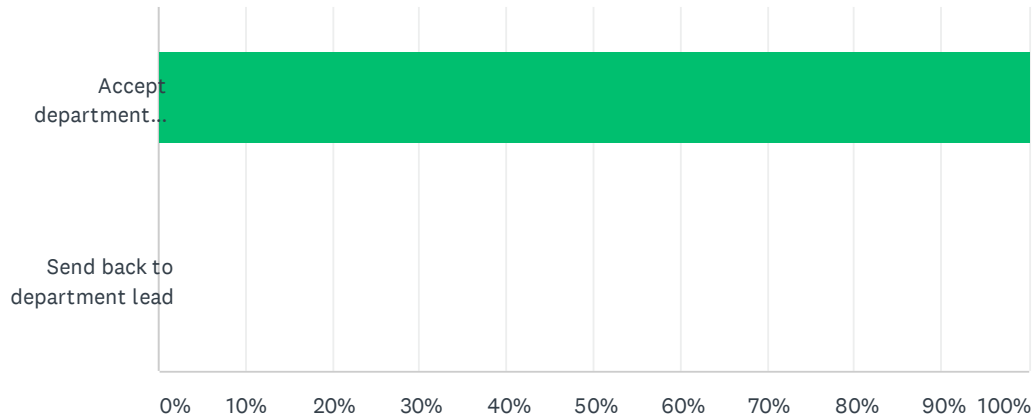
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	69.23%	30.77%	0.00%	0.00%	13	3.69
	9	4	0	0		

#	FEEDBACK:	DATE
1	The Program Evaluation conducted by this department is outstanding in its clarity and concise writing. The document as a whole is an effective snapshot of operations and planning.	12/11/2020 8:30 PM
2	Very detailed. Well organized. Comprehensive.	12/4/2020 11:40 AM
3	This report helped me understand the impact of facilities on the campus and how many projects they are involved in.	12/4/2020 10:37 AM
4	A well-rounded, effective program is reflected in this evaluation. Obvious on-going systematic use of planning and goal achievement.	12/3/2020 10:34 AM

Q10 Should this non-instructional department review be accepted by CIIC or sent back to the department lead for further work?

Answered: 13 Skipped: 0

Facilities Department Review



ANSWER CHOICES	RESPONSES	
Accept department review document	100.00%	13
Send back to department lead	0.00%	0
TOTAL		13

Q11 Please highlight the strengths of the department.

Answered: 13 Skipped: 0

#	RESPONSES	DATE
1	Low employee turnover. Well organized group.	12/14/2020 8:56 AM
2	The department has a strong work ethic, and employees are empowered to take ownership of their areas.	12/14/2020 8:54 AM
3	They are a cohesive team with high morale among employees.	12/14/2020 8:27 AM
4	The Department does an outstanding job in all areas of the college's operations. From grounds to staffing to individual safety, the department is to be highly commended.	12/11/2020 8:30 PM
5	Knowledgeable staff, intense strategic planning for large new projects, flexible in shifting funds to the most needed areas.	12/4/2020 1:44 PM
6	We have the best department around!	12/4/2020 12:11 PM
7	Professional staff Very skilled and talented staff Take pride in work and well maintained campus. Very responsive to the needs of the college.	12/4/2020 11:40 AM
8	Dedicated and highly knowledgeable personnel, proactive and organized, very service orientated.	12/4/2020 11:08 AM
9	Excellent perspective on all their duties and how they relate to the college's mission. Appreciate their customer focused attitude and their care.	12/4/2020 10:37 AM
10	This department responds to many levels of need across all of KCC's Facilities and does so with excellence in the implementation and great customer service.	12/3/2020 11:28 AM
11	Transformative leadership. Skilled, friendly, helpful people-oriented staff from top down. Ability to effectively plan, goal set and achieve outcomes. Fiscally responsible. Quality work.	12/3/2020 10:34 AM
12	Teamwork, and planning, planning, planning!	11/24/2020 12:03 PM
13	Knows their mission and great leadership.	11/24/2020 10:54 AM

Q12 Please outline weaknesses of the department.

Answered: 13 Skipped: 0

#	RESPONSES	DATE
1	A formal procedure to ensure all maintenance and inspections are completed on time should eventually be developed.	12/14/2020 8:56 AM
2	Upcoming retirements could pose a problem.	12/14/2020 8:54 AM
3	Funding needs changed because of COVID	12/14/2020 8:27 AM
4	The greatest weakness of the department has been in focus on serving other departments, its own needs such as time/labor-saving technology and storage space have long gone neglected. I am not sure that this has been solved by planning, so much as it partly just happened. Participation in the planning for the future of the campus should also include persistent advocacy for the department's own needs such as a new physical plant operations facility. Additional attention is being paid to institutional knowledge by individuals; actually getting that recorded is a challenge in such a busy environment.	12/11/2020 8:30 PM
5	there is a need for a reserve fund for unexpected issues. There is a need for passing on institutional knowledge to newer staff as some retire.	12/4/2020 1:44 PM
6	Small department- when someone retires, we lose institutional knowledge	12/4/2020 12:11 PM
7	Reliance on particular individual skills.	12/4/2020 11:40 AM
8	Not enough knowledge, procedures etc., are in writing according to the review.	12/4/2020 11:08 AM
9	Running too lean (stressing employees as the college adds buildings) and professional development for employees.	12/4/2020 10:37 AM
10	The Facilities Department due to the increasing number of facilities on campus and the response necessary for Covid-19 needs to be more fully funded.	12/3/2020 11:28 AM
11	Loss of staff through upcoming retirements although it is clear this has been acknowledged and that plans and actions are underway to mitigate this.	12/3/2020 10:34 AM
12	Anticipated retirement of key personnel.	11/24/2020 12:03 PM
13	Lack of Surveys/ Measurements. that support your hard work.	11/24/2020 10:54 AM

Q13 Please make recommendations for department improvement.

Answered: 13 Skipped: 0

Facilities Department Review

#	RESPONSES	DATE
1	No recommendations at this time.	12/14/2020 8:56 AM
2	The department is well run, and the director just needs to start planning for retirements.	12/14/2020 8:54 AM
3	Keep doing what you are doing.	12/14/2020 8:27 AM
4	1. Create a written record of systems and procedures 2. Improve labor saving technologies 3. Be persistent in advocating for the department's future needs.	12/11/2020 8:30 PM
5	A substantial reserve fund needs to be established.	12/4/2020 1:44 PM
6	none	12/4/2020 12:11 PM
7	Nee more storage.	12/4/2020 11:40 AM
8	Get things written down before people start retiring.	12/4/2020 11:08 AM
9	None.	12/4/2020 10:37 AM
10	It seems that Facilities, like IR needs staff to archive various items for their departments. Facilities needs an archive database for document, manuals, blueprints etc. IR needs an archive database for all of the various analysis they have done. Additionally, Facilities could also archive and have a database for the physiscal inventory of the college. Perhaps, there is a shared position here for some one who can meet the needs of both of these departments. There may be other departments and programs at KCC that could benefit from the services of this kind of professional. Hire more staff for Facilities to meet the growing needs of Facilities upkeep and maintenance and then maintain an appropriate funding level to this function for the college.	12/3/2020 11:28 AM
11	Bookstore should not be in this organizational chart. Would be more appropriate for this supervisory function be placed under the Admin VP, which is industry standard.	12/3/2020 10:34 AM
12	Beyond the SOP, is there benefit to cross-training of staff?	11/24/2020 12:03 PM
13	Surveys/ Measurements. that support your hard work.	11/24/2020 10:54 AM

Q14 Please enter your name.

Answered: 13 Skipped: 0

Facilities Department Review

#	RESPONSES	DATE
1	Ian Kautzman	12/14/2020 8:56 AM
2	Jeanne LaHaie	12/14/2020 8:54 AM
3	EWorden	12/14/2020 8:27 AM
4	Tom Nejely	12/11/2020 8:30 PM
5	Janice Silvestri	12/4/2020 1:44 PM
6	tricia fiscus	12/4/2020 12:11 PM
7	Jamie Jennings	12/4/2020 11:40 AM
8	Rick Ball	12/4/2020 11:08 AM
9	David Edgell	12/4/2020 10:37 AM
10	Jo Cochran	12/3/2020 11:28 AM
11	Allison Marie Sansom	12/3/2020 10:34 AM
12	Holly Owens	11/24/2020 12:03 PM
13	Chris Stickles	11/24/2020 10:54 AM