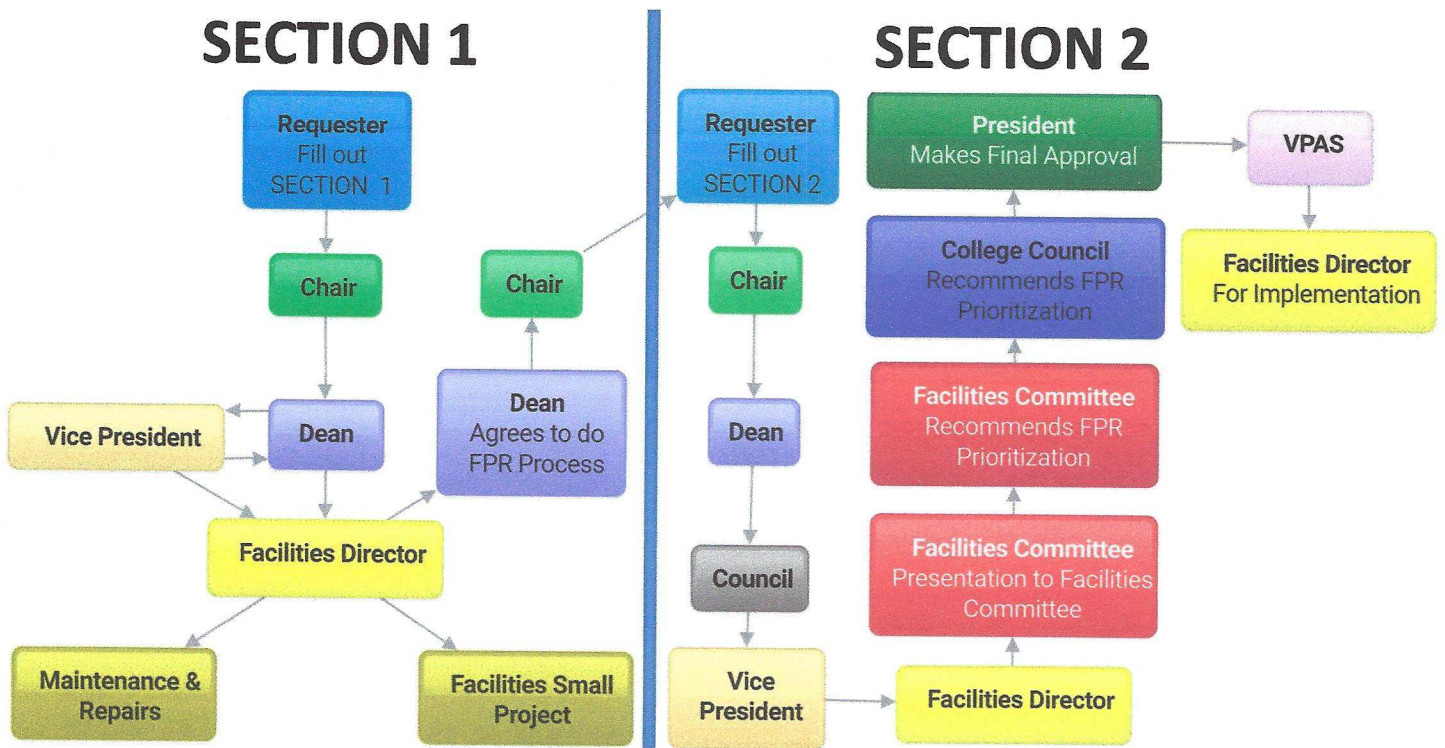


(FPR) Facilities Project Request - FLOWCHART



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.

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: Title V

Date: 10/27/2020

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

Project

Number: FPR 2021-03

(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

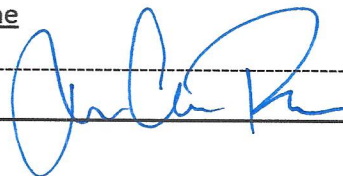
Potential/Recommended funding source: Unknown

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 _____

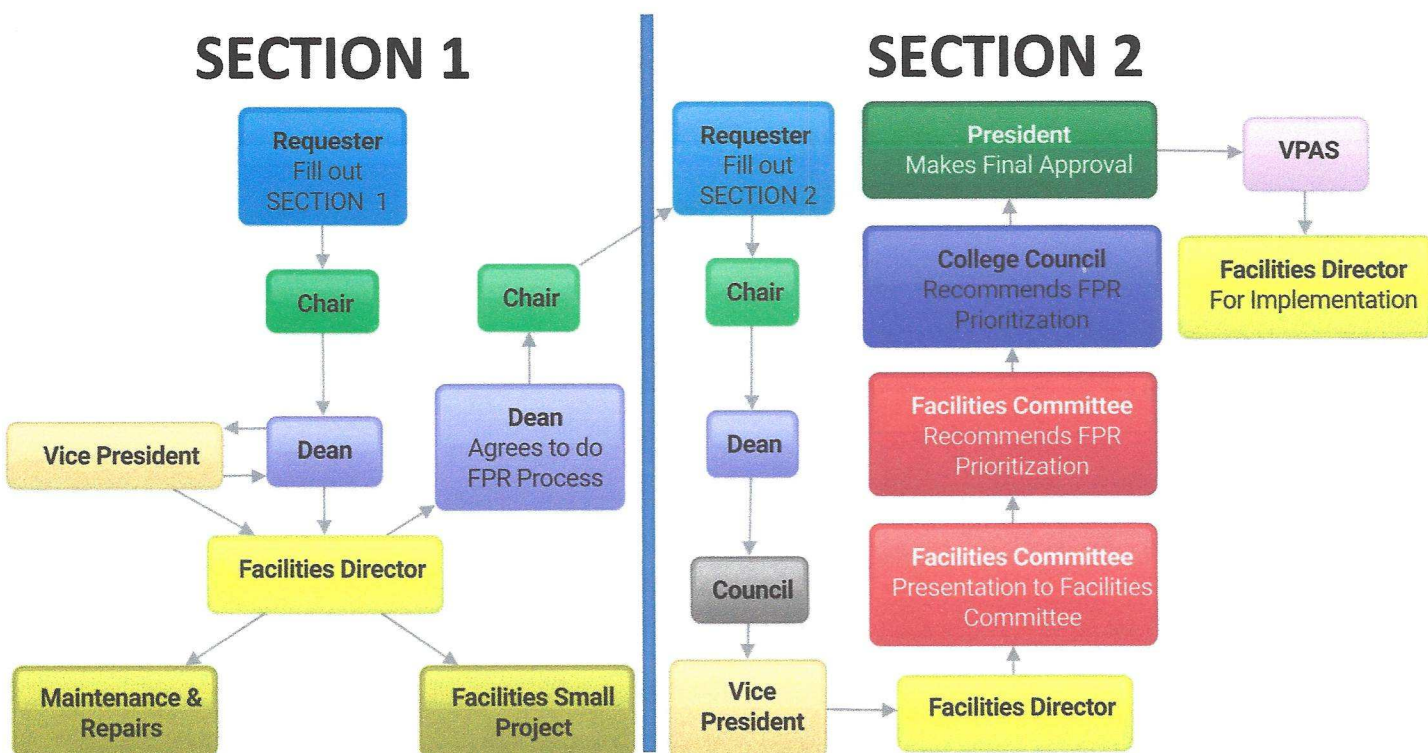
Facilities Director (print name & signature): _____ Date _____



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.

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

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: _____

Phone Extension: _____

Department/Program: _____

Date: _____

Brief Project Name: _____

Project Number: _____

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

(Facilities Director fills this in)

Project Location (building/room number): _____

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):

2. Describe how the project relates to each item:

- 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 shared space: _____
- Other (i.e., health/safety – please explain): _____

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?

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*):

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

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

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

7. Provide a cost analysis of the project:

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

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

ALL signatures are required to proceed to the Facilities Committee

Chair/Supervisor (print name & signature): _____ Date _____

Dean/Director (print name & signature): _____ Date _____

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