Organization	Туре	Category	Description	Justification	Response
Academic Support Center	College Needs	Facilities (F)	Carpet needs to be replaced in high-traffic areas of the main building.	The original Mission 1970s carpet is very stained in parts of the building that are very visible to students (i.e. tutoring center, etc.) Replacement pieces do not match, creating an unprofessional looking patchwork carpet. For those programs that will remain in the main building for quite a few more years, the carpet needs replacement.	Carpet can be cleaned but nothing new for the building pre-demolition FSC reports spot cleaning happens routinely and break and summer shampooing occurs. Top priority is CR and not individual office.
Accounting	College Needs	Other	Testing Center	Mission needs to reestablish the Testing Center and participate in a reciprocal testing network with other institutions. There is a huge need for the college to facilitate online students taking proctored exams at other institutions. The inconvenience of the current system is driving students away. This Testing Center could generate funds by providing testing services for a fee to non-Mission students.	Not applicable to facilities/ Safety but can be routed to the DE committee
Accounting	College Needs	Other	College facilitation for online students to take proctored exams at other locations.	There is a need for the college to facilitate online students taking proctored exams at other locations. Some colleges provide this service for a fee. Students are expecting it. More and more online students express surprise when I tell them they have to come to Mission for exams. The convenience of this service will attract students from other counties and states.	Not applicable to facilities/ Safety but can be routed to the DE committee

Art	College Needs	Equipment (E)	Fix all clocks that don't work in classrooms and around the center space. In addition, the clocks that do work are all at different times.	It may seem like a small thing, but our campus consistently has clocks that do not work in the classrooms and the center space. The ones that do work are always at different times.	In progress; Facilitates has been working with Simplex to provide a solution. Turns out the signals are not strong enough. Project has been added to listing. Update FSC 6-20, new clocks are selected and will be ordered. Clocks will migrate to new Student Engagement Bld.
Art	College Needs	Facilities (F)	Reorganization of the landscape by creating a planting plan to reflect a more contemporary look that considers cohesiveness, sustainability and lower water usage.	Although the maintenance crew works hard to maintain the campus, the current landscape has no rhyme or reason to the design of the plantings and places high water use plants next to drought tolerant plants. A better choice of plants and plant placements could reduce the campus water usage by up to 50% and cut down on the amount of maintenance. The campus could still have lots of green and flowers, but could be designed in a more thoughtful and sustainable way.	District function although new standard for landscaping have been approved for new buildings. Second replacement to main building incorporates the arrival zone landscaping/6/20 FSC recommends that facilities create prioritized plan and eliminate new planting and any stop all hand watering.
Business	College Needs	Other	Lack of college marketing and outreach	Overall college enrollment is down yet there has been no effort to increase marketing and outreach.	N/A Please route to marketing committee
Business	College Needs	Other	Customer service focus / communication	The college has regularly been cancelling classes without notification to students. The lack of communication in this area is impacting enrollment. When a student finds out the day of or day before a class is to meet that the class is cancelled, it creates bad will and the student goes elsewhere.	N/A Please route to marketing committee

Chemistry	College Needs	Campus Safety (CS)	Chemical Hygiene Plan	A college or district Chemical Hygiene Plan would be used as a reference material for instructors/ staff working with hazardous materials and waste. Currently, our district does not have a CHP which is required by the state.	Danny N is working with Keenan to complete CHP.
Chemistry	College Needs	Facilities (F)	Periodic Tables	Supply classrooms around campus with a periodic table to assist in Chemistry instruction.	Program review request not all college request. Scheduling issue for CR. JB to discuss with Leandra and Thuy.
Child Development	College Needs	Facilities (F)	Secured entry to the CDC Infant/toddler center.	The new CDC has a secured lock system. The infant/toddler center needs similar equipment for children and student safety.	This project will be considered.  Don will ascertain SWAG costs to determine if we can move forward. Project appr
Communication Studies	College Needs	Facilities (F)	More technical support for classroom instruction (F & E, actually)	Technical problems in the classroom take away time and create frustration for instructors and students who should be able to concentrate on teaching and learning. We believe it is an issue of not enough people having enough time to take care of a huge amount of technology that needs attention, not that the current people are not capable. The technical support people do an outstanding job, but perhaps we need more of them. Another possibility is that equipment decisions are made (what to buy and how to set it up) without enough input from the end-users: instructors and students.	Vague request What does this mean?  Upcoming budget reductions will not allow hiring new ITS support staff. RB will ask ITS to conduct a session with Instructors to gather information, ideas and figure out exactly what this request is asking for.

Communication Studies	College Needs	Facilities (F)	Speakers in the walls of some rooms need to be removed and replaced with speakers that are not in the walls.	The placement of audio speakers in the walls of some classrooms (E3-301-E3-501, for examples) results in the audio being played in the classroom (videos) leaks very loudly into the adjacent classroom, creating interference for the instructor and students in that adjacent classroom. It is very difficult to keep the volume high enough for the students to hear the program without being too loud for the adjacent classroom. This was requested in the last Program Review Update, and is still a problem.	Will not be done till building demolition comes. RB will ask ITS staff to investigate a low cost solution.
Computer Applications	College Needs	Facilities (F)	Lock system for the computer labs	It would be much better to install some type of code lock system for our computer labs instead of relying on keys that get lost. Many labs are on the outside of the building so breaking in would be easy.	Key security for the main building is in place. Given the 4 year life span of the building, it is cost prohibitive to install ACAMS system in Main Building labs. Keyless, Electronic locks are in the design for new buildings. There is a current project to install ACAMS system in the Science Building.
Computer Applications	College Needs	Facilities (F)	Second floor bathrooms need attention	Faucets in some sinks do not work, stalls do not always work, and they look in disrepair.	This was reported to Facilities in early March. Facilities is conducting an audit and have exchanged several broken faucet. With staff reductions the level of service to tend to all repairs is problematic. Appropriate out of order sleeves and signage is in place to make the fixtures that are out of order more presentable.

Computer Applications	College Needs		The fluorescent lights are quite old and some of the ballasts need to be replaced. Moreover 3-4 bulbs need to be replaced in E2-101 and E2-303.	It becomes very difficult to see with the constant flickering and/or missing bulbs.	This is a work order item. Whoever submitted this item should create a work order.
Computer Science & Info Tech	College Needs	Facilities (F)	Need larger lab classroom. For example, Room E2-501 and E2- 502.	Right now the room capacity is 30. It would be better if we could upgrade the room to accommodate 35 students. It will help us reach our efficiency goal.	Not stable with building demolition.  2 New large forum classrooms are part of Gillmor Center; seating 135 and 150 each.
Counseling Academic	College Needs	Equipment (E)	Reliable Wi-Fi signal in all areas of the college including classrooms.	Wi-Fi services appear to be in greater demand as students and instructors increase their use of laptops and smart phones. Wi-Fi service has sometimes been observed to be unreliable and slow.	Wi-Fi upgrade was performed over the Winter Holiday. If current deficiencies exist, a work order should be submitted to District IS.
English	College Needs	Facilities (F)	More support for summer school students	Students need more tutoring, access to the library, access to food services, and other support services that are scaled down in the summer.	Not part of facilities this is tutoring Cafeteria and KJ's coffee are open in the summer

English	College Needs	Facilities (F)	Cleaner, usable facilities	Bathroom stalls don't close, causing people to avoid them, leading to long lines, tardiness and a host of other unpleasant outcomesAt present, the middle stall in the women's bathrooms in the W/S quadrant on the first floor (outside) has no door, although the door has been propped against the wall for most of the termBathrooms also do not have faucets that work or consistent paper towel access.	Work orders need to be placed on these items.
English as Second Language	College Needs	Facilities (F)	The shades in MT-10 were damaged and need to be repaired and rehung.	Shades make it possible to use the Multimedia system in the afternoons.	Again, a work order needs to be placed.
English as Second Language	College Needs	Facilities (F)	A door on a stall in the first floor west bathroom has fallen off and hit a student's (who was not injured, but)		Men's or women's. Info is deficient. Again, work order will alert Facilities to issue.
English as Second Language	College Needs	Facilities (F)			?

English as	College Needs	Facilities (F)	Motion sensing	Touching a surface after you wash your	New Building consideration
Second			towel dispensers	hands is unhygienic.	Motion sensing dispensers
Language			in the		bring their own set of
			bathrooms.		problems—battery
					replacement; for one, not a
					problem for 50 it is a big deal
					and current staffing and
					budget limit ability to maintain
					sensors. Strategy is to install
					Dyson wind dryers in new
					buildings moving forward, so
					for all new buildings this
					should not be an issue.
English as	College Needs	Facilities (F)	Bathroom stalls		No building noted. If main
Second			need stronger		building, only the base
Language			latches, new		minimum in maintenance will
			hooks and		be performed. If there are
			shelves for books		specific areas that require
			and purses.		hooks, recommend requesting
			Faucets should		a comprehensive list to
			work.		consider for small projects.
English as	College Needs	Equipment (E)	The display	Occasionally teachers leave the classroom	Teachers should not leave the
Second			projectors in the	without shutting them off.	projectors on, but if they do,
Language			classrooms		the projectors are configured
			should have an		with time out.
			automatic shut		
			off after some		
			time.		

English as Second Language	College Needs	Campus Safety (CS)	Lights next to the MTs on the far side need to be replaced.	It is very dark and so dangerous to leave those classrooms at night, especially after the last classes.	RB: I will add this to our small project list with Facilities. Audit to be performed and if lights are out they will be replaced. If more lights are needed, quotes must be obtained and costs considered.
Fire Technology	College Needs	Campus Safety (CS)	External Lighting	There is a need for additional light on and around the campus. There are areas of the campus near the main building and the MTs are not illuminated. There is a concern for student and college personnel safety. The additional lighting would enhance the overall expressed by several faculty, staff and students.	See above. Work order in Nov corrected the lighting at the Science Building. Specific areas are needed. RB will forward this to Facilities for audit.

Foreign Languages	College Needs	Equipment (E	I would like to suggest we place a 2nd electronic sign board (similar to the one in front of the flagpole near Staff parking lot E. building) near the student parking lot.	I find the existing sign board (near the flagpole) helpful and I think a second one placed near the student parking lot would increase campus awareness of ongoing events and activities, i.e. "Hosp Management is serving chicken enchiladas today," "Piano recital	Not in Budget Gillmor Center has 13 monitors, so in the future the new buildings will help supply the info requested digitally.
			student parking lot.	activities, i.e. "Hosp Management is serving chicken	
				today!" "Get your flu shot now for only \$5" or "Last day to drop without a W" or even	
				some nice saying or supportive comment. Students could see it as they enter campus and so it would be	
				more immediate than having to log into My Portal	

Graphic Design &	College Needs	Other	More marketing in	Other schools are	Not facilities safety
Graphic Arts			our service area.	marketing in our	,
				service area. If	
				Mission wants to	
				compete, more	
				emphasis must be	
				placed on gaining	
				Mind share in the	
				community. The	
				return on investment	
				could be much	
				greater than some of	
				the current, labor	
				intensive marketing	
				efforts.	
Hospitality	College Needs	Facilities (F)	Revamping of	Current state of	Landscaping
Management			landscaping	landscaping is	completed per
			surrounding HM	unattractive and in	sustainability
			facility.	need of major	standards
				overhauling. The HM	
				building is positioned	
				at a major college	
				entry point and	
				should be surrounded	
				by attractive and	
				welcoming grounds.	
				The current state of	
				the new landscaping	
				(non grassy areas) is	
				uninviting and	
				detracts from the	
				new HM facility and	
				college in general.	

Humanities	College Needs		The Office of Instruction should remain staffed and open until 6 P.M.	I have often gone to the Office of Instruction in mid or late afternoon and find it dark and locked. Faculty and staff are working on campus until 9:00 or 10:00 P.M. The Office	Not part of facility/ safety
				of Instruction should remain staffed and open until at least 6:00 P.M. to support those faculty and staff working in the evening session.	
Kinesiology	College Needs	Facilities (F)	Better locks/door hardware on the doors in the gymnasium and locker room areas.	The doors stick and can also be pulled open quite easily.	
Kinesiology	College Needs	Facilities (F)	Security cameras to reduce the campus thefts.	We have numerous thefts in the PE / Athletic areas as well as throughout the college. I understand that cameras give the appearance of safety but if they were hidden in the offices it wouldn't be perceived as a "safety" camera that is monitored.	Will bring request to Facilities / safety. District has money for security in Bond Budget. Will work to understand their plans better and publicize. Cameras get very expensive very quickly, but let's understand scope requested and budget needed.

Learning Services	College Needs	Campus Safety (CS)	Better lighting in hallways, addition of ramps and international signage. We also should produce an emergency/safety video mandated for students to view.	We want to be sensitive to safety and comfort of students.	Facilities/ Safety work order on specific areas. What type of video is requested? Our District Emergency Preparedness site has links to Active Shooter Videos, etc
Library	College Needs	Other	Cell phones for IT/IS staff.	Support for campus IT and district IS functions is essential to maintain the technology we depend on. Without cell phones, which were eliminated to save money a few years back, it is extremely difficult to get assistance as staff from these areas is seldom at their desks.	Don't we have this? ITS staff is equipped with cell phones. RB will post list of all District cell phone numbers. Determine best location on web.
Library	College Needs	Facilities (F)	Additional custodial staff.	The college facilities are not being cleaned as they should be due to a shortage of custodians. Dirt and grime does not make a campus welcoming to students, staff or visitors. It can also be a health hazard.	District Funded, with reductions this request will be hard to accommodate.

Library	College Needs	Campus Safety (CS)	Anti-slip surfacing for	The metal hole covers	Already done
	Conege Needs	Sampas sarcty (CS)	metal access covers	such as the one near	Project was
			campus wide.	the front entrance to	completed Dec 2012
			campas wae.	the library needs to	completed bee 2012
				have an anti-slip	
				surface applied to it.	
				This is a hazard	
				whenever wet from	
				scheduled lawn	
				watering or rain.	
				People have already	
				slipped and some	
				have been injured.	
Library	College Needs	Other	12 month support for	Currently the support	Not Facilities or
			the Learning	is handled by 10	safety goes to DE
			Management System	month faculty leaving	
			(ANGEL)	two months without	
				any LMS support.	
Library	College Needs	Facilities (F)	Automated hand-	All restrooms on	Being done in all new
			dryers in restrooms.	campus use paper for	facilities. This is
				drying hands. This	standard in all new
				wastes a lot of paper.  Much of the time paper	facilities
				is overflowing the trash	
				cans and ends up	
				littering the floor. This	
				could be eliminated	
				with hand dryers that	
				are eco-friendly and	
				would help shorten the	
				time spent cleaning the	
				restrooms for custodians as well as	
				saving paper and	
				money.	
				1-	
				I.	l

Library	College Needs	Facilities (F)	First floor restrooms in the Main Building need to be updated.	The restrooms are outdated, stall doors do not close; they are cramped and always look in disrepair. Victors use these restrooms as well as students and employees.	Completed Project was completed Jan 2013
Nutritional Science	College Needs	Facilities (F)	Larger lecture classrooms	The courses have been put in different size classrooms each semester. While the instructors do not mind moving, we have sometime been put into rooms that do not accommodate the class size. Instructors are willing to take a large number of students if they are given a large classroom. Enrollment was restricted last year due to the size of the room allocated.	Goes to Office of Instruction Gillmor Center has 2 large forum classrooms, one theater style, one table and desk. 135 and 150 capacity

Psychiatric Technician	College Needs	Facilities (F)	Cleaning out of duct work for heat and air	There is a noticeable black soot or dirt on	Facilities Committee
			conditioning systems.	the ceilings around all	. RB will advise
				the air vents in the	Facilities and have
				main building. This is	them make a
				a questionable health	determination.
				hazard for students	Project Scope and
				and employees as this	funding may become
				is coming out of the	an issue. Expect that
				system into the air	Black color is caused
				we are breathing.	by years of
					accumulation, not
					from current, dirty
Dayabiatria Tashaisian	Collogo Noods	Campus Safaty (CS)	Maintenance and	Many of the commodes	duct work  Already in progress no
Psychiatric Technician	College Needs	Campus Safety (CS)		in bathrooms leak when	new dispense
			repair of all	flushed. Faucets need	new dispense
			bathrooms in main	to be replaced or	See above comments
			building and MTs	repaired so that hand	on RR.
				hygiene can be	
				performed. The faucets	
				should be able to be	
				regulated hands-free or	
				at least be turned off	
				using a paper towel	
				barrier to avoid touching clean hands to	
				faucet control	
				mechanism. Paper	
				towel dispensers should	
				allow for pull-down of	
				clean towel without	
				having to touch bar	
				mechanism with clean	
				hands to make clean	
				towel available. Soap	
				dispensers should be	
				available over all sinks.	

Retail Floristry	College Needs	Campus Safety (CS)	More lights at nights	This is a health safety problem that affects all faculty and students.  Safety Issue for a	Safety Committee
Retail Fioristry	College Needs	Campus Salety (CS)	and more Security personal at Night	single person walking to their car at night, If needed a Security person could walk a single woman out to her car.	Specify location. AS noted, future projects will resolve safety lighting. Work orders have been placed and most of them performed regarding existing lighting. We have one Police on staff at night for 2 colleges.

Vocational Nursing	College Needs	Facilities (F)	One or two more trash cans on the Staff Parking lot E.	Many students congregate in this portion of the parking lot closest to the West entrance of the college and the MT buildings - not only smoking but eating. Need to reduce trash	Not happing already a study done by Kurt  Cans are limited purposely by District Director of Custodial Services, but will pass message along to the dept for consideration.
Vocational Nursing	College Needs	Other	Add more advertisements to the bus lines of VTA 57, 58, and 60.	It is distressing to see advertisements for DE Anza College or DeVry on the buses which travel directly between West Valley College and Mission College VTA 57 and 58. We need the community to know about our colleges on these routes so we can increase our enrollment.	Should be in their program review  Currently an ad campaign has been put in place. Past studies have shown that these ads do not affect student enrollment; let's see the outcome of the tests.
ITS Wed Media Services	College Needs	Other	-Consolidation of instructional servers - Expanding the implementation of lecture capturing system	All college wide new instructional technologies are launched by IT&S Department	Tech Committee or District

Counseling Service	College Needs	Equipment (E)	Wi-Fi signal and access	Reliable Wi-Fi signal in all areas of the college including classrooms. Justification: Wi-Fi services appear to be in greater demand as students and instructors increase their use of laptops and smart phones. Wi-Fi service has sometimes been observed to be unreliable and slow.	District Tech Group  Wi-Fi was updated Dec 2012. If there are specific areas, work orders for IS should be entered and assessment done.
DSPS	College Needs	Other	Tutors that are one- on-one and disability- specific, meaning they understand the special learning needs of students with specific challenges such as Dyscalculia, Dysgraphia	Students with Learning Disabilities need to be tutored by professionals who are experienced with helping students with disabilities. The approach to assignments and content accessibility is not the same as for non-disabled students and tutoring that is general, campus-wide is Not working for DSPS students.	Program Review

DSPS	College Needs	Facilities (F)	Additional signage	All campus signs must	Facilities
טארט	College Needs	ו מנווונופט (ד)	that is low enough	be equally accessible	ו מנווונופט
			_		As the hand program
			that braille can be added to it so it will	to students,	As the bond program
				regardless of	rolls out , appropriate
			be in compliance with	disability or language.	and code required
			ADA/504 accessibility	This must include	ADA signage will be
			and accommodation	those with visual	part of all the design
			requirements.	impairments who	and construction. We
				must rely on braille to	will not be going back
				guide them to	to update MB. We
				buildings, classrooms,	will need to bring up
				and restroom and	International symbols
				kitchen facilities as	with the architects in
				well as to the nearest	programming phase.
				safe exit. For	
				international	
				students, including	
				those international	
				students with	
				disabilities,	
				international symbols	
				must be also used	
				throughout the	
				campus.	

DSPS	College Needs	Other	Regulatory and legal requirements. More space is critically needed in order to be in compliance with both state and federal mandates on confidentiality for students with disabilities.	There are both state and federal requirements for confidentiality that are not being met due to the lack of space. Students with disabilities are supposed to be able to meet and talk in private. In addition, Program Specialist, LD Specialists and the Assistive Technology personnel need to be able to speak with students in private. LD assessments are supposed to be one-on-one which mandates that space must be allocated for this. We have	Facilities  Again, the space issues will need to be resolved in new design and construction.  Programming should include the required space for counseling.
			needed in order to be		issues will need to be
			in compliance with	disabilities are supposed	resolved in new
			both state and		design and
			federal mandates on	•	construction.
			confidentiality for		Programming should
			-		
				• • • • • • • • • • • • • • • • • • • •	•
			disabilities.	•	space for counseling.
				private. LD assessments	
				are supposed to be one-	
				too many people located	
				in one room for compliance and in other	
				spaces, due to the same	
				mandates we can only see	
				one student at a time	
				because there aren't full	
				walls between cubicles.	
				Lines get backed up;	
				instructors can't speak to	
				us with students there and	
				vice versa. Faculty need to	
				consult with one another.	
				We also have another	
				position coming on board in the Spring, full-time	
				faculty, and nowhere to	
				place that person because	
				the space that was	
				supposed to be allotted is	
				not being used to	
				Advise/Counsel students	
				with disabilities.	

EOPS	College Needs		N/A		?
Financial Aid	College Needs		Not applicable to our		Tech District Level
			program.		
MESA	College Needs		None requested		
Student Activities	College Needs	Facilities (F)	Need for cleaner		Noted and will
			facilities and grounds		convey to our
			kept up better.		Facilities Team.
			Parking lots need		Staffing levels are low
			more attention.		and probably will be
					lower; unfortunately,
					we are not funded to
					maintain Class A
					Facilities.
Student Enrollment	College Needs	Other	Technology: District	Continue to provide	District and MC ITS
Services			IS programming	expert staffing to:	Tech
			services to support	increase efficiencies	Projects are in place
			automation and	using automation;	to streamline paper
			reporting needs.	paperwork reduction;	through online
				communication with	purchasing. Also
				students, staff and	using Echosign to
				faculty.	minimize paper.
					More work does need
					to be done here,
					agree.
Student Health	College Needs	Facilities (F)	Private space needed	Private, confidential	Facilities
			for 1) personal	space is needed for	This needs to be
			counseling; 2)	expanded personal	raised in
			lactating women,	counseling to	programming phase
				minimize blockage of	of next new building.
				exam room space for	If funding is found
				first aid and/or	through grants or
				urgent medical care.	other outside
				The same additional	sources, MC could
				private, confidential	consider creating a
				space (office) may	small project.

		also be used as a back-up for lactating	
		women (breast-	
		pumping).	

Student Health	College Needs	Campus Safety (CS)	Update campus-wide	See Resource	District Emergency
	20080000.0		trauma bags, first-aid	Request. Up-to-date,	Fund
			kits, automated	no expired supplies	AED's and Defibs will
			external defibrillator	are needed in 11	be part of all new
			replacement supplies.	campus-wide trauma	buildings; needs to
			' ''	bags, 85 first-aid kits	be identified in
				and 13 automated	programing.
				external defibrillators	First aid updates will
				(AED). Trauma bags	depend on new
				and first-aid kit	outside funding
				contents include	sources.
				bandaging and	With the current
				emergency response	reductions required
				supplies. The AED	in budget, it will be
				replacement supplies	hard to identify fund
				consist of specialized	100 to cover these
				batteries and pads.	costs.
				Polls done of other	MC could consider a
				California community	small project to
				colleges reveal that	update AED's, once a
				the District or College	standard is identified
				Fund 100 funds	in all buildings, except
				support these	soon to be
				expenses.	demolished MB.
Transfer & Career	College Needs	Equipment (E	Reliable Wi-Fi signal	Wi-Fi services appear	District Technology
Center			in all areas of the	to be in greater	This was addressed

		college in classroom	_	above and is a duplicate request. District IS completed this update of WIFI in Jan 2013.
Admin Services	F	Athletic F Improven	<u> </u>	In Progress There is insufficient money to cover needs. Priorities must be set by Athletics in conjunction with District Facilties.
Admin Services	CS	Installation and signal	pen of striping parking and speed enforcement based on	District money. Future measure C projects will cover the lion's share of this request.
Admin Services	E	Virtualiza Gillmor C		District on Measure C This is an active project for Gillmor Center. See no reason for College to fund this request (RB)
Admin Services	F	Way findi upgrade	ng signage Deteriorating signs must be replaced. Give college unkempt environment. FSC is involved and quotes are being prepared.	Measure C Project is in place and should be completed by summer 2013

Marketing/PR	0	Printing budget for	While the number of	Program Review
			implementation	tour.
		,	Teacher's station. Consultancy required to meet target of Spring 2013	Gillmor Center, first stop on virtualization
		Consultancy	of computer labs and	Measure C to fund
Admin Services	0	Virtualization	Move MC to Virtualization	Just Fund Looking for
			EchoSign.	
			Acrobat Pro and	
		'	paperless solutions—	will fund
		Paperless Processing	move MC toward	MC Admins Services
Admin Services	0	Software to support	Software is need to	Standardized Fund?
			found in 2013	
			in case funding is not	
			This is a placeholder	

Marketing/PR	0	Printing budget for post cards, schedules and catalogs	While the number of schedules being printed has diminished significantly, a need remains to continue to distribute our schedule in print form. And, we need to inform people that the schedule is available, so post cards are a cost effective way to do that.	Program Review
VP Student Services		implementation of Student Success Task Force	New mandates from State Chancellor's Office	Too Agree! Topic is too broad; need to identify funding required for each step in the SSTF.

Office of the President	CS		eed emergency quipment " DONE"	Out of date and not enough	
Research Office	0		nnual Support costs or Governet	Annual support costs to Governet of approximately \$6,000 for Program Review and SLO modules. Goal is to have these absorbed into Fixed Costs, but this has not yet occurred.	TCO. This will eventually be an ongoing college operational expense, as fixed costs become Overhead costs in the true sense.
VP of Instruction	0	cos	ecurring stipend osts for SLO oordinator	Ongoing need to support assessment of student learning and service area outcomes.	Program Review
VP of Instruction	F		et lab space for life and physical sciences	Continued demand for courses within the life science departments requires increased wet lab space to meet student demand. As a Health Occupations-orientated college many prerequisites courses needed by students for entry to Nursing or medical professions.	Measure C MC considered updated a dry lab to wet lab. Cost of \$1.5M per lab and no identified funding source makes this project problematic.