

 Dept FCO - (CO) Facilities Rental > Administrative Unit > Program Review

▼  Dept FCO - (CO) Facilities Rental



AUO 1.A. Department/Division Name: Facilities Rental

AUO 1.B. Name(s) of the author(s) of this report:: Tony Arellano

AUO 1.C. What is the primary focus of your department/division?: To coordinate available facilities for the public as well as De Anza faculty, staff and student clubs wishing to use facilities for non academic use.

AUO 1.D. How many customers are served annually and is number trending up, even, or down?: We serve hundreds of customers throughout the year both internally and externally. The internal depends on enrollment, which can fluctuate. The external is trending up due to word of mouth and repeat events, some now in their 5th year.

AUO 1.E. Who are the typical customers served by this department/division? : De Anza faculty, staff and student clubs wishing to use facilities for non-academic use, as well as the community at large who wish to rent campus facilities.

AUO 2.A. What is the department/division Mission Statement?: Provide facilities rental coordination for De Anza College

AUO 2.B. Ways and to what extent do your services support your Mission statement: We make as many venues as possible available to all internal and external groups when requested.

AUO 3.A. Number of classified employees: 1

AUO 3.B. Number of management employees: 0

AUO 3.C. Number of student employees: 0

AUO 3.D. Position(s) Needed: 0

AUO 3.E. Justification for Position(s):: n/a

AUO 3.F. If additional position/s were hired did it result in the expected improvement? How so? : n/a

AUO 4.A. Have there been any facility changes in the last five years?: Upgrades to the Football Stadium, which included new electronic video scoreboard, swimming stadium, which also included a new electronic video scoreboard, upgrades to the Visual and Performing Arts Center, which included installation of digital snakes and wireless clear-coms for audio, HD POV Camera for in-house I-Mag and live streaming. LED lighting is being phased in as needed to upgrade the lighting system to digital.

AUO 4.B. Are there any significant facility changes that will be needed over the next five years?: Video upgrade to make the theatre High-Definition friendly throughout is currently in the works. Eventually converting the existing lighting grid fixtures from analog to digital and replacing the stage floor will be needed. Also surplussing the existing



Film-Projection Equipment which has been used only 9 hours in 10 years and is now both unaffordable and obsolete equipment and replacing with Digital Theatre Projection System which will benefit the Student film program and all video users in the VPAC.

AUO 4.C. Give justification for facility requests : Although we have not completed an AUO assessment data for the VPAC, the justification comes from my expertise when hired for the position. The lighting upgrade would keep the costs of power consumed and HVAC needs down to a minimum, while adding many years of life before replacement. The stage floor is wearing down and needs to be repainted about every 18 months, the new floor would not only eliminate this but it is made of almost indestructible material which will guarantee a much longer life. Nobody can use the existing film projectors; they are wasting space that could be utilized with current functional equipment.

AUO 4.D. If additional facility changes occurred, did it result in the expected improvement? How so?: All the improvements made so far have been a complete enhancement, which is measured by the senses by aural and video experience.

AUO 5.A. Have there been any equipment purchases in the last five-years. If so what was purchased?: Digital snakes and network for audio, LED lighting for stage and architecture, HD POV camera and HD monitor screens for video, streaming capabilities for video and computer, I-Pad for remote network lighting and audio, Mac Air-Pro for streaming, Network Router/Switch for WiFi

AUO 5.B. Are there any equipment purchases that will be needed over the next five years?: Video upgrade to make the theatre High-Definition friendly throughout is currently in the works. Eventually converting the existing lighting grid fixtures from analog to digital and replacing the stage floor will be needed. Also surplussing the existing Film-Projection Equipment which has been used only 9 hours in 10 years and is now both unaffordable and obsolete equipment and replacing with Digital Theatre Projection System which will benefit the Student film program and all video users in the VPAC.

AUO 5.C. Justification for equipment(s)::

AUO 5.D. If additional equipment was purchased, did it result in the expected improvement? How so?:

AUO 6.A. Amount of Department/Division discretionary (B) budget or explain.:

AUO 6.B. Does the department/division need additional discretionary funding? If so, why?: no

AUO 6.C. Additional discretionary budget requests: no

AUO 6.D. Justification for additional discretionary budget: none

AUO 6.E. If additional discretionary budget was allocated, did it result in the expected improvement: n/a

AUO 7.A. Have there been any significant organizational alignment changes over the last five years?: no

AUO 7.B. List any significant organizational alignment changes needed over the next five years.:

AUO 7.C. Justification for significant organizational alignment changes:



AUO 7.D. If organizational alignment changes were made did it result in the expected improvement?:

AUO 8.A Have there been any significant changes in regulations/laws/policies over last five years?: Yes. In 2015 the district introduced the alcohol beverage policy (AP 3500).

AUO 8.B. List changes in regulations/laws/policies affecting department/division over next five yrs.:

AUO 8.C. List any additional resources needed to meet the new regulations/laws /policies.: The facilities coordinator has absorbed the additional oversight required into his duties.

AUO 8.D. Justification for additional resources:

AUO 8.E. If additional resources were made provided did it result in the expected improvement?:

AUO 9.A. List any significant professional development activities over the last five years.: Banner. Contracts. Resource 25. Cash handling.

AUO 9.B. List any significant professional development needs over the next five years.: Continuing Banner, contract & administrative functional training. New scheduling software. Industry specific training to stay up-to-date in field of expertise.

AUO 9.C. Justification for significant professional development .: Continuing training in new campus technology programs and software is essential as this is a one-person position with no administrative support. Industry specific training is important for strategic planning for campus facility needs such as VPAC, graduation (live streaming etc.)

AUO 9.D. If additional professional development was provided did it result in expected improvement?: Yes. This position is now able to look up budgets, enter PRs, track cash payments, provide input on contracts, be a campuswide resource for the ever expanding AV needs.

AUO 10. List other Needed Resources & Justification:

AUO 11.A. What are the current/active department/division outcome statements?: FacRent_AUO_2 - Outside organizations and groups will report that requests for facility usage are responded to in a pleasant and timely manner, that events are coordinated effectively and efficiently and the facilities are clean and equipment is in working order.

AUO 11.B. How many AUO statements have been assessed since the last program review?: 1

AUO 11.C. Summarize the outcomes assessment findings and resulting department/division enhancements.: Target : Target Met

Out of 8 survey responses, 7 reflected an excellent experience with 1 client reflecting a good experience (10/16/2015) Reflection (CLICK ON ? FOR INSTRUCTIONS): We are continuing to provide the best possible experience in Theater Rentals. Enhancement: Target Met. Periodically seek feedback from renters to look for improvements.

AUO 11.D. What are the department/division outcome assessment plans for the next five years?: The division are currently meeting to discuss various suggestions.