Request Title: Request for Conversion of Special Funded APT Facilities Use Specialist to General Funded Status

Part I. General Information
Name of requestor: Bernadette Howard
Unit, Department or Program: Vocational & Community Education

Part II. Resource Information
Type of request by code and description:
- OE operating equipment
- OO operating other
- PN program change request
- PW PCR - workload
- PF PCR - new facilities
- CP CIP - new facility
- CR CIP - Renovation
- CM CIP - R&M

Total

Alignment with Strategic Plan*: Action Outcomes 5.6 (increase non-state revenues by 3-10% per year)
(* this information must be filled out, i.e., Action Outcomes 2.1, 4.3, etc.)

Part III. Narrative - Description and Rationale (do not exceed the space provided)
Descriptive Summary of the Request (provide a summary of the resource request)
It is imperative that the College convert the APT Facilities Use Specialist position from Special Funded status to General Funded status within the next year. The revenues generated from facilities use cannot cover the expenses of this position, especially when the salary reduction agreement sunsets. Annual Revenue & Expenses Summaries over the past five years indicate a steady decline in Gross Revenues. WCC's convenient and modern facilities are conducive to systemwide meetings; these meetings generate very little or no revenue.

Rationale for Request (how will the request benefit the unit, department, program or institution)
In line with the College's Strategic Plan Action Outcome 5.6, Increase non-state revenues by 3-10% per year, funding this position with General funds would result in an increase in net income. G-funded status would also add more stability to the OCCE; the current year-to-year S-funded status results in high turnover of the position. It is highly suggested that this facilities use specialist position be assigned to the Administrative Services Division of the College since the function of this position responds to action outcomes related to resources and stewardship.

Documentation (in addition to the Strategic Plan what other source(s) of documentation for this request exist? provide an alignment with or connection to a supporting document, i.e., program review, annual assessment, departmental report, SLO/process outcome assessment/analysis, grant proposal, or other docs/reports)
Documentation of this request is fully discussed in its Annual Assessment of the Office of Continuing & Community Education, November 2010.

For PBC members: provide one rating for this request based on a scale of "1" indicating the lowest rating and "5" indicating the highest rating.

Rating Total