#13

COMPLETE

Collector:	Live Link (Web Link)
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IP Address:	68.107.43.250

Page 1: Please submit one form per request.

Q1 Contact Person

Name   **Kerry Kilber Rebman**

Email Address   **kerry.kilberrebman@gcccd.edu**

Q2 Department

Instructional Computing Services

Q3 Fiscal Year of Request   **2019-2020**

Q4 Title of Request

Electrical Utility Vehicle

Q5 Location of Request

Campus-wide

Q6 DescriptionPlease provide a brief description of the space or items being requested.

The Instructional Computing Services team transports heavy equipment across campus on hand dollies. This is time-consuming and potentially damaging to the employees and equipment. We do have two three other carts in the division but they are used by the IMS team and the Network Specialists and are typically not available.

Q7 Please provide the justification for the request, discussing the following: How will the request (and associated program review goal) support the College's mission and strategic priorities? Does the request address any health, safety, or security issues? Ir so, please describe them. What do program or service area data indicate with regard to growth in increased demand for services? How will the request advance the continuous quality improvement of the department or work area?

Having an additional cart will assist the ICS team in performing their duties more efficiently. They will be able to install equipment quicker and complete more projects in a timely manner. This supports organizational health in that it would help us use our finite human resources more efficiently. The increase for technology equipment continues to increase on campus and the more equipment there is to support, the more use we have for the cart.

Q8 What is the estimated one-time cost of the request?

8000

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Q9 Contact Person

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Q16 What is the estimated one-time cost of the request?   **Respondent skipped this question**