

Administrative, Educational and Student Support Units  
Annual Assessment Findings Report

**Directions:** Use content from your 5-Year Assessment Plan, and data collected and analyzed to complete the Annual Assessment Findings Report for the corresponding year. Submit report electronically to [aess@york.cuny.edu](mailto:aess@york.cuny.edu).

**Assessment Year: 2018-2019**

**Division: Administrative Affairs**

**Unit: Buildings and Grounds**

**Date: November 22, 2019**

**Completed by:** Joseph Goffredo

**Other contributors (e.g., person who analyzed data):** [Click here to enter text.](#)

**Unit Mission:** The mission of the York College Office of Buildings & Grounds is to support and execute the Office of Facilities and Planning in-house renovation and construction projects; maintain the physical plant in a safe, sustainable and fiscally responsible manner; and to ensure that the quality of the physical environment is welcoming, supports student success and faculty excellence.

1. Record each goal, corresponding outcome(s), measure(s), the target(s) of success, and if applicable, the student ILO(s). For each outcome listed above, describe the conclusions, significance and implications of the data collected for the assessment year indicated above (e.g., 2018-2019). Describe the results in comparison to the target of success, and if applicable, the student ILO(s) identified prior to data collection. What is your interpretation of the results?

Remember to use information from your approved 5-Year Assessment Plan.

Goal(s)	Outcome(s)	Student ILOs (if applicable)	Measures and Target of Success	Analysis, Findings, and Use of Results
Goal 1. Improve, maintain, and operate the College's facilities.	1.1 Implementation of a system to measure work-order response time.	NA	1.1 Maintenance logs (all requests are registered and compiled in the Building and Grounds Work Request System) 1.1a Engineers will address emergency	The target was met. Engineers were able to address emergency repairs within one hour. Engineers did address routine work-order requests within one to four business days. This means that Buildings and Grounds is completing the requests received on time and ensuring completion of their tasks.

Goal(s)	Outcome(s)	Student ILOs (if applicable)	Measures and Target of Success	Analysis, Findings, and Use of Results
			repairs within one hour. 1.1b Engineers will address routine work-order requests within one to four business days.	
Goal 2. Ensure all facilities are safe, accessible, and in compliance with all applicable government codes and regulations.	2.1 Campus facilities and equipment comply with the Americans with Disabilities Act (ADA) and Occupational Safety and Health Administration (OSHA) standards.	NA	Federal guidelines from OSHA and compliance from City, State and Federal requirements  Elevators are ADA compliant campus-wide.	The target was met. Elevators are ADA compliance campus-wide and are in service and completely refurbished. This implies that all federal and local guidelines have been met.

**2. Action Plan.** Using information from the Analysis, Findings, and Use of Results section above, what steps will you take to ensure recommended changes will be implemented and sustained? If no changes are being recommended, provide an explanation with supporting evidence. *(Add additional rows for outcomes, as needed by copying and pasting the appropriate outcome textbox. You may delete any unneeded textboxes.)*

**Outcome 1.1** Implementation of a system to measure work- order response time.

Recommended changes: There are no changes needed at this time. Buildings and Grounds will continue to monitor the response time and ensure they stay on task. We continue to make improvements.

**Outcome 1.2** Campus facilities and equipment comply with the Americans with Disabilities Act (ADA) and Occupational Safety and Health Administration (OSHA) standards.

Recommended changes: There are no changes needed at this time. We are following the five-year CUNY master plan and are on schedule.

**3. Communicating Results:** Describe how you communicated assessment results, recommendations, and changes to appropriate stakeholders (e.g., staff, supervisor, students).

We have bi-weekly meetings where we discuss the status and findings from assessment activities.

**4. Action Taken:** Describe how you used the results from last year to inform your action this year. Narrative should include action(s) taken or changes implemented as identified by assessment activities completed (i.e., closing the loop). Indicate when the changes were implemented and when they will be reassessed to see if they helped to improve support outcomes (SOs) and/or student learning outcomes (SLOs).

**5. Achievement Summary:** York College is excited to hear about what is going well! Share your unit's proudest accomplishments for this assessment period.

**6. Assessment Plan Year** [Click here to enter text.](#): Briefly outline the assessment plan for next year. Explain any revisions you will need to make based on results (e.g., revision in outcomes, target for success, measuring instrument). Attach an updated 5-Year Assessment Plan for your unit. (Remember to revise the years.)

**7. Annual/Special Reporting (optional):** Highlight accomplishments directly related to how assessment activities in your area contributed to the mission of the division and the College-- not assessed elsewhere, but related to operational effectiveness.