Program Summary

**Task Force:** Thank you for the time and effort you put forth in your report. Through the USAP process, we are working to create a culture of continuous improvement; setting specific and measurable goals is an important step in the process of moving IPFW toward this culture of improvement. Part of this effort is getting individuals and units at IPFW to think differently about planning and the future. The work of the Grounds Department is critical to IPFW and we greatly appreciate the time you spent on this significant endeavor. Thank you again for being part of this important initiative.

**Criterion:** #1: Mission - How does your unit support the mission of the university? This may include your mission and vision statements. (no more than 200 words)

**Question:** Mission - How does your unit support the mission of the university? This may include your mission and vision statements. (no more than 200 words)

The Grounds Department maintains all campus lands to provide an aesthetically pleasing and physically safe environment for students, staff, faculty, and visitors. Our mission is to anticipate and provide the physical environment, which enables IPFW to achieve its objectives in instruction, research, and public services.

**Criterion:** #2: Accomplishments - Please list significant accomplishments from the last three years as they align with Plan 2020 goals

**Question:** I. Foster Student Success - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area I: Foster student success.

The campus has been organized into zones with individual grounds workers assigned to specific areas. This is so we can effectively clean or pick up any litter or trash on campus. These same zones are used during Snow and ice removal events to effectively provide safe access to buildings. Grounds workers are encourage to take personal responsibility for the appearance of their areas and become familiar with the features of their zones.

**Question:** II. Creation of Knowledge - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area II: Promote the Creation, Integration, and Application of Knowledge.

Grounds has created and maintained landscape areas on campus that are quiet and comfortable areas for learning. The campus has been maintained in a way that promotes a pleasing and safe environment for students use when not in the classroom.

**Question:** III. Regional Hub - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area III: Serve as a Regional Intellectual, Cultural, and Economic Hub for Global Competitiveness.
Campus streets, parking facilities, and walks have been cleared of snow and ice to allow reasonable access to and between campus buildings. Campus lawns and trees have been trimmed so students can roam between classes without safety and security worries. Grounds maintains all athletic fields for University sports and all recreational fields for students. Grounds maintains outdoor areas for Student Housing by clearing snow and ice from sidewalks and parking lots, lawn and landscape care, and waste removal.

**Question:** IV. - Create a Stronger Univ - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area IV: Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization.

Grounds developed lawn and landscape maintenance plans for campus, baseball, softball, soccer, intermural fields, and student housing. Grounds also maintains the River Greenway path that goes through campus and connect the campus to various neighborhoods.

**Question:** Other Accomplishments - Please list any other significant accomplishments from the last three years that do not align with Plan 2020.

Developed a plan to use organic fertilizer and broadleaf weed control in the highly used areas of Campus to create appealing areas for students to gather or learn.

Effectively implemented a plan to help make sidewalks safer by using a liquid deicer for Campus sidewalks.

Replaced some older equipment to be able to remove snow and ice and mow more efficiently to maintain campus for students and visitors.

Provided a safer cross country course for Athletics by moving the course to west Campus to allow runners to avoid crossing busy streets.

Provided support for softball, baseball, outdoor track and field, and tennis.

Removed dead or dying Ash trees from campus and planting more trees in their place.

Repaired and improved drainage and irrigation in west Campus soccer fields so student athletes would have NCAA type fields to practice and play their games on.

Implemented water travelers to help irrigate upper soccer fields at west Campus to help maintain the play throughout the soccer season for local community.

On-going process of switching some annual plantings into perennial plantings.

Helping to maintain River Greenway (bike path) that comes onto Campus.

Implemented Purdue’s Vehicle Safety Inspection to all campus vehicles.
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**Criterion:** #3: Accreditations - Program specific accreditation and status

**Question:** Accreditations - What program-specific accreditations and status do you have, if any?

- Grounds staff have applicator licenses to ensure proper use of lawn and landscape herbicides.

**Question:** Constraints/Benefits - How do these accreditations constrain or benefit the work of your unit, if applicable?

- These individuals receive annual training for chemical applications, handling, and disposal. Receiving the annual training allows the Grounds Department to learn about new applications or products that are considered “green” or organic. The trained staff then have the opportunity to evaluate these products for use on Campus which can result in a smaller environmental impact for Campus. This also benefits campus in that we are reducing the amount of chemicals being put down on campus to prevent the risk of polluting our water ways.

**Criterion:** #4: Laws and Mandates - Federal and state laws or mandates that your unit addresses

**Question:** Federal and State Laws - What federal and/or state laws or mandates do you address, if any?

- Indiana State Chemists, OSHA, IDEM, Vehicle Safety Regulation, INDOT, Fort Wayne Storm Water Control, DNR.

**Question:** Constraints/Benefits - How do these federal and state laws or mandates constrain or benefit the work of your unit?

- These are requirements and mandates by our local Government and State Government that we must follow.

**Criterion:** #5: Inefficiencies - Activities that you spend resources on inefficiently or in ways that do not support the mission.

**Question:** Inefficient use of resources - On what activities, if any, do you spend resources (money, time, people, etc.) inefficiently or in ways that do not support the mission of your unit or the university? List as many as apply.

- The maintaining soccer fields for the Plex.

**Criterion:** #6: IR and Budget Review - Review of your department profile and budget

**Question:**
Contextualize IR data - Upon review of your IR Department Profile (for academic units) and FY 14-15 Budget information, are there any data you want to correct or contextualize? To view your profile or budget visit the Office of Institutional Effectiveness website: http://www.ipfw.edu/offices/ir/profiles/ 

N/A

**Criterion:** #7: Goal One - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:** 1. Comment on the specificity of the goal:

   Specific and clear.

2. Comment on the goal’s measures:

   Please clarify and use measurable metrics.

3. Comment on the unit’s ability to achieve the goal (include a consideration of the departmental profile and budget data):

   $100K is needed for the project as resource.

4. Comment on the goal’s relevance:

   It indirectly serves IPFW goals by providing these services.

5. Comment on the timeline of the goal:

   Reasonable timeline is given.

   Possible opportunities for collaboration or suggestions for addressing a gap:

**Question:** Unit Goal - What is your unit goal?

Move the road salt storage unit from main Campus to Ginsberg Hall.

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.
This goal supports all 4 goals and all the metrics.

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**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

Grounds Department will need to secure a location for a salt storage barn near Ginsberg Hall.

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

Funding will be identified or it won’t

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

No

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

We will need $100,000 to complete this project. Since storage barn is for salt storage that use for on the roads, we could use parking facility funds.

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

Siting building of this type will require careful evaluation of sight lines, utilities especially sanitary sewer Since the run off from this facility cannot go into the storm sewer

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?
We see it taking longer than a year. We would like to see a budget established within one year and completion of the building if possible by 2016 no later than the summer of 2017.

**Criterion:** #8: Goal Two - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**

1. Comment on the specificity of the goal:
   
   Clear goal. However, cost analysis is needed to see if this is beneficial.

2. Comment on the goal's measures:
   
   Please use measurable metrics.

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):
   
   Please be specific. Is it Yes or No?

4. Comment on the goal's relevance:
   
   It is not clear how this will align with IPFW goal with cost analysis.

5. Comment on the timeline of the goal:
   
   Timeline is reasonable.

Possible opportunities for collaboration or suggestions for addressing a gap:

**Question:** Unit Goal - What is your unit goal?

Migrate towards making our own salt brine to be use on Campus roadways.

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

This goal supports all 4 goals and all the metrics.

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Question: Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High

Question: Actions - What action(s) does your unit plan to take to support this unit goal?

Grounds department will need to look at the types of equipment needed to make our own brine for roadways.

Question: Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

Educate the grounds staff on proper use and techniques.

Question: Resources - Are you able to accomplish this unit goal with your current resources?

Yes and no, as long as the salt storage gets built then we would be able to move forward with purchasing a brine maker and sprayer boom.

Question: Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

$50,000 would be needed to purchase the brine maker and sprayer boom for maintaining roadways on campus.

Question: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

The delay of salt storage building.

Question: Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

We would complete this purchase one year after salt storage building is built.

Criterion: #9: Goal Three - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

Task Force:
1. Comment on the specificity of the goal:

Goal needs more specifics.

2. Comment on the goal's measures:

Please use measurable metrics.

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):

Yes if there is no budget cut. How reduction in fertilizer reflects to budget cut?

4. Comment on the goal's relevance:

Indirectly maps to IPFW goals.

5. Comment on the timeline of the goal:

Please be specific.

Possible opportunities for collaboration or suggestions for addressing a gap:

**Question:** Unit Goal - What is your unit goal?

*Continue to decrease our use of herbicides and fertilizers on Campus*

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

*This goal supports all 4 goals and all the metrics.*

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**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

*High*

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

*Continue to look at better products for lawns and landscapes to lower our environmental impact.*
**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

We will continue to do training and learn about new and improved processes that are out in the market place.

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

Yes, as long as there are no more budget cuts.

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

N/A

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

One challenge will be to continue to keep employee's trained.

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

This will be a continuous process lasting more than one year.

**Criterion:** #10: Goal Four - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**
1. Comment on the specificity of the goal:

This seems one of the tasks. It is not a goal.

2. Comment on the goal's measures:

No metrics are given.

3. Comment on the unit’s ability to achieve the goal (include a consideration of the departmental profile and budget data):

Yes but again this is not a goal.

4. Comment on the goal’s relevance:

It indirectly aligns with IPFW goal.

5. Comment on the timeline of the goal:

Please be specific.

Possible opportunities for collaboration or suggestions for addressing a gap:

**Question:** Unit Goal - What is your unit goal?

Continue to update old equipment.

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

This goal supports all 4 goals and all the metrics.

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**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?
Question: Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

We will collaborate with other universities to see what is working for them and not working and try to implement the best practice that works for our situation.

Question: Resources - Are you able to accomplish this unit goal with your current resources?

Yes, as long as there are no more budget cuts.

Question: Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

N/A

Question: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

N/A

Question: Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

This will be a continuous process lasting more than one year.

Criterion: #11: Goal Five - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

Question: Unit Goal - What is your unit goal?

Question: IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

Question: Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

Question: Actions - What action(s) does your unit plan to take to support this unit goal?
**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #12: Goal Six - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?
Question: Resources - Are you able to accomplish this unit goal with your current resources?

Question: Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

Question: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

Question: Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

Criterion: #13: Goal Seven - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

Question: Unit Goal - What is your unit goal?

Question: IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

Question: Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

Question: Actions - What action(s) does your unit plan to take to support this unit goal?

Question: Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

Question: Resources - Are you able to accomplish this unit goal with your current resources?

Question: Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?
**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #14: Goal Eight - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?
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**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #15: Goal Nine - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write "NA" or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?
#16: Goal Ten - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?