

1. Assessment Plan - Three Column

PIE - Administrative Services: Technical Services - Performing Arts Operation Unit

2. Where We Are Now: Year at a Glance

2019-20

Contact Person: Kevin Owen

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Summary of Notable Achievements: The Performing Arts Team was headed into a busier year with a packed schedule in the Performing Arts Center and the reopening of the Hilmer Lodge Stadium. Additional support activities scheduled for Hilmer Lodge Stadium included the Grand Opening, Relays and Commencement. Due to the COVID19 closure, these were all cancelled. The team pivoted in June and enabled the college to produce the first ever drive-through commencement.

The new wireless intercom system that was identified and purchased last year was installed. The system was configured to provide wireless coverage to both the Clarke Theater and Studio Theater, enabling seamless coverage of most of the building. The old systems were out of compliance with FCC regulations and removed from service. The new configuration also makes it possible for sharing of user packs between facilities, a significant improvement over the old systems.

Program Planning (Equity, Retention and Success): N/A

External and Internal Conditions Analysis: The Performing Arts Unit has not been fully staffed since April 2019 due to the resignation of the Box Office coordinator and a subsequent failed recruitment.

Critical Decisions Made by Unit: N/A

Contributors to the Report: Kevin Owen

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p>Maintain current lighting technology. - Replace outdated portions of the theatrical lighting systems with modern technology. This includes replacing tungsten fixtures with LED technology and replacing the architectural lighting control system. Status: Archive Goal Year(s): 2017-18, 2018-19, 2019-20</p>	<p>Request - Full Funding Requested - Upgrade theatrical lighting systems with modern LED fixtures. Describe Plans & Activities Supported (Justification of Need): LED Wash Lighting Fixtures: \$74,000 LED Profile Lighting Fixtures: \$160,000 DMX/ACN Gateways: \$6,200</p>	<p>Reporting Year: 2019-20 % Completed: 0 Awaiting funding. This goal is being rolled up into a larger over-arching goal and will be inactivated in 2020. (08/14/2020)</p> <hr/> <p>Reporting Year: 2018-19 % Completed: 0 Awaiting Funding (08/25/2019)</p> <hr/> <p>Reporting Year: 2017-18</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p>Goal Entered: 09/16/2017 Date Goal Archived/Inactivated: 08/14/2020</p>	<p>Cabling: \$6000 Lead: Kevin Owen Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500. Planning Unit Priority: Medium One-Time Funding Requested (if applicable): 246200 Request - Full Funding Requested - Replace outdated architectural lighting control system in the Performing Arts Complex Describe Plans & Activities Supported (Justification of Need): ETC Paradigm Architectural Lighting Control System \$58,000 Programming Training: \$4,000 Lead: Kevin Owen What would success look like and how would you measure it?: Replacement of architectural lighting control system. Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas. Planning Unit Priority: High One-Time Funding Requested (if applicable): 62000 Total Funding Requested: 62,000</p>	<p>% Completed: 0 Awaiting Funding. (08/20/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0 This is awaiting funding. (09/16/2017)</p> <hr/> <p>Reporting Year: 2019-20 % Completed: 0 Awaiting funding. This goal is being rolled up into a larger over-arching goal and will be inactivated in 2020. (08/14/2020)</p> <hr/> <p>Reporting Year: 2018-19 % Completed: 0 Awaiting Funding (08/25/2019)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 0 Awaiting Funding (08/20/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0 This is awaiting funding. (09/16/2017)</p>
<p>Provide well maintained & equipped facilities, conducive to modern</p>	<p>Request - Full Funding Requested - Upgrade Clarke Theater Green Room</p>	<p>Reporting Year: 2019-20 % Completed: 0</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p>instructional methods and content. - Identify and upgrade areas of the facility and equipment that are either worn, outdated or insufficient.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19, 2019-20, 2020-21, 2021-22</p> <p>Goal Entered: 09/16/2017</p>	<p>& outdoor patio</p> <p>Describe Plans & Activities Supported (Justification of Need): Paint Furniture Lighting AV</p> <p>Lead: Kevin Owen</p> <p>What would success look like and how would you measure it?: Replacement of damaged, outdated, and inefficient furniture and equipment. Addition of AV system along with new furniture for collaboration and prep during performances.</p> <p>Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p>Planning Unit Priority: Medium</p> <p>One-Time Funding Requested (if applicable): 150000</p> <p>Total Funding Requested: 150000</p>	<p>Awaiting funding. (08/14/2020)</p> <hr/> <p>Reporting Year: 2018-19 % Completed: 0 Awaiting Funding (08/25/2019)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 0 Awaiting Funding (08/20/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0 Awaiting Funding (09/16/2017)</p>
	<p>Request - Full Funding Requested - Electrical Upgrades - Clarke Theater Audio System</p> <p>Describe Plans & Activities Supported (Justification of Need): 100 amp 3-phase power service to the Clarke Theater Amplifier Room \$16,500</p> <p>Lead: Kevin Owen</p> <p>Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p>Planning Unit Priority: Low</p>	<p>Reporting Year: 2019-20 % Completed: 0 Awaiting Funding. (08/14/2020)</p> <hr/> <p>Reporting Year: 2018-19 % Completed: 0 Awaiting Funding (08/25/2019)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 0 Awaiting Funding. (08/20/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0 Awaiting Funding (09/16/2017)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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One-Time Funding Requested (if applicable): 16500
Request - Full Funding Requested - Clarke Theater - Replace Emergency Lighting Transfer System
Describe Plans & Activities
Supported (Justification of Need):
 The existing emergency lighting transfer system in the Clarke Theater is over 22 years old and showing signs of the contactors binding up, preventing load transfer in an emergency. This system should be replaced with an ETC Emergency Lighting Transfer System (ELTS).
Lead: Kevin Owen
Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

Reporting Year: 2019-20
% Completed: 0
 Awaiting Funding (08/14/2020)

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 25000

Request - No Funding Requested - Upgrade Clarke Theater Video Processing System
Describe Plans & Activities
Supported (Justification of Need):
 Replace analog video processing equipment in Clarke Theater with digital high definition equipment. This is being funded out of the AV budget.
Lead: Chris Rodriguez
Type of Request: NON INSTRUCTIONAL EQUIPMENT:
 Tangible property with useful life of more than one year, other than land or buildings improvements, equal and

Reporting Year: 2019-20
% Completed: 0
 Awaiting funding - on AV PIE list. (08/14/2020)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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over \$500 per individual item. Used for administrative or non-instructional purposes.

Planning Unit Priority: Medium

Request - Full Funding Requested - Upgrade theatrical lighting systems with modern LED fixtures.

Describe Plans & Activities Supported (Justification of Need):

LED Wash Lighting Fixtures: \$74,000
 LED Profile Lighting Fixtures: \$160,000
 DMX/ACN Gateways: \$6,200
 Cabling: \$6000

Lead: Kevin Owen

What would success look like and how would you measure it?:

Conversion of older incandescent lighting fixtures with LED fixtures.

Type of Request: INSTRUCTIONAL EQUIPMENT: Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: Medium

One-Time Funding Requested (if applicable): 246200

Total Funding Requested: 246,200

Reporting Year: 2019-20
% Completed: 0
 Awaiting Funding. (08/14/2020)

Request - Full Funding Requested - Replace outdated & destabilizing architectural lighting control system in the Performing Arts Complex.

Describe Plans & Activities

Supported (Justification of Need):

ETC Paradigm Architectural Lighting Control System \$58,000
 Programming Training: \$4,000

Lead: Kevin Owen

Reporting Year: 2019-20
% Completed: 0
 Awaiting Funding. (08/14/2020)

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

What would success look like and how would you measure it?: Existing architectural lighting control system replaced with ETC Paradigm system.

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 62000

Total Funding Requested: 62,000

Request - Full Funding Requested - Retrofit architectural lighting in Clarke Theater and Recital Hall with LED lighting.

Reporting Year: 2019-20
% Completed: 0
Awaiting Funding (08/14/2020)

Describe Plans & Activities Supported (Justification of Need): With changes to lighting regulations, it is no longer possible to purchase replacement light bulbs for some of the light fixtures in the Clarke Theater and Recital Hall. The fixtures need to be replaced with LED fixtures.

Lead: Kevin Owen

What would success look like and how would you measure it?: Replacement of original architectural lighting fixtures with LED fixtures.

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 110000

Total Funding Requested: 110,000

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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Request - Full Funding Requested -
 Replacement of show/running lights in Clarke Theater and Recital Hall with LED fixtures

Describe Plans & Activities

Supported (Justification of Need):
 With changes to lighting regulations, it is increasingly difficult to purchase replacement light bulbs for incandescent fixtures. The show/running lights need to be replaced with LED fixtures.

Lead: Kevin Owen

What would success look like and how would you measure it?:
 Incandescent show/running lights in the Clarke Theater and Recital Hall replaced with LED fixtures.

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

Planning Unit Priority: Medium

One-Time Funding Requested (if applicable): 75000

Total Funding Requested: 75,000

Reporting Year: 2019-20
% Completed: 0
 Awaiting Funding (08/14/2020)

Request - Full Funding Requested -
 Replace existing wireless micriphone system with Shure Axient digital wireless system.

Describe Plans & Activities

Supported (Justification of Need):
 As the FCC has sold off RF spectrum and narrowed available frequencies for entertainment & broadcast users, it is becoming increasingly difficult to operate large wireless systems successfully. Migrating the existing wireless system to a digital

Reporting Year: 2019-20
% Completed: 0
 Awaiting funding. (08/14/2020)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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system will improve reliability and interoperability of units, particularly in large setups as encountered during large student performances.

Lead: Kevin Owen

What would success look like and how would you measure it?: Replace existing wireless microphone system with digital wireless system.

Type of Request: INSTRUCTIONAL EQUIPMENT: Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: Medium

One-Time Funding Requested (if applicable): 82000

Total Funding Requested: 82,000

<p>Provide positive, efficient, and comprehensive customer service - Provide positive, efficient, and comprehensive customer service to all users of PAC facilities and services, including on and off campus users.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19, 2019-20, 2020-21</p> <p>Goal Entered: 08/23/2019</p>	<p>Request - Full Funding Requested - Ticketing and Patron Services Specialist/Admin III</p> <p>Describe Plans & Activities Supported (Justification of Need): Add a Ticketing and Patron Services Specialist or Admin III position to provide additional support, coverage and potential for transfer of duties to the Coordinator, Patron Services position. There is sufficient workload to warrant a second person to assist with these duties, and it will provide a succession plan/growth path when the Coordinator, Patron Services position becomes vacant. With the current single person handling these duties, service times are long, and</p>	<p>Reporting Year: 2019-20 % Completed: 0 Awaiting Funding. (08/14/2020)</p> <hr/> <p>Reporting Year: 2018-19 % Completed: 0 Awaiting Funding (08/25/2019)</p>
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Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

there is no coverage when the employee has time off.

Lead: Kevin Owen

What would success look like and how would you measure it?:

Additional classified staff

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: High

On-Going Funding Requested (if applicable): 85529

Total Funding Requested: 85529

Request - Partial Funding Requested

- Customization of the AudienceView platform to facilitate Point-of-Sale operations.

Describe Plans & Activities

Supported (Justification of Need):

The AudienceView ticketing platform serves as a point-of-sale system for several operations on campus (Horticulture, Student Health Center, Athletics Merchandise Sales). The application is not specifically tailored to a portable/mobile workflow, so utilizing it for these areas has some challenges. Some funded development to customize a more mobile-friendly interface would improve service and allow for expanded functionality to other areas on campus.

Lead: Brandin Bowman

What would success look like and how would you measure it?: Mobile application for point of sale operations.

Type of Request: IT SUPPORT: Requests for projects related to the

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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implementation, integration, application, delivery, and support of information and instructional technologies.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 83000
Total Funding Requested: 83,000

<p>FCC Compliance - Maintain compliance with evolving FCC regulations for wireless systems. Status: Inactive Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20 Goal Entered: 09/16/2017 Date Goal Archived/Inactivated: 08/14/2020</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2019-20 % Completed: 100 The out of compliance wireless intercom system was replaced. This goal will be closed this year and upgrades to microphones will be folded into another goal. (08/14/2020)</p>
	<p>Request - Full Funding Requested - Replace wireless microphones that can operate in FCC restricted range Describe Plans & Activities Supported (Justification of Need): 4 Wireless Microphone Systems Lead: Kevin Owen Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500. Planning Unit Priority: Medium One-Time Funding Requested (if applicable): 10700</p>	<p>Reporting Year: 2018-19 % Completed: 0 Awaiting Funding (08/25/2019)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 0 Awaiting Funding (08/20/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0 This is awaiting funding. (09/16/2017)</p>