

BERGEN COMMUNITY COLLEGE

Assessment Report for (Department or Unit):

Unit Leader: Deborah Sousa Interim Chief of Administrative Services

Assessment Period: (2011-2012)

Submitted by: Robert P. Coane

1. Intended Outcome (Goal):

Campus Planning and Improvements will develop a document for tracking Change Orders for Consultants and the Percentage versus Design Project Initial Fee.

2. General Education Requirement(s) to which the intended outcome relates:

N/A

3. Section(s) of the Strategic Plan to which the intended outcomes relates:

5.1 Increase efficiency in our use of fiscal resources, and implement expense control measures to ensure affordability for our students.

4. Means of assessment, sources of data, and desired result:

The Site and Facilities Committee of the Board of Trustees will approve the document and will find it helpful in evaluating the performance of Consultant's.

5. Summary of Results:

The documents provide a uniform way to track and classify each Change Order, Dollar Value of Change Order, to date Change Order total, what generated the Change Order, and the Change Order Percentage versus original Consultant Fee for the to date total of each type of Change Order issued to the Consultant

6. Recommendations for improvement:

Establish which Change Order Percentage versus original Consultant Fee for the to date total of each type of Change Order issued to the Consultant is the most dominate on a

particular Project and determine what generated this type of Change Order. With this knowledge steps can be taken to minimize this type of Change Order on future Projects, which in turn will help keep Construction and Consultant overall Project related costs in check and reduced.