

PET FORM
Planning and Evaluation Tracking
(2012-2013 Assessment Period)

Division of: [Finance & Admin Services](#)

Person Responsible for this Division: [Lynn Thornton](#)

Department of: [Admin Serv./Property Mgmt.](#)

Primary Person Responsible for this Form: [Nora Moore](#)

Purpose Statement (With Last Updated Date): [To provide a positive, safe, secure, pleasant living and learning environment for all tenants.](#)

Goal Statement #1:

[Increase Revenue by 5%. Connect planning and budgeting \(AC Strategic Plan through 2015: Strategy 4.1 Task 4.1.2\).](#)

Outcome/Objective Statement #1A

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

[After implementing a rental increase effective September 1, 2011 overall revenue will increase by 5% as measured by the Projected Revenue Log.](#)

- Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
 - **2010-2011 Data:** Numbers = [\(2,536,067.77\) actual revenue](#)
 - **2011-2012 Data:** Numbers = [\(2,655,306.89\) actual revenue 5% increase](#)
- Analysis
 - **Provide Previous Data/Result Analysis**
(Include if benchmark was met and how results relate to outcome statement):
[For FY 2011-2012 Results indicate a 5% increase in revenue. Results indicate that the goal was met.](#)
- Improvements
 - **List any Improvements Made in the 2011-2012 (Last Academic) Year Based on the 2010-2011 PET Results:**
[Implemented rental increase.](#)
 - **Evaluate Why Improvements Were Successful/Were Not Successful:**
[Found that the rental increase was effective in increasing revenue.](#)
 - **What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):**
[Cost to send bulk mailing \\$38.76](#)
- Recommendations/Actions for 2012-2013
 - **Person Responsible (Who will complete the action?):**
[Nora Moore Property Manager](#)
 - **Action Plan:**
[Goal was met. Objective complete. Will no longer track the Projected Revenue Log.](#)
 - **Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):**
[N/A](#)
 - **What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):**
[N/A](#)

Goal Statement #2:

Insure that Amarillo College Housing is in compliance with all state and federal housing regulations.

Outcome/Objective Statement #2A

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

All Amarillo College housing staff will attend the Texas Apartment Association Fair Housing Compliance Training and Red Book Legal Seminar. After completing the Seminars all Amarillo College Housing staff will receive a certificate of completion.

- Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
 - o **2010-2011 Data:** N/A - New Goal/Outcome
 - o **2011-2012 Data:** N/A - New Goal/Outcome
 - Analysis
 - o Provide Previous Data/Result Analysis
(Include if benchmark was met and how results relate to outcome statement):
N/A -New Goal/Outcome
 - Improvements
 - o List any Improvements Made in the **2011-2012** (Last Academic) Year Based on the **2010-2011** PET Results:
N/A - New Goal/Outcome
 - o Evaluate Why Improvements Were Successful/Were Not Successful:
N/A - New Goal/Outcome
 - o What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):
 - Recommendations/Actions for **2012-2013**
 - o Person Responsible (Who will complete the action?):
Nora Moore Property Manager, Heather Ann Reese, Kathy Green
 - o Action Plan:
Attend the Texas Apartment Association Fair Housing Compliance Training and Red Book Legal Seminar.
After completing the Seminars all Amarillo College Housing staff will receive a certificate of completion.
 - o Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
To be completed by August 31, 2013
 - o What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):
Fair Housing seminar \$75.00 for first person \$65.00 for each additional person =\$205.00
Redbook Legal seminar \$120.00 for first person \$110.00 for each additional person=\$340.00
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Goal Statement #3:

Increase Amarillo College Housing Occupancy by 2%

(Connect planning and budgeting (AC Strategic Plan through 2015: Strategy 4.1 Task 4.1.2).

(No excuses - Poverty)

Outcome/Objective Statement #3A

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

After contacting human resources at local businesses and providing them with information on Amarillo College Housing for relocating employees, the occupancy rate will increase by 2% as stated on the Housing Count Report. This will increase the amount of revenue for the Amarillo College budget which will help to hold down cost of tuition and fees for student, there by supporting the no excuses concept of providing student enhancement.

- Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)

- o **2010-2011 Data:**

- N/A - New Goal/Outcome

- o **2011-2012 Data:**

- N/A - New Goal/Outcome

- Analysis

- o Provide Previous Data/Result Analysis

- (Include if benchmark was met and how results relate to outcome statement):

- N/A - New Goal/Outcome

- Improvements

- o List any Improvements Made in the **2011-2012** (Last Academic) Year Based on the **2010-2011** PET Results:

- N/A - New Goal/Outcome

- o Evaluate Why Improvements Were Successful/Were Not Successful:

- N/A - New Goal/Outcome

- o What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):

- N/A - New Goal/Outcome

- Recommendations/Actions for **2012-2013**

- o Person Responsible (Who will complete the action?):

- Nora Moore Property Manager, Heather Ann Reese

- o Action Plan:

- 26 local businesses will be contacted by telephone and given housing information either through e-mail or the postal service.

- o Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):

- Deadline August 31, 2013

- o What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):

- N/A - New Goal/Outcome