

Assessment Cycle 2025-2026

Plant Services

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Northwestern Mission. Northwestern State University is a responsive, student-oriented institution committed to acquiring, creating, and disseminating knowledge through innovative teaching, research, and service. With its certificate, undergraduate, and graduate programs, Northwestern State University prepares its increasingly diverse student population to contribute to an inclusive global community with a steadfast dedication to improving our region, state, and nation.

University Affairs is a diverse group of innovative and talented professionals who provide quality facilities, maintenance, and management services in support of education and research at Northwestern State University. We are committed to being fully responsive to the needs of faculty, students, staff, and the public, who are our customers. The division of University Affairs strives to cooperate with all campus constituents to provide a functional, safe, and efficient facilities operation for the University.

University Plant Services Department is a service department with the mission of offering continuous quality services to the university, to enhance student life and learning. The University Plant Services Department of Northwestern State University is responsible for providing asset/space management, central receiving and shipping, and property control/state inventory reporting for the Natchitoches campus, as well as Leesville and Shreveport campuses. Plant Services also houses an inventory of supplies in our on-site warehouse, to provide immediate access to materials for NSU Physical Plant employees to use on our campuses.

Service Outcomes:

SO 1. Ensure the Plant Services Department engages in an annual inventory of all taggable supplies and equipment belonging to this institution.

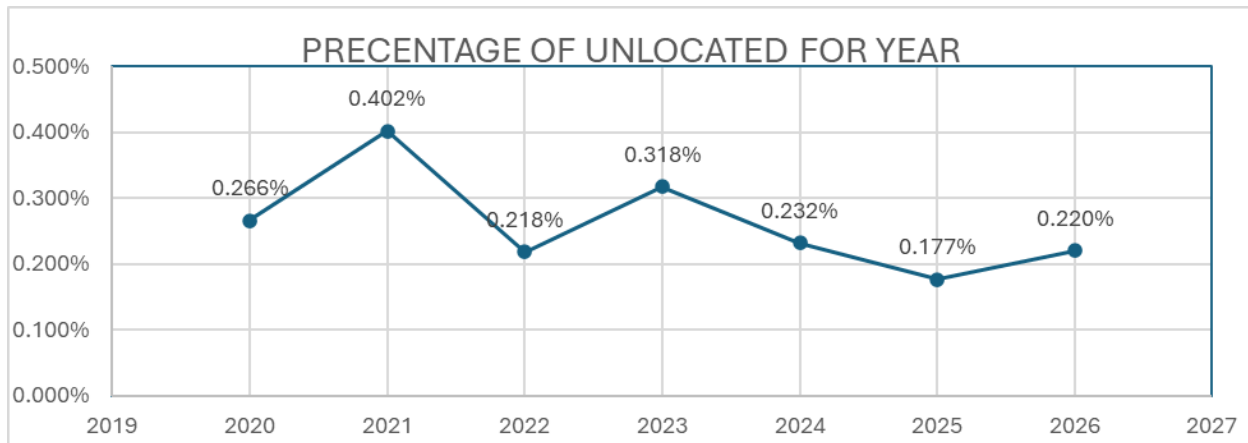
Measure 1.1. Target is to conduct at least one comprehensive inventory review annually achieving 99% accountability, thereby fulfilling one of the requirements for property certification with the State of Louisiana Property Assistance Agency. A 1% variable is both expected and allowable for the strategic plan. This is the reason for the 99% goal.

Finding. Target was met.

Analysis. In 2024-2025 the target was met. Based on the analysis of the 2024-2025 results the following changes were implemented in AC 2025-2026 according to the plan

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of action from 2024-2025. Bi-monthly campus-wide Messenger emails were sent to property custodians reminding them of proper forms that must be submitted to property control before moving state property. This included surplus, location changes, and donations. As a result of these changes, in 2025-2026, the target was met. Property Control assisted departments in locating items on their annual inventory reports. This year's inventory of unlocated items was .220%, which is within the requirement of 1%, a decline of .043% from the previous year.



Decision. Based on the analysis of the 2025-2026 results, in 2026-2027 the measure has been marked to be removed. The reporting is a procedural task due annually. The analysis will not change, only the results unless there is a change in Title 34.

SO 2. Providing the necessary parts, materials, and equipment to enable the Physical Plant's daily campus maintenance and operations.

Measure 2.1. Maintain an optimized inventory of parts, materials, and equipment to facilitate the timely completion of work orders by physical plant staff. When required items are out of stock, the Warehouse Supervisor is responsible for the procurement, reconciliation, and distribution of vendor-supplied materials to ensure minimal disruption to repair schedules. Performance will be evaluated by maintaining a target inventory turnover rate of 60%.

Finding. Target was not met.

Analysis. During the review of the 2024–2025 results, the action steps identified in the prior year were implemented in AC 2025–2026. The Warehouse Manager continued to monitor trends for frequently used inventory items and maintained adequate stock levels to support operational efficiency. As a result, maintenance staff had immediate access to necessary materials, allowing work orders to be completed in a timely manner. The warehouse inventory turnover rate for the current year was 54%, reflecting achievement of 90% of the revised 60% target.

Decision. Based on the analysis of the 2025–2026 results, the following actions will be implemented during the 2026–2027 assessment cycle to support continuous

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improvement. The Warehouse Manager will continue maintaining the warehouse inventory with essential, cost-effective items to meet operational needs throughout the year. The Warehouse Manager will also continue evaluating items purchased from local vendors to ensure high-demand and practical items remain in stock, while collaborating closely with Trades Supervisors to identify and add new inventory items as needed. These efforts are expected to further improve workflow efficiency and reduce timelines for completing work orders. The goal for the 2026–2027 cycle is to maintain an inventory turnover rate of 55% or higher.

Measure 2.2. Conduct an annual inventory audit to identify obsolete or surplus stock. Following this assessment, all outdated materials and equipment will be negatively adjusted to optimize warehouse capacity and maintain operational efficiency.

Findings. Target was met.

Analysis. In 2025–2026, the target continued to be monitored and evaluated. Based on the analysis of the 2024–2025 results, the following actions were implemented in AC 2025–2026 in accordance with the prior year’s plan of action. The Warehouse Manager oversees three warehouse locations, including one main warehouse and two external warehouse facilities. The objective for the current year was to surplus materials from the two outside warehouses and eliminate 5% of obsolete inventory items. As a result, in 2025–2026, the target was achieved, with 5% of dead inventory identified as surplus and removed, improving inventory tracking and overall warehouse organization.

Decision. Based on the analysis of the 2025–2026 results, the following actions will be implemented during the 2026–2027 assessment cycle to support continuous improvement. The Warehouse Manager will continue the process of surplus-ing outdated and unused items across all warehouses as inventory needs evolve with advancements in technology. The goal is to surplus approximately 7% of old stock annually until obsolete inventory has been fully reduced. This percentage may be adjusted as demand for newer items increases, and inventory requirements continue to change.

Comprehensive summary of key evidence of improvement based on analysis of results.

SO	Measure	Key Evidence
1	1.1	Movable Property forms for relocation and/or surplus of equipment and other state items increased accountability for property custodians and has thereby resulted in a lower number of unlocated items on the annual LPAA property inventory report.
2	2.1	The NSU Warehouse stocked a better inventory supply, so Physical Plant workers completed campus work orders promptly.
2	2.2	The NSU Warehouse will surplus old, outdated items after annual inventory.

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Plan of Action Moving Forward.

SO	Measure	Plan
1	1.1	Measure to be removed.
2	2.1	Stock Warehouse with items needed for campus work orders.
2	2.2	Surplus outdated, unused warehouse inventory.