



David Valadez

presents

Consolidated Document Destruction

more commonly known as Shredding

Champions for Leadership
June 21, 2011

Goals

1. In order to conserve COE resources, Branches will consolidate their shredding machinery in a secure room.
2. This move will enable Branches to store confidential documents in a safe manner.
3. The shredding operation will be modeled on the Special Education "Micro-Business" model for Post-Secondary students.
4. By June 30, 2012, Print Services of the Digital Design & Media Services Center, within the Technology Services Branch, will have an operational Safe Room for customers to send their material to be destroyed.

Accomplishments

- Six commercial grade machines have been identified and located within the COE building.
- A temporary room has been provided by Mr. Ramon Sierras in the Warehouse area.
- Mr. Lee Blevins is currently designing the concept of a "safe room."
- Mr. Mike Cobb, Workability Coordinator, Special Education Department, is collaborating with COE Branches, Departments, and Services on consolidation.

Successes

- When I proposed this project to my Mentor, Mr. Phil Benfield, we found out that Mr. Lee Blevins possessed a blueprint of the new Print Services, which included a Safe Room.
- We also found out that Mr. Mike Cobb initiated discussions with the various Branches, Departments, and Services on the idea of consolidation of machinery.
- My project contributed to the ongoing discussions at the Branch, Division, and Services levels towards consolidating the document destruction services needed by the various customers throughout the COE building, and beyond.
- Coordination with Mr. Ramon Sierras resulted in his making available the Warehouse Workroom for our students to perform shredding operations for various customers.

Key Learnings



- I learned how important document destruction is to the successful running of the various operations within the COE organization.
- One challenge is in providing “secure transportation” of customer’s material that will meet the confidentiality needs of all stakeholders.
- From the various lessons on the effective leadership strategies and skills, it became apparent to me that my leadership skills are better applied in the classroom environment, leading students to a more independent and fulfilling future.
- My SY 2011-2012 classroom assignment requires a newly designated Project Champion and Project Lead: my suggestion will be Mr. Lee Blevins, in collaboration with Mr. Mike Cobb.