

**Maintenance and Operations Department
Annual Unit Plan for Academic Year 2016-2017
October 2015**

Describe Department/Unit

Mission/Connection to College Mission

The mission of the Cerro Coso Community College Maintenance and Operations Department is to provide a safe, secure, and clean learning environment.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity

Outcomes Assessment: Overall Report

Outcomes Assessment: Gaps Identified in Prior Year's Assessments

Progress Made on Program Review

Maintenance and Operations

Year of Last Program Review:

Progress in the last year on two-year strategies:

Progress in the last year on five-year strategies:

Progress Made on Prior Year Initiatives

Students and staff will report that the facilities, grounds and infrastructure are supportive of an effective learning and working environment and are well maintained.

Q41 Please rate your overall satisfaction with the condition of the Cerro Coso facilities (classrooms, bathrooms, offices, Student Center, library, etc.) below:

Very satisfied 39.31%	206 responses
Satisfied 42.75%	224 responses
Somewhat satisfied 14.89%	78 responses
Dissatisfied 1.91%	10 responses
Very Dissatisfied 1.15%	6 responses
Total responses	524 responses

Q42 Please rate your overall satisfaction with the grounds (outside common areas, sculpture garden, lawn areas, pathways, etc.) at Cerro Coso Community College:

Very satisfied 35.50%	186 responses
Satisfied 43.32%	227 responses
Somewhat satisfied 16.60%	87 responses
Dissatisfied 2.29%	12 responses
Very dissatisfied 2.29%	12 responses

Students and staff will report that M&O responds to work requests in a timely manner

No Data at this point.

Students and staff will report that safety and security training is provided each semester.

Q39 Please rate below how safe you feel on the Cerro Coso Community College campus that you attend:

Very Safe 52.48%	275 responses
Safe 34.54%	181 responses
Somewhat Safe 12.02%	63 responses
Unsafe 0.38%	2 responses
Very Unsafe 0.57%	2 responses

Q40 Have you participated in a safety drill at the college?

Answered: 515 Skipped: 9

Answer Choices Responses

Yes 25.24%	130 responses
No 74.76%	385 responses

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Water conservation

Action Plan:

1. Provide M&O Grounds with the manpower, training and means to aerate and irrigate the grounds and use strategies to maximize the fertilizers, seeding and water consumption on all grassed areas, tree wells and improved landscaping of the campus. This initiative is ongoing.

Measure of Success:

35% overall water savings, safe playing fields, overall campus beautification.

Person Responsible:

M&O Manager

It directly addresses a college Strategic Goal or Objective

Strategic Goal #5 Objective #4

Campus safety

Action Plan:

Implement campus hardware project, add audio mass notification to campus common areas, add proper alarm systems in all buildings, hire appropriate Campus Security Director to provide necessary training and heighten awareness of campus life.

Measure of Success:

Students and staff climate survey

Person Responsible:

M&O Manager

It directly addresses a college Strategic Goal or Objective

Strategic Goal #5 Objective #4

Classroom and building upgrades

Action Plan:

Provide updated project list for Facilities Committee. Prioritize according to program needs identified through the planning process.

Measure of Success:

Completed Projects

Person Responsible:

M&O Manager / Facilities Committee

It **directly** addresses a college Strategic Goal or Objective

Strategic Goal #5 Objective #4

Evaluate Resource Needs

Facilities

The needs for facilities will be identified as the resource requests are identified during the planning cycle. These request will be evaluated and prioritized based on the program needs.

Information Technology

M&O will need a new server to centrally control all HVAC controls at our campuses.

M&O will require a iPad and software to service all controllers remotely.

Marketing

Professional Development

M&O Manager will attend annual Community College Facility Coalition conference, Clery training if available on west coast.

Plant Engineer will attend advance controls for HVAC classes

Skilled Craftworker will attend a Locksmith course specifically designed for our new door hardware project when completed

Custodian 2's will attend the annual conference for their trade and bring back to train others

Groundworkers will attend Rainbird Maxicom smart timer training to gain the needed knowledge to manage our irrigation systems and maximise our water consumption.

Staffing Requests

1000 Category - Certificated Positions

2000 Category - Classified Staff

Grounds worker 2

Location:

Ridgecrest/IWV

Salary Grade:

36.0

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$2705.50

Justification:

1. This requested position would take our existing Grounds worker 1 position to a 2 position allowing the position to work within his job description. The position would take over the duties of managing the Rainbird Maxicom Smart timer system for irrigation as well as programming the VFD pumps. The successful person taking the job would require specialized training for both systems. Having the position is an important part of achieving our overall goal of 35% water savings.

2. If this work is assigned to the current grounds worker 1 position it will be working the person out of classification. If not filled the work will be continued by our Skilled Craftsman taking time away from his duties and responsibilities needed to achieve his daily duties.

3. No

4. A portion of this work is currently delegated to our Skilled Craftsman and a portion to a grounds worker 1 by asking for this position we are putting the full responsibility of the work where it needs to be assigned.

Grounds worker 1

Location:

Ridgecrest/IWV

Salary Grade:

34.0

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$2451.05

Justification:

1. This would be an additional position to help support the continuing effort to keep the campus exterior clean and neat. It would support our athletic programs and overall water conservation initiatives we have started.

2. If not filled the work will be continued by our grounds worker 1 position limiting his time to basic tasks.
3. No
4. This work is currently assigned to 2 people one on each side of campus by having the third persons it helps with the overall needs of the grounds.

Public Safety Liaison Professional expert

Location:

College-wide

Salary Grade:

N/A

Number of Months:

12

Number of Hours per Week:

20-30

Salary Amount:

\$36,000

Justification:

This position would be new to Cerro Coso Community College.

The position would Revise/Update Emergency response plan; Chair the Safety-Security Governance Committee; Attend Community Disaster Planning Committee; Coordinate emergency response activities; mass notification liaison; timely notices; prepare annual Campus Security and Fire Safety report working with the campus Title IX coordinator. Liaison with City/County public safety agencies; identify safety and security issues on campus; Coordinate with contracted guards; maintain records data base, daily reports, incident reports and various other related reports. Investigate violations and crimes on campus.

While our data tells us that Students and staff feel 52.48% very safe on campus I believe we should be placing closer to 100% in today's world of campus violence. Our data also tells us that 75% of our population has not participated in a safety drill, when and if there is an emergency this number would really impact the safety of all on campus.

The work is currently assigned to the M&O Manager as an additional duty.