

Santa Rosa Junior College

Program Resource Planning Process

Facilities - Grounds 2017

1.1a Mission

The Mission of Facilities Grounds and Recycling:

To provide a safe, attractive, and sustainable learning environment for the students, faculty, and staff of Santa Rosa Junior College

1.1b Mission Alignment

"Facilities Operations, Grounds and Recycling"

In alignment with our Division's statement and in support of the District's Mission, Facilities Operations Grounds is responsible for providing a healthy, safe and attractive working environment. Facilities Operations Grounds supports the instructional program and student services by providing and maintaining high caliber grounds, athletic fields, horticultural gardens, and learning spaces to serve the educational interest of the students and the community.

1.1c Description

The Facilities Operations - Grounds and Recycling Department

Our unit is especially proud of maintaining one of the finest campus grounds in the California community college system. People who visit our campus often comment how impressed they are with the beauty of our campus. Numerous studies show the importance a beautiful landscape has on the health and well being of the people who visit, study, and work there. Because of this the Grounds of the Santa Rosa Campus and those of the entire district, are of immense value and important to the success of our mission as a college.

Our department is responsible for managing and maintaining all the areas outside the walls of our buildings. This includes, turf areas, parking lots, and roads, sidewalks, trees, shrubs, flower beds, groundcover, educational gardens, athletic fields, drainage systems, and the components of our irrigation systems. Our operations also provide pest control, waste management and recycling services that helps maintain the health and welfare of our campus faculty, staff, and

student population. Nearly everything we do is directly tied to the promotion of a culture of sustainability, functionality, health, and resource conservation.

Facilities Grounds and Recycling ultimately serve everyone who comes to our campus, but especially those departments within the Athletic department (KAD), and Life and Natural Sciences programs. Facilities Grounds maintain the athletic facilities at Bailey Field and the new artificial fields for Baseball, Softball, Soccer, Golf, (2) Football practice fields, and other athletic program activities. Part of our responsibility is for special event and game set-up/take down. Game preparations often include the following; equipment/apparatus set up and storage; lining and striping of field boundaries; repair and improvements to playing surfaces; cleaning of bleachers and associated areas; installing fencing and field boundaries; turning field lights on and off; PA set and press box set-up; special event set-up and beautification.

Our staff is utilized by our Horticulture, English, and Meteorology departments as guest speakers and to help with projects in the classroom and upon the campus. The Grounds Manager also leads campus walks and speaks to classes, special clubs/groups at PDA Days or on special request.

The Grounds and Recycling manger oversees the waste management and recycling operations within the district; We contract with our local waste disposal and recycling companies throughout the county and monitor their service. Our Recycling division is responsible for overseeing the recycling of hundreds of tons of materials on our campuses each year; is involved with promoting source reduction to reduce our waste stream; keeps record of all materials processed for submission of the state SB 1016 report each year, and the promotion of recycling activity and related green practices within the district.

Facilities Grounds oversees a pest control program that covers a wide variety of insects, rodents, birds and plant species at the Santa Rosa Campus and Culinary program. We provide in house pest control for landscape pests, and manage contracts with outside vendors for rodent abatement and other pests.

Our grounds manager and employees assist in district construction projects as related to Grounds. This includes, site work, underground utilities (especially water and drainage), landscaping, parking, tree protection, sustainability, recycling, and related activities.

1.1d Hours of Office Operation and Service by Location

The Facilities Operations Grounds department operates Monday through Friday, from 7:30 am to 4:30 pm, from August through May,. During the months of June and July our normal hours of operation are from 6:30 am to 3:30 pm.

Facilities Grounds and Recycling is available for event assistance during hours outside our normal schedule. The Manager of Grounds is alerted by phone of any grounds related issues during non-scheduled hours. Depending on the severity of the problem between one or all of our staff will respond to emergency situations. Emergency calls regarding irrigation are routed

to an irrigation expert. Emergency clean-up of tree debris and other problems related to our trees are routed to our Tree Maintenance Worker.

For special events like Graduation, athletic events, or Day Under the Oaks, our staff will work beyond our regular schedule listed previously.

1.2 Program/Unit Context and Environmental Scan

Facilities Grounds and Recycling will face many challenges in the next three years (2017-2019);

- Construction related impacts from the buildout of Measure H funding will significantly effect the landscapes we maintain, and require of our staff many hours of commitment to planning, communication, assistance with construction related work, tree and landscape protection, providing safety measures, management and reconstruction of landscapes damaged or effected by the construction process. We anticipate at least 25% of our time will be effected by Measure H construction. Moreso, for the Manager of Grounds.
- Retirement will create a significant turnover in Grounds and Recycling staff. At least two classified staff will retire during this time, as well as the Manager of Grounds and Recycling. There is a good chance other employees could retire, as well as support staff. Education and training will be important tools in bringing new employees up to speed with the skills and procedures for success used within our department.
- New and more far reaching use of technology related to Grounds, data gathering, and event management. Within the Measure H scope of work is a portion that will significantly upgrade our irrigation management system here at the Santa Rosa Campus. To manage and maintain this infrastructure, our Grounds Staff will need to have the knowledge and tools to operate this system effectively. The use of data is a key component in modern landscape maintenance and recycling operations, and I expect it will continue to become a much more important part of a successful operation in our department.
- The effects of climate change will continue to be a slowly increasing burden to the health of our plants, trees, and campus ecosystem. Its effects have already caused an increase in plant diseases and mortality, water shortages, and has increased the need for us to think of sustainably first in all of our important decisions. Two immediate issues that will affect us in the next three years are water (costs and supply), and waste reduction and management.

2.1a Budget Needs

Section 2.1a Budget Needs

Facilities Operations Grounds budget for categories 4000's and 5000's continue to be very challenging due to budget constraints, price increases for tools and supplies, contractor price increases, and a general increase in the scope and general area of our responsibility during recent years.

We are currently utilizing our present budget as effectively as possible, even though it remains at about the same level as we have had for the past thirty years. We have reduced our fertilizer

and spray application programs to very minimal levels, but are being impacted by an expansion of athletic programs, and events.

The Grounds budget accounts for a much smaller percentage than other departments within the overall Facility Operation allocation. For larger contracts and equipment needs, we must seek help through the Facilities budgets administered through Paul Bielen.

Facilities Grounds (All Grounds Operations for the Santa Rosa, Petaluma and Windsor campuses) has the following annual expenditures:

- *Facilities Grounds has annual expenditures of \$936,055, 0.78% of the District total*
 - *Facilities Grounds has an annual classified payroll of \$421, 367 about 2.20% of the District's total classified expenditures.*
 - *Facilities Grounds has a management payroll of \$87,842, which represents 1.03% of the District management payroll.*
 - *Facilities Grounds has a total salary/benefits costs of \$881,553, 0.98% of the District total.*
 - *Facilities Grounds has total non-personnel costs of \$54502, about .34% of District non-personnel costs.*
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- ◆ **6550-4390, Grounds Supplies:** Current supply budget is for \$21060 per year, which is about equal to the budget we have had during past twenty-five years. Our department has set forth many goals in the areas of sustainability, water conservation, and student support. To accomplish these goals we will need to find funding in some form or another. Please consider these additional fiscal constraints to our Grounds program
 - ◆ Inflation is continuing to take a bite out of our purchasing power. Fertilizer, chemicals, tools, irrigation supplies, and plant material all have seen significant price increases during the past couple years and continue to increase.
 - ◆ We have added new property to our grounds coverage in Santa Rosa in recent years and have expanded our overall coverage towards a more district wide approach.
 - ◆ As I have outlined in other areas of this report, many areas of the campus are in need renovation, protection, or infrastructure upgrade. Because of budget considerations, we have been delaying doing this work as much as possible, but at some point certain areas need to be brought up to an acceptable level, or so that they are simply safe and functional.
 - ◆ In past years we were able to get some additional funding of close to \$10000 for the maintenance and renovation of the Bailey football field, but this funding is no longer available. This will impact our overall maintenance program for the rest of our operations, and especially the football field program. The recent addition of a popular youth flag football from April thru July has added extra costs and man-hours.
 - ◆ In the past I have purchased some new irrigation controllers that help make our overall system more efficient and saves us in utility costs. Because of the current budget challenges within my budget I may not be able to purchase more of these controllers this year. Hopefully, Measure H funds will allow us to install and upgrade our irrigation system here at the Santa Rosa Campus
 - Funding for the purchase of new plants for areas we convert high water use lawn to low water use plantings will be difficult to meet, but we feel this is an important initiative.

- Funds most of the needs of our Waste Diversion program.

6550-5690, Grounds Contracts: Current Grounds contract budget is \$14047. This is down from \$20000 about seven years ago. Most of this account, \$6600, is being used to cover our pest control contracts with a contractor Each year, this account is also used to cover the cost of fence repairs and replacement, sewer and drainage line clean-out and repair, sidewalk and path repair, High weed mowing and discing at the Naval base property, and contract spray applications. In a normal year it would be very difficult to stay within budget on these items alone. Typically, we have many fence repair and replacement projects that far exceed this budget. A fence job last year cost many times this budget alone. Luckily, there are other budgets that seem to be able to cover these costs.

6550-5659, Equipment: Current Grounds Equipment budget is \$1783. We use this account to fund the repair and maintenance of our mowers, vacuums, chipper, spray equipment, small power tools, etc. This account is barely adequate for the repairs and maintenance of our equipment. Problems in the other 5000 accounts have overwhelmed this account and made it inconsequential. We have an aging fleet of equipment that requires more time than I would prefer to spend on repairs and maintenance, but overall we are saving money in immediate replacement costs. The college is fortunate that we have some excellent mechanics on our Grounds crew who can fix just about any problem that comes up.

6550-5210, Staff Travel: Current funding is for \$449, which covers the cost of the Manager's need for Pesticide Applicator License renewal. This past year I initiated some trips to other Grounds departments at the UC level, which we found, informative, and motivational for my staff. I would like to do more.

Facilities, Tree Maintenance

6551-4390, Tree Maintenance Supplies: Current supply budget is for \$1260 per year. This is barely adequate to keep our current equipment running, saws sharpened and safety gear replaces as needed. But it does not usually cover the cost of replacement of any larger equipment, or components.

6551-5690, Tree Maintenance Contracts: Current contract budget is for \$8121 per year. Our contract account is generally adequately funded, however, there are certain years, such as 2016, where we have had to do extensive tree work, such as the removal of large Oaks. One single large Oak removal last summer cost nearly \$25000.

Waste Diversion

6590-4390, Recycling Supplies, Current supply budget is for \$546 per year. Our recycling program attempts to operate in a low budget mode, but the college has expanded its commitment towards more sustainable practices. It would be helpful and more realistic to have greater funding. It is impossible to replace old and worn recycling bins, signage and equipment with this scant budget. We added a new full time employee, Guy Tillotson, to perform our campus recycling and waste diversion. He has initiated many important new and expanded services that require some level of funding. Basically, I have been using the strained Grounds Supply budget to cover most of the costs for this program.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
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0001	ALL	04	06	\$3,000.00	To allow my staff and Grounds employees to gain knowledge and skills in becoming more effective. Especially in the area of irrigation management. (6550-5210)
0002	ALL	05	07	\$2,000.00	Increase the annual budget for Recycling Supplies (6590-4390) by \$3000, to cover the costs of increased operations, promotional outreach, and organic material processing.
0003	ALL	04	07	\$4,000.00	Increase the Grounds supply budget by \$4000 to help us keep up with increasing material, supply, and plant replacement costs. (6550-4390)
0004	ALL	04	06	\$300.00	Increase the annual allocation for dues and membership by \$400 for our Tree Maintenance program. (6551-5210)
0005	ALL	04	06	\$6,000.00	Increase the annual budget for the Grounds Contract account by \$6000 to help cover the cost of contract pest control and specific pest infestation response. (6550-5690)
0006	ALL	05	04	\$200.00	Allocate \$500 for Certificates and Membership for our Recycling team employees.(6590-5300)

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Groundskeeper I	40.00	12.00	Performs routine grounds maintenance and installation duties throughout the district.
Groundskeeper I	40.00	12.00	Performs routine grounds maintenance and installation duties throughout the district.
Groundskeeper I	40.00	12.00	Performs routine grounds maintenance and installation duties throughout the district.
Groundskeeper II	40.00	12.00	Performs grounds maintenance and installation throughout the district while maintaining and repairing tools and equipment, irrigation systems. Also, responsible for athletic field preparation.
Groundskeeper II	40.00	12.00	Performs grounds maintenance and installation throughout the district while maintaining and repairing tools and equipment, irrigation systems. Also, responsible for athletic field preparation.
Groundskeeper II	40.00	12.00	Performs grounds maintenance and installation throughout the district while maintaining and repairing tools and equipment, irrigation systems. Also, responsible for athletic field preparation.
Tree Maintenance Worker	40.00	12.00	The Tree Maintenance Worker maintains the health and care of campus trees through a variety of tasks including pruning, soil improvement, and pest management practices.
Waste Diversion Technician	40.00	12.00	The Waste Diversion Technician is responsible for processing and recycling waste materials at the Santa Rosa Campus, and assists in these activities throughout the district.
	40.00	12.00	

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Manager of Grounds and Recycling	40.00	12.00	Manages all aspects of Grounds, Tree Maintenance, Recycling, pest management, construction and contract work at the Santa Rosa Campus. Also assists with these same duties at other district locations and during construction projects.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Recycling Assistant	20.00	12.00	Assists Recycling Technician in collection and hauling of materials for recycling, processing, and trash disposal.
Student Grounds Assistant	20.00	12.00	Under the general supervision of Grounds Manager and Grounds classified staff, assists with the maintenance and clean-up of district grounds and parking areas.
Student Grounds Assistant	20.00	12.00	Under the general supervision of Grounds Manager and Grounds classified staff, assists with the maintenance and clean-up of district grounds and parking areas.

Student Grounds Assistant	12.00	12.00	Under the general supervision of Grounds Manager and Grounds classified staff, assists with the maintenance and clean-up of district grounds and parking areas.
Parking Pavilion Maintenance Worker (STNC)	8.00	11.00	Under the supervision of the Manager of Grounds and Recycling and Police Services, maintains the cleanliness inside and around the Don Zumwalt Parking Pavilion.
Student Grounds Assistant	16.00	6.00	Under the general supervision of Grounds Manager and Grounds classified staff, assists with the maintenance and clean-up of district grounds and parking areas.
Student Grounds Assistant	10.00	6.00	Under the general supervision of Grounds Manager and Grounds classified staff, assists with the maintenance and clean-up of district grounds and parking areas.
Groundskeeper (STNC)	20.00	3.00	Under general supervision, performs various groundskeeping duties of moderate complexity.

2.2d Adequacy and Effectiveness of Staffing

- How do your program/unit ratios and statistics compare to the district-wide range?
- Does the program have adequate classified, management, STNC staff, and student workers to support its needs?
- Are current classified and management employees being used effectively?

Grounds

It is hard to compare Grounds Operations with many departments within the District, especially the academic departments, because our function is quite different. It might be more useful to compare Facilities Grounds with other facilities operations departments, where we employ about 15% of the Facilities workforce. Overall, our total salary/benefit expenditures accounts for 0.78% of the district's budget for this category.

There is no doubt that maintaining our Grounds effectively is a very important part of the overall success of our college. A few years ago, in two key college reviews, one being the Accreditation Review, our college grounds at the Santa Rosa campus were singled out as one of the finest in the entire state community college system. They highlighted the beauty and the extreme value of our Grounds in the success of our college. We should never lose sight of the intrinsic value our Grounds have to our overall success.

Our Grounds Operations staffing has been operating at a reduced level since the fall of 2008, when one of our employees passed away. This position has never been filled. This has caused an increase in workload upon all of our staff. As a result, the quality level of our maintenance throughout this campus and our ability to help at other sights has become more difficult. I know that lower priority areas of the campus are now looking much more unkept and we have not been able to address pressing issues like athletic field maintenance and some safety concerns as well as before. Additionally, our crew is maintaining more acres of landscape than ever before, while keeping a district wide perspective, which was not previously a part of the culture of Facilities Operations.

In the past year we have experienced the about a 90% loss of our STNC manpower, with the remaining budget probably going away in 17'-18'. This further erodes our ability to maintain the campus, and support operations at other District locations.

Because of these situations, I believe we are understaffed and it would be very helpful, and important to the overall success of the college, to have a full time position restored to our department.

Our student staff has been more difficult to maintain this year. Wage increases and more competition from the outside has dwindled out student staff. This has put an increased burden on our regular classified staff.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	04	07	None	Groundskeeper I	Classified
0002	Santa Rosa	04	07	Parking Garage Maintenance Worker (20%)	same as above	Classified
0003	Santa Rosa	04	07	Groundskeeper I (10%, STNC)	Groundskeeper I, Grade K	Classified

2.3a Current Contract Faculty Positions

Position	Description
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2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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2.3c Faculty Within Retirement Range

N/A

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

N/A

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

N/A

2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	04	00	Central Irrigation Controllers and upgrades/Cable	4	\$4,500.00	\$18,000.00	Carl Dobson	Pioneer and Bailey Field	Carl Dobson
0002	Santa Rosa	05	00	Lounibos well improvements and conveyance system	1	\$120,000.00	\$120,000.00	Carl Dobson	Santa Rosa Campus	Carl Dobson
0003	ALL	04	07	Lawn Aeration Machine (Deep Core)	1	\$35,000.00	\$35,000.00	Carl Dobson	Grounds Operations	Carl Dobson

0004	ALL	05	00	Bicycle Utility Cart	1	\$3,400.00	\$3,400.00	Carl Dobson	Grounds	Carl Dobson
0005	ALL	04	00	1/2 Ton used Pick-up	1	\$8.00	\$8.00	Carl Dobson	Grounds	Carl Dobson
0006	Santa Rosa	05	07	Small trash truck, with hydraulic lift	0	\$30,000.00	\$30,000.00	Carl Dobson	Waste Diversion/Recycling	Carl Dobson
0007	ALL	04	00	3/4 Ton Pick-up for our Tree Maintenance program	1	\$25,000.00	\$25,000.00	Carl Dobson	Tree Maintenance	Carl Dobson
0008	Santa Rosa	05	07	Hot Rot Model 1811 Composting Unit	1	\$288,000.00	\$288,000.00	Carl Dobson	Grounds Operations Yard	Carl Dobson
0009	ALL	04	00	Large '3 gang' Riding Lawnmower	1	\$20,000.00	\$20,000.00	Carl Dobson	Grounds	Carl Dobson
0010	Santa Rosa	05	06	Solar PV Charging System for small tools and carts	1	\$10,000.00	\$10,000.00	Carl Dobson	Facilities Operations	Carl Dobson
0011	ALL	04	00	Power Trim Lawn Edger	1	\$750.00	\$750.00	Carl Dobson	Grounds Operations	Carl Dobson
0012	ALL	04	00	Taylor -Dunn or Toyota Utility cart with lift gate	1	\$10,000.00	\$10,000.00	Carl Dobson	Grounds Operations	Carl Dobson

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Santa Rosa	04	07	Urgent	Bailey Field Pumphouse	Tuff Shed	\$7,000.00	The pumphouse has been red tagged and slated for demolition. We urgently need to replace this important storage space for Bailey Field Grounds Operations.
0002	Santa Rosa	04	07	Urgent	Lounibos well	Lounibos	\$120,000.00	Tie in existing Lounibos well to irrigation main lines across campus. Will significantly reduce irrigation costs and increase long term supply in a time of increasingly more likely drought conditions.
0003	Santa Rosa	05	07	1 Year	Operation Building for Waste Diversion operations	Grounds Operations	\$48,000.00	For storage of tools, supplies, and especially equipment needed for the grounds maintenance of the Santa Rosa campus.

2.5b Analysis of Existing Facilities

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3.1 Develop Financial Resources

To help with the colleges General Fund obligations, Facilities Grounds continues to operate efficiently under very low budgetary levels.

Facilities Grounds pursues resource development and diversification while maintaining responsible fiscal practices and financial stability, including:

- Increase the amount of discretionary, unrestricted general fund local revenue; Facilities Grounds has begun to seek funds for our operations by charging fees for our set-up, employee assistance, take down and clean up at events. This is especially true with outside organizations. Better rules and guidelines for these charges needs to be put in place and utilized for this to be an effectively fund source for our operations.
- Pursue alternative funding sources including grants, partnerships, and scholarships to support our diverse communities and students: This past year our Recycling Technician was able to write a successful Grant for over 20 new, more effective recycling bins that we are using in the most populated areas of our campus. We have expanded our popular wood sales operation to include larger pieces of milled wood and bulk amounts of wood. Revenue from processing CRV beverage containers will reach an all time record this year. Over \$10000 (17-18')

3.2 Serve our Diverse Communities

Our Grounds and Recycling staff is a very culturally diverse group of employees. The variety of cultures in our workgroup is rarely a source of friction, actually it seems to bring us all together, and makes our work more interesting. The Ground manager always includes everyone in work discussions, treats everyone with respect, and helps empower them to have a voice and to give their perspective in things that affect their job.

We are very lucky to work with a group of people who are caring and understanding of the differences we may have, but who also realize that we are all more alike than different, and that our appearance, gender, religious belief, sexual orientation, or race, is not something that separates us, but a source of enrichment for us all.

Santa Rosa Junior College has a diversity policy that is communicated to all employees during the hiring process, and through many of our publications. It is clear to anyone who is hired at our college that we value and are sensitive to diversity and each new employee is required to state their views on diversity before they are hired. The Grounds and Recycling staff interacts with a great number of students, faculty, and staff each day. Because we are such a diverse group to begin with, I believe it is easy for our staff to value and respect the diversity of others.

3.3 Cultivate a Healthy Organization

The following is a list of items our department has done in the past two years that have helped cultivate a healthy work environment for our students, staff, and faculty.

- One of the basic and most fundamental goals of Facilities Grounds and Recycling is to maintain our campus in away that promotes safety, health, appreciation of the beauty of our gardens landscapes and natural areas. We believe we do our best to achieve this goal and have done a good job at this during 2015-17'.
- We have worked with the Students for Sustainability group to support there initiatives and goals regarding making our campus more sustainable. This included attending meetings, working on specific events they have sponsored. Also speaking to them about our recycling program.
- Developed a 'tree tour' for two students to lead at the 2015 and 16' Day Under the Oaks' event and on Earth Day celebration. The purpose of this tour was to educate visitors in the value of our campus trees, tree identification, campus and tree history, and the Tree Protection program we have at SRJC.
- Our college won Tree Campus USA designation for 2016 and 2017.
- Worked closely with the Horticulture department to share our experience and knowledge of landscaping and gardening with students in class and project settings.
- Our department provides flowers without charge for many campus events throughout the year. We also provide firewood at a low cost to employees through our staff firewood program.
- We have provided fruit from campus trees and campus flowers for fundraising for a variety of district departments and programs.
- Our Sustainable initiatives that Facilities Grounds and Recycling are particularly proud of are: 1. Reducing water usage for irrigation by approximately 25% during the past three years 2. Increasing the diversion of recycled materials while increasing our recycling rates. 3. Are using less and less pesticides and unhealthy chemicals in our operations. Are much more active and successful in promoting recycling, waste diversion and conservation through the work of our Waste diversion Technician, Guy Tillotson.

In Facilities Grounds and Recycling, we encourage our employees to go to seminars and conferences, lead classes, teach a seminar, get a professional certificate in a grounds or horticultural field, attend safety training seminars, and get first aid and CPR certification. Our department has a very small budget that helps pay for training and certification of our staff. Our department would like to increase our budgets for staff travel to attend more seminars and visit other Facilities. We began doing this in our department in 2015 with trips to UC Davis and UC Berkeley. These trips brought new knowledge, ideas, and energy to our department.

3.4 Safety and Emergency Preparedness

Safety Trainings required in the Facilities Gounds and Recycling department are as follows:

- Annual Pesticide Safety Training
- Respirator fit and safety training
- Ladder safety
- Emergency management training
- Small tool and equipment operator safety trainings
- Blood-born pathogens

Building Safety Coordinator, Henry Lankford, Automotive/Equipment Mechanic

Area Safety Coordinator, Paul Bielen, Director of Facilities Operations

3.5 Establish a Culture of Sustainability

Describe the way(s) in which your department/program/unit contributes to SRJC's sustainable mission. For more information go to SRJC's Sustainability website "Sustainable SRJC" as www.santarosa.edu/sustainability.

It would be accurate to say that everything that Facilities Grounds and Recycling does is directly tied the college's sustainability mission. In obvious ways, we are the people who are directly responsible for maintaining the outdoor environment of the college. However, within the details of how we perform this responsibility and the level of care we take to ensure the beauty, safety, and sustainability of our campuses, this is not always evident. I'll try to summarize many of the specific methods and means we employ to maintain our district in a way that not only is beautiful to the eye, but also, are mindful of the safety of the people who work, teach and study here. But far beyond that, we always try to consider the effects of what we do and how the decisions we make today are going to effect this place for generations to come.

The primary and most evident responsibility of Facilities Grounds and Recycling is in maintaining the outdoor environment of the college. But there is quite a variety of places, land uses, and habitats, that are found on each campus, especially those located at the Santa Rosa campus. I'll highlight some of ways we maintain these places in ways that have been more recently termed as sustainable practices

Grounds Operations

- **Preserving Heritage trees:** Facilities Grounds has an extensive tree maintenance program that utilizes modern arboricultural management practices to maximize tree health and promote strong limb structure for safety. We recognize the importance of our trees both for their beauty, but also for their history and how they link us to our past and to our future. Our Oaks are such an important part of the college's identity that we have adopted the oak leaf as our logo. They are a part of SRJC that impresses everyone who visits our campus and a memory everyone remembers about this place. Because of this, we take great care in maintaining the health and safety of these incredible trees. The core of our maintenance program is a 5 year tree inventory, assessment, and maintenance plan that is prepared for us by a third party registered consulting arborist. About one-hundred and fifty of our largest trees (mostly Oaks) are assessed on their overall health, limb structure, and root collar condition. Each tree is given a priority on a 1-5 scale as to the highest need of care and attention along with specific maintenance recommendations. This inventory cycle is scheduled in May/June 2017. In addition, we are actively evaluating the health and structure of our trees each day. Our Tree Maintenance Worker is highly skilled in the assessment of tree health, but also the methods used to improve their overall condition. We are proud of the fact that our grounds crew has greatly slowed the loss of these

majestic trees during the past twenty years. We are also excited to have successfully relocated many young trees that we had planted ourselves to many sites within the district.

- **Water conservation:** We recognize that water is a precious and limited resource, especially within this region. Because of this, we are constantly looking for ways to improve our water management at each of our campuses. Our use of a central control system has expanded from its original use at the Petaluma Campus, to the Windsor Training Center and now to roughly half of the Santa Rosa Campus. Our central control system gathers weather information from our own weather station and calculates a daily evapotranspiration rate. With this information a desktop computer in the Grounds office adjusts and schedules appropriate watering amounts at each of our sites every day. The accuracy of this system produces a very efficient watering schedule. As we bring more of these systems on-line our overall efficiency will continue to increase. Each year we continue to convert more areas to low flow irrigation systems with native plant and drought tolerant plantings. As part of section 6.1 of the PRPP, I have identified adding more system infrastructure to the Santa Rosa campus to increase the control and conservation of irrigation watering.
- **Native Plants:** We continue to increase our use of native California plants throughout the district. These not only have very low water needs, but are also excellent habitat plants which promote endemic populations of insects, birds, and other life that is important to our overall environment. These plants are also important teaching tools for our Horticulture, and Ag/Natural Resource classes. By using California natives we have been able to take many areas of the campus off of scheduled irrigation.
- **Integrated Pest Management:** Facilities Grounds Operations continues to actively follow integrated pest management practices. Some of the components of an IPM program are, use of low toxicity materials, enhancement of beneficial insect populations, use of good cultural practices of pruning, mowing, and watering to insure plants are healthy and able to withstand pest attack, use of mulches, minimal of inorganic fertilizers, use of native plants, and other strategies that enhance the health of our plants, trees, and overall habitat, which keeps pest populations in balance. We do use a small amount of low toxicity pesticide on campus. However, our use levels are very low when considering properties of our scope and size. A new pest control contractor is beginning in May 2017 to help us become a more healthy campus.
- **Composting:** In order to reduce waste and enrich campus soil conditions our Grounds department composts a wide variety plant clippings, leaves, coffee grounds, and wood chips. This past year we processed 250 tons of greenwaste materials, most of which was put back onto campus soils or used as mulch as part of our overall IPM program.
- **Habitat restoration:** Since the Petaluma Campus was opened in 1995, the Grounds Operations has been involved in restoring habitat along Capri Creek. This ephemeral stream runs from the middle of the east side of the campus to the extreme northwest corner of the property near the north entrance. Working in conjunction with our local Resource Conservation District, the SRJC Biology Department, and independent consultants, a plan was adopted in the 90's to restore the grade and quality of the stream bed and also to establish a wide variety native plants and trees. Phase I of this plan has been accomplished. In Fall 2016 we began to plant the upper portions of the creek. This project has turned out to be an excellent learning opportunity for student in the Environmental Science, Geography, and Biology departments.
- **Assisting with construction projects:** Recent construction projects have created an excellent opportunity for the college to install a variety of sustainable infrastructure. It also presented a potential peril to existing Heritage Oaks and local ecosystems. The Grounds

department assisted with each of these projects by working with contractors and staff to help insure that best practices and specifications were followed during construction. We also created tree protection zones and specifications and directly worked with contractors to help insure that the least amount of damage possible would be inflicted to our large trees within each construction area.

- **Education and Outreach:** Throughout the year our Grounds staff assists the Horticulture department with a variety of classroom projects. Some of the recent projects we have worked on with them are irrigation sprinkler retrofitting, drip system installation, planting projects, A central control irrigation tour in Petaluma, irrigation water audits, stepping stone installation, post and rail fence installation, and a talk on employment in grounds maintenance fields. In the past we have worked with the Biology, Geography, Natural Science and English departments with a variety of talks and projects. We have spoke at PDA day activities, and worked closely with student clubs, especially Students for Sustainable Practices.
- **Use of Recycled Materials:** We have made it our standard to use recycled materials for our campus benches (Oak branches, too) and outdoor trash and recycling receptacles.

Recycling and Waste Diversion

Our successful district recycling program has been in place since the early 1990's and has been responsible for recycling nearly fifty thousand tons of materials. Our department is responsible for processing a variety of materials such as; paper, plastic, cardboard, beverage containers, scrap metal, compostable materials, greenwaste, scrap wood, firewood, food composting and wood chips. In addition we assist our warehouse department with the processing electronic surplus and waste; surplus furniture and appliances; and other recyclable materials that flow through their operations. We occasionally assist the Facilities auto shop and Environmental Health and Safety departments with the processing of oil, antifreeze, tires, batteries, and light bulbs.

During the past two years our program has promoted and performed recycling, waste reduction, and diversion through a variety of activities. Some of these are listed here.

- As part of the the State of California's requirement for state agency waste diversion and recycling in SB1016 and implemented through CalRecycle, our college district is required to submit an annual report detailing all of our recycling and waste diversion activities. The past two years we have had this requirement waived by CalRecycle, the state office governing waste management and recycling.
- Provided recycling at most campus special events and games
- At Day Under the Oaks we have added food composting to the materials we processed a few years ago.
- Began a food composting program at the Burdo Culinary building for the Culinary program. Shone Farm is now picking up this material to process into their organic crop program. We are processing only vegetable material, at this time. We continue to compost coffee grounds generated from Fresh and Natural's operations at Grounds Operations.
- We are actively looking into purchasing a large scale composting system (Listed in my non-instructional equipment needs, section 2.4d) which would process a wide range of organic materials and bring us much closer to zero net waste.

- Earlier this year we updated our indoor recycling bin signage/labeling to reflect current recycling requirements.
- Web sites for Sustainability, Grounds and Recycling were updated in 2016 to reflect current sustainability initiatives and objectives. More updates and improvements are planned.
- We regularly perform bin and large dumpster audits for capacity (weight and volume records) and for content to determine what types of materials are creating the most waste in each particular area.
- Within both Grounds and Recycling we process about 10 tons of recyclable materials each week on average. The recycling crew alone processes about 7000 lbs. of materials each week. These materials are primarily office paper, cardboard, newspaper, and beverage containers. Our Santa Rosa Team covers the entire Santa Rosa Campus, every office and building and all outdoor bins.

4.1a Course Student Learning Outcomes Assessment

N/A

4.1b Program Student Learning Outcomes Assessment

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7

4.2b Narrative (Optional)

5.0 Performance Measures

Increased Responsibility

1) Acreage maintained by the Grounds crew at the Santa Rosa campus continues to be roughly 118.25 acres. Our staff size continues to be less than in the 1990's and 2000's This has created a significant impact on the workload of each Grounds employee and has affected the ability of our staff to maintain the campus to a high standard.

During the reduction of our department staff, we began to take on a district wide scope of responsibility. This trend continues. While certainly a good thing for our entire district, this has strained our ability to maintain this campus.

The following chart details the increase in area covered by our Grounds employees, and a comparison to a general industry standard used for grounds maintenance of commercial or institutional properties. Just for comparison 19.667 acres is roughly equal to maintaining 79 quarter acre properties; a quarter acre equates roughly to the size of a very large home property these days. Our 'property', the campus, has about 75 times more residents per quarter acre than a typical family of four does. All this equates to a very large workload for our Grounds staff.

Acres/Grounds per Grounds Professional

<u>Year</u>	<u>Total Acres</u>	<u>Net Staff</u>	<u>Acres/Staff</u>	<u>Notes</u>
01'-02' 104		7	14.857	
02'-03' 104		7	14.857	
03'-04' 104		7	14.857	
04'-05' 104		7	14.857	
05'-06' 104		7	14.857	
06'-07' 104		7	14.857	
07'-08' 115		7	16.429	+ 5 flr. garage
08'-09' 116.25		6	19.375	+ Misc. Prop.
09'-10' 116.25		6	19.375	
10'-11' 116.25		6	19.375	+ Bertollini
11'-12'	117.5	6	19.583	+ Culinary
12'-15'	118.25	6	19.708	+ Salem Lot
16 -17'	118.25	6	19.708	

2) The amount of events and KAD related activities has also caused a significant increase to our Facilities Grounds and Recycling workload. Please look at the Custodial Services PRPP data on the increase in the number of events the past few years, 2015-17'. This is especially been true during the critical months of April and May, when typical landscape maintenance activities reach there busiest time of the year. It equates to a truly difficult couple of months that taxes our crews to the fullest.

KAD activities and fund raising camps/leagues are at an all time high. it is made our efforts to maintain and provide safe and playable athletic fields and surfaces very difficult. This spring 17' we have had to cancel much scheduled maintenance work due to increased use of our fields.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Santa Rosa	04	06	To assist with the Facilities Master Plan for Grounds			
0002	ALL	05	07	To expand the processing and diversion of organic waste to composting and recycling. This is in response to our expanding Sustainability initiatives, and from the State mandated AB 1826 guidelines for large agencies.	1. Complete organic material volume assessment throughout the district. 2. Develop a plan that will increase our diversion of organic materials by 10% 3. Implement new procedures and methods with the assistance of our new Waste Diversion Technician.	Complete project by 12/15/16	Completed waste audits and increased organic processing by about 5%. We are waiting on word about our new Waste Service contractor. Hopefully we'll be able to negotiate a good contract for Food Waste processing. There is a grant proposal in the works for a compost digester, that could greatly increase our volume of organics processed.
0003	Santa Rosa	04	07	To repair water lines that have failed supplying the east bleacher infrastructure of Bailey Field	Repair and replace the two broken water lines. Cut open track for placing new line. Patch in track after repairs. Paint track to match where repairs were made.	June 25, 2016	Complete
0004	ALL	05	03	To renew our Tree Campus USA status	Completed the yearly objectives as outlined by the Arbor Day Foundation, and submit report for approval. Obtained Award!	Complete by December 15, 2016	Completed all renewal requirements and submitted report Received 2017 Award
0005	Santa Rosa	04	07	Make repairs to Bailey Field Track.	Completed urgent repairs to track. Complete replacement of track surface is still needed.	7/30/2016	Complete
0006	ALL	04	07	To complete continuing education hours required to renew my Pesticide Applicator License within required time to renew my licence.	Completed necessary continuing education hour requirements, submitted my application, and received my new 2 year license.	6/30/2016	Completed training and received license
0007	ALL	05	06	To remove an additional 15000 square feet of lawn at the Santa Rosa Campus this year, in order to reduce water use and promote more sustainable landscapes	Remove lawn at Bear Cub Circle and other designated areas at the Santa Rosa Campus.	11/15/2016	Removed approximately 10000 sq. ft. of turf. Most of the turf eliminated was from the area south of the Parking structure near Bear Cub Way., fringe areas of the main front lawn, and east Maggini lawn.
0008	Santa Rosa	05	06	To update and upgrade our Santa Rosa Campus Tree inventory	1. Create tree inventory specifications. 2. Contract with an outside vendor to inventory our entire campus forest. Link inventory with web site, Natural Science classes, and the general college community.	4/30/2017	Contracted with CSW-ST2 (Landmark Survey) to provide GPS data and mapping of 1500 selected trees on the Santa Rosa Campus. Our crew selected and placed identification tags on 1500 trees and begin adding data about these trees to a database. The survey crews have been slow to gather GPS coordinates for these trees. They are about 20% complete.
0009	Santa Rosa	04	06	To assist with the design and planning for the renovation of Burbank Theatre	To help with the design team working on the Grounds portion of the Burbank Theatre Renovation.	current	Worked with Architects representing QKA associates, in the initial design, layout and protection of valuable and existing landscapes bordering this project..
0010	Santa Rosa	04	06	To continue to upgrade the Grounds, Recycling, and Tree Maintenance web pages	Create basic web pages for each of these areas	12/1/2016	Completed on put on-line basic pages for each area. More work to be done in the future.

0011	Santa Rosa	03	03	To design and create new landscaping around the Jesse Peter Museum that improves traffic flow and edecational opportunity.	1. Create a more functional design and educational opportunity by designing gardens with plants used by regional Native Americans with descriptive signage. 2. Also, improve pedestrian traffic flow and outdoor learning spaces.	11/30/2016	Removed unwanted vegetation and created a rough design and plan for the appropriate species and layout. Made repairs and improvements to the DG pathway running just outside of the museum.
0012	Santa Rosa	08	03	Continue to add new edible plantings at the Burdo Culinary Building with identifying signage.	1. Complete planting of front planter beds. 2. Add edibles along north entrance walk. 3. Create signage for specific planting beds.	10/31/2016	Removed vegetation from front four planters, amended and prepared soil in planters and planted with a variety of edible plantings.

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
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6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	Santa Rosa	05	07	To create a design specification for using on-site well water and reclaimed water from the Quinn mechanical sump area, for irrigation use on our campus.	Work with Salas-O'Brien and EBA General Engineering to create a design specification for the conveyance, storage, and controlling the use of this water for our daily irrigation use at the Santa Rosa Campus.	Complete by 8/1/2017	Cost for contracting with Salas-O'Brien, EBA Engineering, David Liebman and labor costs for our in-house staff.
0002	ALL	05	07	To expand the processing and diversion of organic waste to composting and recycling. This is in response to our expanding Sustainability initiatives, and from the State mandated AB 1826 guidelines for large agencies.	To increase organic waste diversion throughout the district, through contracts with our new waste hauling company, in-house composting, and by reducing waste sources, such as paper towels.	Complete project by 12/15/17	Funds to pay for the cost of contracts with waste haulers. (Should be offset by reduction to overall waste cost), installation of equipment and methods for processing food waste and other compostables..
0003	ALL	04	07	To provide off-site training to four Grounds Operations staff in the operation of our district wide 'Maxicom' irrigation system operation and maintenance.	1. Reserve four places in the 2.5 day training in Sacramento. Designated staff attend trainings in October/November	Complete by 11/30/2017	Registration cost for four employees to attend trainings.
0004	Santa Rosa	05	06	To complete our periodic 5 year tree maintenance survey and report	1. Schedule and contract with our Consulting Arborist, Bill Pramuk. Compile a thorough tree health and maintenance assessment of 150 large Oaks and other 'Heritage trees on the Santa Rosa Campus. Prioritize trees bases on level of need of care and overall health.	Completed by June 30, 2017	Cost of contract for assessment. In-house labor to assist with survey.
0005	Petaluma	04	07	To install a new irrigation point of connection to the City of Petaluma reclaimed water supply.	1. Meet with City of Petaluma Water Department to discuss supply details. 2. Develop a bid ready specification and plan. Bid and install new POC. 3 Have new system checked and retrofitted for use.	Complete work by 12/31/2017	In-house labor for design and retrofit. Cost of design spec from RMA Associates. Contractor cost for installation of POC. Labor for oversight of retrofits.
0006	ALL	04	07	To bring the central irrigation control of the Santa Rosa from 20% on-line to over 75% on-line.	1. contract with a company to install data lines and controller conversions to 5 existing controllers. Install 2 additional ESP controllers with data line connectivity. Upgrade 'Maxicom' to latest software version. Make repairs to Petaluma and Santa Rosa Weather stations.	Complete by 11/30/17	Contractor and hardware costs. In-house labor.
0007	ALL	05	06	To remove an additional 15000 square feet of lawn at the Santa Rosa Campus this year, in order to reduce water use and promote more sustainable landscapes	1. Prioritize lawns for removal. 2. Systematically remove lawns and convert to native vegetation or mulch.	Complete by 11/15/2017	Cost of materials and labor, plants, mulch, and irrigation parts for conversions
0008	Santa Rosa	05	06	To update and upgrade our Santa Rosa Campus Tree inventory	1. Continue to work with CSI-ST2 to inventory our entire campus forest. Gather specific tree data for both the Landmark survey and our inhouse database. Link inventory with web site, Natural Science Dept., classes, and the general college community.	Complete by 10/31/2017	Continued cost for GPS survey and data input with CSI- ST2. In-house labor cost for data gathering.

0009	Santa Rosa	04	07	To install automatic irrigation sprinkler systems to Graduation lawn areas	Install valves, lines, and heads to three lawns near bus stop, main graduation lawn and south Burbank Circle	Completed by 7/31/2017	
0010	Santa Rosa	04	06	To continue to upgrade the Grounds, Recycling, and Tree Maintenance web pages	Add some sub pages for detail. Add pictures. Upgrade design	Complete by 11/30/17	Labor
0011	Santa Rosa	03	03	To design and create new landscaping around the Jesse Peter Museum that improves traffic flow and educational opportunity.	1. Create a more funtional design and educational opportunity by designing gardens with plants used by regional Native Americans with descriptive signage. 2. Also, improve pedestrian traffic flow and outdoor learning spaces.	Complete by 9/30/2017	Cost for plants, mulch, signage, irrigation conversion, and labor.
0012	ALL	05	03	To renew our Tree Campus USA status	To complete the yearly objectives as outlined by the Arbor Day Foundation, and submit report for approval.	Complete by December 15, 2017	Labor and cost associated with achieving renewal objectives.