

# **Santa Rosa Junior College**

## **Program Resource Planning Process**

### ***Facilities - Operations 2021***

#### **1.1a Mission**

Facilities Operations is a District-wide service oriented support for all aspects pertaining to the physical and natural environment in support of Sonoma County Junior College District's mission. This support ranges from planning, design, construction of projects, agency interaction, maintenance, grounds and landscaping, environmental management, occupational safety, recycling, utility management, hazardous materials and sustainability initiatives.

In addition to new construction, renovation projects, and deferred maintenance, we maintain 104 buildings, over 1.6 Million gross square feet, multiple athletic fields, and 500 acres on the Santa Rosa campus, Petaluma campus, Public Safety Training Center, and Shone Farm. We also provide support to the various leased facilities at our Educational Centers.

Our team consists of talented men and women dedicated to providing the most effective, safe and customer oriented service to the campus community. We are proud of our most valuable resource that is culturally diverse comprising of management, technical professionals, administrative support, skilled trades, support staff, and students.

Facilities Operations (FO) provides the maintenance and safe operation of the District's physical and environmental properties and grounds maintenance. FO develops preventative and scheduled maintenance projects and activities in order to maintain a functional learning and working environment. It is also responsible for maintaining the District's fleet of vehicles.

Within Facilities Operations, Maintenance Services is responsible for maintaining all buildings systems, at all district locations, including heating, ventilation and air conditioning, electrical, structural and carpentry services, security locking systems, and swimming pools. In addition, the Maintenance is responsible for painting services, general maintenance, institutional safety, and the maintenance of the District fleet of 100+ vehicles.

Mission Statement: "Facilities Operations promotes student learning reflective of the District's academic excellence by providing a safe, clean, well maintained educational, physical and natural environment."

## **1.1b Mission Alignment**

“Facilities Operations promotes student learning reflective of the District’s academic excellence by providing a safe, clean, well maintained educational, physical and natural environment.”

In support of the Strategic Plan for the District's Mission, Facilities Operations is responsible for providing a healthy safe and working environment.

Facilities Operations Maintenance supports the instructional program and student services by providing and maintaining quality and up-to-date classrooms, offices and support space design to serve the educational interest of the students and the District community.

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**

Facilities Operations serves as both an internal consultant assisting with programs when developing new campuses and facilities, and also manages external design consultants, construction management firms, project managers, and contractors in the execution of approved plans and services. We develop facilities and funding plans in concert with the California Community College System and with local college resources. We utilize a Total Cost of Ownership approach that includes planning, design, construction, space planning/management, maintenance, custodial, grounds and recycling, environmental health and safety, emergency management and sustainability.

The Facilities Operations Department - Maintenance provides services for the District with such skilled trades as: carpenters, heating ventilation/air conditioning technicians, electricians, plumbers, vehicle mechanics, painter, pool technician, locksmith services and the energy management. These services are provided to the District to ensure a safe, comfortable learning environment which enhances the culture for student learning.

The Facilities Operations - Grounds and Recycling 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 entire district, are of immense value and important to the success of our mission as a college. The grounds 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.

### **1.1d Hours of Office Operation and Service by Location**

The Facilities Operation Department hours are from 7:00 am until 4:30 pm, Monday - Friday. Emergency calls are reported to the Facilities Manager who is always on call for a needed response or solution provider.

### **1.2 Program/Unit Context and Environmental Scan**

Facilities Operations is responsible for or involved in all district-wide construction projects. This ranges from Major Capital Funded projects to the smaller/minor capital projects, and Scheduled Maintenance. This has impacted Facilities Operations due to the following: added square footage with new projects, warranty and commissioning issues, new HVAC building technology, Bay Area Quality Management District regulations for the fleet of vehicles, keying/security requirements, lighting control panels, online service request technology and the internal commissioning of a building.

New construction is very important for the future of this college and Facilities supports it in any way possible. The project managers are relying on our team to provide professional input into all projects. Facilities Operations responsibilities increases per the following: campus wide notification about projects and impact on campus activities, parking and traffic, call ins to the front desk staff, location/verification of utilities, requests for information, punch list items and the ongoing commissioning.

The sustainable aspect of our Environmental Scan is critical for our Facilities Operations department. Facilities Operations employees support and give input to create more sustainable buildings and grounds. This relates to all aspects of sustainability such as: recycle and waste reduction program, LED Lighting retrofitting, photovoltaics, microgrid, cogeneration plant, load shedding, under floor distribution, IDEC systems, a Ground Source Heat Pump system, and alternative transportation.

Facilities Grounds and Recycling will face many challenges in the future:

- 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 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 future are water (costs and supply), and waste reduction and management.
- Construction related impacts from the buildout of Measure H funding will significantly affect 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.

## **2.1a Budget Needs**

The allocation of funds for the Facilities Operations Department is effectively distributed for the needs of the entire District. While we understand the tight nature of the District's budget, there is need for additional allocations to the department.

### **Maintenance**

Our budget needs are ever growing due to the size of the campus and the necessary safety and legal requirements that must be attained. Safety concerns and risk management have also evolved increasing the cost of our maintenance operations. Our responsibility of square footage has increased as new buildings have been constructed. Increase of square footage for the district has resulted in increased cost to maintenance and operations of facilities, both new and aged. Even though we have new facilities coming on board the majority of our buildings on the Santa Rosa campus are in dire need of modernization. Accordingly Facilities Operations has implemented a Total Cost of Ownership to capture the true cost maintenance and recapitalization.

We are currently utilizing our present budget as effectively as possible, however we are requesting:

- \$25 thousand to the supplies account to offset multiple cost increases over the past few years.
- \$5 thousand to provide ongoing training for all employees in the department. This will assist employees with staying current on certifications and latest technology, especially as we increase our sustainability efforts.

### **Grounds and Recycling Services**

The unit has seen increasing costs, year over year, for example, the care of our Oak trees alone has tripled since our last budget augmentation. We are requesting:

- \$2 thousand for training for the staff in the unit. This will especially be critical with the staff turnover and the irrigation upgrades funded by ITG.
- \$5 thousand for supplies to achieve the goals in the areas of sustainability, water conservation, and student support. We have seen significant price increases in the costs of fertilizer, chemicals, tools, irrigation supplies, and plant material since the last budget augmentation. We have been working to offset that by converting areas from high water use lawn to low water use plantings, however we need additional funds for the plants for this initiative.
- \$2 thousand for the recycling program as the college has expanded its commitment towards more sustainable practices. It would allow the District to replace old and worn recycling bins, signage and equipment.
- \$400 for the increase to the dues and memberships for our tree maintenance program

In 2.4 b and d, to ensure the ability to meet initiatives with reduced staffing levels, we are also requesting:

- 2 small trucks for the fleet. Much of our fleet has outlived their useful lives and with the centralization of facilities operations in the District, there is need to be able to travel between campuses safely.
- 4 central irrigation controllers and upgrades to replace existing failed controllers
- 1 lawn aeration machine to ensure the health of our lawn spaces
- 1 composting unit to assist in meeting sustainability goals
- 1 large riding lawnmower and 1 garden tractor to gain efficiencies with reduced staffing levels and modern technology

- 1 solar PV charging station for tools and carts to help meet sustainability initiatives
- 1 chainsaw, 2 backpack torch kits, and 2 lawn edgers to replace failing minor equipment
- 1 tow behind air compressor to ensure district needs are met with PSPS and other power outages

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	04	07	\$2,000.00	To allow Grounds employees to gain knowledge and skills in becoming more effective. Especially in the area of irrigation management.
0001	ALL	04	07	\$2,000.00	Increase the annual budget for Recycling Supplies by \$2000, to cover the costs of increased operations, promotional outreach, and organic material processing.
0001	ALL	04	07	\$5,000.00	Increase the Grounds supply budget by \$5000 to help us keep up with increasing material, supply, and plant replacement costs.
0001	ALL	04	07	\$400.00	Increase the annual allocation for dues and membership by \$400 for our Tree Maintenance program.
0002	ALL	04	07	\$25,000.00	To purchase supplies to maintain the buildings and equipment on all campuses.
0007	ALL	06	04	\$5,000.00	Training and Certification of Fac. Ops Staff

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
HVAC and Controls Technician	40.00	12.00	<p>Under general supervision, perform master journey-level work in the repair, maintenance, service, modification, troubleshooting, inspection and monitoring of the operation of heating, ventilating, air conditioning and refrigeration equipment and associated plumbing, electrical, mechanical, EMS (Energy Management Control System) and controls systems. act as lead worker to other classified staff in the area; and perform related work as required.</p>
HVAC and Controls Technician	40.00	12.00	<p>Under general supervision, perform master journey-level work in the repair, maintenance, service, modification, troubleshooting, inspection and monitoring of the operation of heating, ventilating, air conditioning and refrigeration equipment and associated plumbing, electrical, mechanical, EMS (Energy Management Control System) and controls systems. act as lead worker to other classified staff in the area; and perform related work as required.</p>
Locksmith	40.00	12.00	<p>Under general supervision, perform master journey-level work in the installation, repair, remodel and maintenance of manual and automated locks, locking systems and security devices; computerized access control systems; door openers, closers, and hardware.</p>
Plumber	40.00	12.00	<p>Under general supervision, perform master journey-level work in the installation, maintenance, inspection, modification, remodel and repair of mechanical plumbing equipment and fixtures for water, gas, oil, steam, sewage, fire sprinkler/prevention, and refrigeration-related plumbing systems; act as lead worker to other classified staff in the area; and perform related work as required</p>
Plumber	40.00	12.00	<p>Under general supervision, perform master journey-level work in the installation, maintenance, inspection, modification, remodel and repair of mechanical plumbing equipment and fixtures for water, gas, oil, steam, sewage, fire sprinkler/prevention, and refrigeration-related plumbing systems; act as lead worker to other classified staff in the area; and perform related work as required</p>
Building Maintenance Generalist	40.00	12.00	<p>Under general supervision, perform journey level work in the repair and maintenance of related facilities; may serve as lead worker to other classified staff in the area; and perform related work as required.</p>
Plumber (VACANT)	40.00	12.00	<p>Under general supervision, perform master journey-level work in the installation, maintenance, inspection, modification, remodel and repair of mechanical plumbing equipment and fixtures for water, gas, oil, steam, sewage, fire sprinkler/prevention, and refrigeration-related plumbing systems; act as lead worker to other classified staff in the area; and perform related work as required</p>



<b>Position</b>	<b>Hr/Wk</b>	<b>Mo/Yr</b>	<b>Job Duties</b>
Carpenter	40.00	12.00	Under general supervision, perform journey-level work in the design, construction, repair and maintenance of structures and related physical facilities; act as lead worker to other classified staff in the area; and perform related work as required.
Electrician	40.00	12.00	Under general supervision, perform journey-level work in the design, installation, construction, modification, repair and maintenance of electrical apparatuses, equipment and systems; act as lead worker to other classified staff in the area; and perform related work as required
Electrician	40.00	12.00	Under general supervision, perform journey-level work in the design, installation, construction, modification, repair and maintenance of electrical apparatuses, equipment and systems; act as lead worker to other classified staff in the area; and perform related work as required
Administrative Assistant III	40.00	12.00	Under the supervision of the Manager Building & Equipment Maintenance oversees the administration of the Fac. Ops Office and Service Request System including assignment of service request. Performs a great variety of administrative duties, provides budget and expense reports, enters purchasing requisitions and P.O.s into ESCAPE. Supports Grounds and Maintenance Services and controls the ordering of uniforms and related payment to employees.
Automotive/Equipment Mechanic	40.00	12.00	Under general supervision, perform master journey-level work in the diagnostic, overhaul, adjustment, repair and maintenance of campus vehicles and equipment; complete metal fabrication and repairs as needed; act as lead worker to other classified staff in the area; and perform related work as required.
Groundskeeper I (VACANT)	40.00	12.00	Performs routine grounds maintenance and installation duties throughout the district.
Groundskeeper II	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.
Coordinator, Grounds Operations	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. Coordinates and directs work of grounds worker. Collaborates with Manager of Operations and Grounds on operational needs. Consults on projects such as demonstration gardens.

<b>Position</b>	<b>Hr/Wk</b>	<b>Mo/Yr</b>	<b>Job Duties</b>
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.
Grounds Keeper I (VACANT)	20.00	12.00	Grounds and landscape maintenance, repairs, recycle program
Grounds Keeper II	40.00	12.00	Grounds and landscape maintenance, repairs, recycle program
Building Maintenance Generalist	40.00	12.00	Under general supervision, perform journey level work in the repair and maintenance of related facilities; may serve as lead worker to other classified staff in the area; and perform related work as required.
Locksmith	40.00	12.00	Under general supervision, perform master journey-level work in the installation, repair, remodel and maintenance of manual and automated locks, locking systems and security devices; computerized access control systems; door openers, closers, and hardware.
Automotive/Equipment Mechanic	40.00	12.00	Under general supervision, perform master journey-level work in the diagnostic, overhaul, adjustment, repair and maintenance of campus vehicles and equipment; complete metal fabrication and repairs as needed; act as lead worker to other classified staff in the area; and perform related work as required
	40.00	12.00	
Coordinator, Building & Equipment Maintenance	40.00	12.00	Performs maintenance and installation throughout the district while maintaining and repairing tools and equipment. Coordinates and directs work of skilled trades maintenance workers. Collaborates with Manager of Facilities on operational needs. Consults on projects such as building maintenance and repairs.
Building Maintenance Generalist	40.00	12.00	Under general supervision, perform journey level work in the repair and maintenance of related facilities; may serve as lead worker to other classified staff in the area; and perform related work as required.
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.
Hazardous Materials Specialist	40.00	12.00	In keeping with District-wide sustainability initiatives, organize and coordinate the District's hazardous materials and hazardous waste management programs. Ensure compliance with all Federal, State, and local regulatory requirements, and related work.
Waste Diversion Technician	40.00	12.00	Provides a wide variety of recycling and waste diversion services throughout the District. Supports the District's recycling program and other sustainability initiatives related to waste diversion and limited pick-ups of materials.

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Manager, Facilities and Grounds	40.00	12.00	Under the direction of the Vice President, Finance and Administrative Services, the Manager, Facilities and Grounds is responsible to oversee all the maintenance and repairs work for the District. Scheduled Preventive Maintenance and 5 year capital projects plan. Overseeing the Skilled Trades and grounds staff, fleet & District vehicles and AA staff in the Facilities Operations Office

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Recycling Assistant	20.00	12.00	
Student Grounds Assistant	20.00	12.00	
Student Grounds Assistant	20.00	12.00	
Student Grounds Assistant	20.00	6.00	
Student Grounds Assistant	20.00	6.00	
Student Grounds Assistant	20.00	12.00	
Student Administrative Assistant	24.00	12.00	

## 2.2d Adequacy and Effectiveness of Staffing

Facilities Operations, when compared to its responsibility level is proud to be a low overhead operation. We have seen reductions over the years, as has the rest of the district. However, we have used this as an opportunity to streamline and realign our resources with current district needs. We have also transitioned the oversight of facility operations at all district sites into one department, which has created opportunities for both reduction and growth. The currently budgeted staffing resources are sufficient, however there is a remaining need for an additional Coordinator, Building and Equipment Maintenance with the reduction of management positions in the department. We are proud of the amount and quality of the work the department accomplishes. We are lean but mighty.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	04	07	Coordinator, Building & Equipment Maintenance	Coordinator, Building & Equipment Maintenance	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

As stated in 2.1a budget needs, the department has the following non-instructional equipment needs:

- 2 small trucks for the fleet. Much of our fleet has outlived their useful lives and with the centralization of facilities operations in the District, there is need to be able to travel between campuses safely.
- 4 central irrigation controllers and upgrades to replace existing failed controllers
- 1 lawn aeration machine to ensure the health of our lawn spaces
- 1 composting unit to assist in meeting sustainability goals
- 1 large riding lawnmower and 1 garden tractor to gain efficiencies with reduced staffing levels and modern technology
- 1 solar PV charging station for tools and carts to help meet sustainability initiatives
- 1 chainsaw, 2 backpack torch kits, and 2 lawn edgers to replace failing minor equipment
- 1 tow behind air compressor to ensure district needs are met with PSPS and other power outages

### 2.4c Instructional Equipment 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 and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	04	07	Small Fleet Trucks	2	\$12,000.00	\$24,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0001	ALL	04	07	Lawn Aeration Machine (Deep Core)	1	\$35,000.00	\$35,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0001	ALL	04	07	Hot Rot Model 1811 Composting Unit	1	\$288,000.00	\$288,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0001	ALL	04	07	Large '3 gang' Riding Lawnmower	1	\$35,000.00	\$35,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0001	ALL	04	07	ITG Solar PV Charging System for small tools/carts	1	\$10,000.00	\$10,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0001	ALL	04	07	Power Trim Lawn Edger	2	\$1,000.00	\$2,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0001	ALL	04	07	John Deere Garden Tractor	1	\$20,000.00	\$20,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0001	ALL	04	07	Tow Behind Air Compressor	1	\$20,000.00	\$20,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0001	ALL	04	07	Chainsaw	1	\$700.00	\$700.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0001	ALL	04	07	PGR 400 Municipal Inspection System	1	\$15,000.00	\$15,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0005	ALL	04	07	Back Pack Torch Kit	2	\$800.00	\$1,600.00	Hank Lankford	Fac Ops Yard	Hank Lankford



## 2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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## 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0000	ALL	04	07	3+ Yr	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.
0001	ALL	04	07	Urgent	Facilities Operations Trades Building	Trades Building	\$250,000.00	Insulation needed, reduce energy costs, improved work environment
0001	ALL	04	07	Urgent	Facilities Operations Trades Building	Trades Building	\$500,000.00	HVAC installation, replace multiple inefficient systems to one improved efficient system

## **2.5b Analysis of Existing Facilities**

The Santa Rosa Facilities Operations building is outdated and is in desperate need of insulation and HVAC. The District was re-roofed in 20/21 but there is need for future enhancements to both provide better working conditions for the employees and protect the assets stored in the building.

There is need for additional space for recycling and waste diversion in the future.

Existing facilities on the other sites are sufficient.

## **3.1 Develop Financial Resources**

Facilities Operations continues to operate efficiently under very low budgetary levels. We are careful about how we spend our budget and ensure we are using our resources in the most effective manner. We also sell wood and collect CRV for redemptions to increase district resources.

## **3.2 Serve our Diverse Communities**

Facilities Operations supports and is committed to the District's diversity policies and efforts. Our unit is a very culturally diverse group of employees. The variety of cultures in our workgroup seems to bring us all together, and makes our work more interesting.

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 made clear to anyone who is hired at our college that we value diversity. The employees interact 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.

Recruitment for faculty, classified, management, STNC, and student worker positions follows the standard established by SRJC Human Resources. We support and encourage recruitment practices that offer the greatest possibility for a diverse and varied applicant pool for each of our positions. Application and interview questions for all permanent positions routinely solicit information from applicants regarding their

sensitivity to diversity. Further, annual management evaluations assess each individual's commitment to diversity.

Faculty, management and classified professionals organize and present workshops and other presentations, and participate in campus activities designed to expand and promote inclusiveness and sensitivity toward and awareness of multi-cultural perspectives in the workplace, on campus, and in our communities. We further accommodate and support the workplace needs of our employees as they arise.

The Facilities Operations Department staff has also been trained in the training seminars offered by the District.

### **3.3 Cultivate a Healthy Organization**

Facilities Operations' employees are supported in efforts to develop their professional skills. In recent years this has been most frequently related to technology training activities.

We support and provide for release time and/or work schedule adjustments for classified employees desiring to participate in campus and district-wide shared governance and search committees, workshops, forums, professional development activities, staff retreats and job-based training opportunities. The District also offers release time and/or reimbursement for employees interested in increasing their skill set by taking classes.

The District's support for campus closures during PDA days and the consolidation of PDA workshops have made it possible for all classified staff to fully participate in these gatherings of the college community, build connections with colleagues from across the district, hear first hand remarks by the President and senate presidents, and benefit professionally from access to a wide selection of PDA workshops.

### **3.4 Safety and Emergency Preparedness**

Safety Trainings required in the Facilities Operations department includes:

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

In addition, the entire Facilities Operations team is a critical component in emergency management planning and trainings.

### 3.5 Establish a Culture of Sustainability

## Strategic Plan Goal E

“Establish a Strong Culture of Sustainability.”

- ▶ This includes the three core elements (also known as pillars) of Sustainability as listed in the SP: Environmental Stewardship, Economic Vitality and Social Equity

Specifically, the planning and implementation has been focused in the following four Goal E objectives that align with the three pillars of sustainability:

- ▶ Expand, support, and monitor district-wide sustainability practices and initiatives;
- ▶ Infuse sustainability across the curriculum and promote awareness throughout District operations;
- ▶ Promote social and economic equity in the communities we serve;
- ▶ Ensure economic sustainability by leveraging resources, partnering with our communities, and contributing to the economic growth of the region.

## New Sustainability Committee



### **FACILITIES OPERATIONS**

Everything that Facilities Operations, and especially the Grounds and Recycling unit, does is directly tied to the college's sustainability mission. We are directly responsible for maintaining the indoor and outdoor environment of the college. We ensure the beauty, safety, and sustainability of our campuses. We maintain our district in a way that is beautiful to the eye, but also, mindful of the safety of the people who work, teach and study here. We always try to consider the effects of what we do and how the decisions we make today are going to affect this place for generations to come.

#### **Grounds Operations**

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.

- **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. We are actively evaluating the health and structure of our trees regularly. 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. 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 sites. 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 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.
- **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 (IPM) 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, watering to ensure 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.
- **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. We regularly 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. 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 over 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 also assist the Facilities auto shop and hazardous materials specialist with the processing of oil, antifreeze, tires, batteries, and light bulbs.

During the past few 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 which would process a wide range of organic materials and bring us much closer to zero net waste.
- We updated our indoor recycling bin signage/labeling to reflect current recycling requirements.
- 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.

#### **4.1a Course Student Learning Outcomes Assessment**

#### **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
College Tours/Broadcasts				X	X	X	X	X	X							X
Integrated Environmental Planning Committ		X		X	X	X	X	X	X	X	X	X				X
Sustainable/Green Practices				X	X	X	X	X	X			X				X

## 4.2b Narrative (Optional)

## 5.0 Performance Measures

We are currently implementing a new service request system to better track and report on the workload measures. We will define and restart the tracking of performance measures.

### 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
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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
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