

Santa Rosa Junior College

Program Resource Planning Process

Petaluma Facilities Operations 2022

1.1a Mission

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

With centralization, all facilities operations PRPP templates have been combined into one under Finance & Administrative Services

1.1b Mission Alignment

Petaluma Facilities Operations maintains its core mission of facilities maintenance in order to provide quality learning and working environment for all students, workers and users of the facility, while supporting the learning needs of the many educational departments, and programs both on and off campus.

1.1c Description

The Petaluma Campus Facilities Operations team takes a district-wide approach with SRJC's Facilities, Planning & Operations Division (FPO). The Petaluma Campus provides onsite building maintenance, custodial, grounds, recycling, facility access, and event setup and support. We develop, implement, complete, preventative, scheduled, repair and maintenance projects. We also support students and staff through assistance with the many special activities and service requests on campus in order to provide an inviting, functional learning and working environment.

1.1d Hours of Office Operation and Service by Location

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Facilities Operations phones are answered Monday through Thursday, 7:00 am to 7:00 pm. Friday 7am - 1pm. Custodial staff are onsite from 5:00 am until 10:30 pm Monday through Thursday and until 8:30 pm on Friday. Skilled staff are available Monday through Friday 7am – 3:30pm.

1.2 Program/Unit Context and Environmental Scan

2.1a Budget Needs

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
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2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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2.2d Adequacy and Effectiveness of Staffing

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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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

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

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

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
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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
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2.5b Analysis of Existing Facilities

3.1 Develop Financial Resources

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3.2 Serve our Diverse Communities

3.3 Cultivate a Healthy Organization

3.4 Safety and Emergency Preparedness

3.5 Establish a Culture of Sustainability

4.1a Course Student Learning Outcomes Assessment

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4.1b Program Student Learning Outcomes Assessment

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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
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4.2b Narrative (Optional)

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5.0 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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