

Santa Rosa Junior College

Program Resource Planning Process

Facilities - Operations 2023

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, just under 1.8 Million gross square feet and multiple athletic fields. 500 acres on the Santa Rosa campus, Petaluma campus, Public Safety Training Center, Shone Farm and Roseland site which has 13 acres.

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 provided.

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 the 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:

- \$40 thousand to the supplies account to offset multiple cost increases over the past few years.
- \$10 thousand to provide ongoing training for maintenance staff. This will assist employees with staying current on certifications and the latest technology, especially as we increase our sustainability efforts.
- \$25 thousand to the service account for the newly acquired Roseland campus
- 1 Building Maintenance Generalist to support the Roseland campus
- 1 Administrative Assistant I to assist Sustainability and Energy program Manager
- 1 1.0 FTE Fire Tech to perform work currently done by outside vendor (JCI)

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

- 5 UPS System for all district radio repeaters to improve communication
- 2 small trucks one with 2 tool boxes and one liftgate for the new generalist position and one to replace aging fleet vehicle.

Grounds and Recycling Services

The unit has seen increasing costs year over year. For example, the care of the Oak trees alone has tripled since our last budget augmentation and there is the addition of the Roseland campus. We are requesting:

- \$5 thousand for training for the staff in the grounds department. 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

- Addition of 4 Groundskeeper positions to assist with all campuses, especially with the acquisition of the Roseland campus and ongoing needs of the existing campuses.
- 1 Irrigation Tech to assist with sustainability and be the staff expert on the irrigation system.

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

- 3 small trucks, two with boxes, and one lift gate 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.
- 1 1-ton dually with utility bed truck to carry supplies
- 2 central Maxicom 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
- 4 large riding lawnmowers with one mower implement to gain efficiencies with reduced staffing levels and modern technology
- Backpack torch kits and 1 lawn edger to replace failing minor equipment
- 1 tow behind air compressor to ensure district needs are met with PSPS and other power outages
- 1 heavy duty pressure washer with Honda engine
- 4 backpack electric blowers and weed eaters with charging station which will reduce noise and also comply with phasing out of fuel operated blowers
- solar panels located in the Facilities Operations yard - sustainability and energy savings

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	04	07	\$40,000.00	To purchase supplies to maintain the buildings and equipment on the Santa Rosa, PSTC, Petaluma and Shone Farm campuses.
0002	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.
0003	Other	04	07	\$358,000.00	Increase Grounds employee budget for Groundskeeper I and II positions
0004	ALL	04	08	\$10,000.00	Training and Certification of Fac. Ops Maintenance Staff
0005	Other	04	07	\$25,000.00	Maintenance costs for the Roseland Campus
0006	ALL	04	07	\$400.00	Increase the annual allocation for dues and membership by \$400 for our Tree Maintenance program.
0007	ALL	04	07	\$25,000.00	Maxicom upgrade to all controllers
0008	ALL	04	07	\$5,000.00	Training to allow Grounds employees to gain knowledge and skills in becoming more effective. Especially in the area of irrigation management.
0009	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.
0010	ALL	04	07	\$88,000.00	Administrative Assistant to support Sustainability and Energy Program manager.
0011	ALL	04	07	\$93,000.00	5 small trucks 3 grounds; 2 maintenance due to aging fleet and new Roseland staff
0012	ALL	04	07	\$35,000.00	Lawn aeration Machine - grounds
0013	ALL	04	07	\$288,000.00	Composting Unit-Waste Diversion
0014	ALL	04	07	\$55,000.00	Mowers-Grounds
0015	ALL	04	07	\$117,000.00	Irrigation Tech - grounds
0017	ALL	04	07	\$1,000.00	Lawn Edger
0019	ALL	04	07	\$70,000.00	1 ton Dually truck-grounds to haul equipment
0020	ALL	04	07	\$117,000.00	Fire Tech - onsite techs to replace monitoring done by outside vendor
0021	ALL	04	07	\$7,500.00	UPS System for district radio repeaters
0022	ALL	04	07	\$2,500.00	Weedeaters - grounds
0023	ALL	04	07	\$20,000.00	Solar Panels for FacOps yard - sustainability and conserve energy
0024	ALL	04	07	\$1,600.00	Backpack torch kit-grounds
0025	ALL	04	07	\$6,400.00	Backback blowers - grounds
0026	ALL	04	07	\$1,500.00	Pressure washer - grounds

Rank	Location	SP	M	Amount	Brief Rationale
0027	ALL	04	07	\$47,000.00	Riding mower and mower implament-grounds

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>
Carpenter	40.00	12.00	<p>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.</p>

Position	Hr/Wk	Mo/Yr	Job Duties
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	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.
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	20.00	12.00	Grounds and landscape maintenance, repairs, recycle program

Position	Hr/Wk	Mo/Yr	Job Duties
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 (Vacant)	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.
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
Manager, Sustainability and Energy	40.00	12.00	Under the direction of the Manager, Facilities, and Grounds and in close consultation with the Vice President, Finance and Administrative Services and Senior Director of Capital Projects, coordinates sustainability and energy programs for the District; performs support functions for Districtwide conservation and sustainability initiatives including energy efficiency, resource management, and sustainable transportation; coordinates and advises students on sustainability opportunities and education in support of the District's Sustainability goals

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. However, the currently budgeted staffing resources are not sufficient. The sustainability manager desperately needs administrative support to help with tasks and allow him to continue to save the district money by seeking out grants

and improving sustainability. With the lack of staffing in the grounds department it has been increasingly difficult to meet the district needs, and now with the addition of the Roseland campus it has stretched the department even thinner. Additional grounds staffing is needed to maintain district campuses. We are proud of the amount and quality of the work the department accomplishes but the district needs are exceeding staff resources.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	04	07	Building Maintenance Generalist	Building Maintenance Generalist	Classified
0002	ALL	04	07	Administrative Assistant I	Administrative Assistant I	Classified
0002	ALL	04	07	N/A	Fire Tech, FTE 1, 12 mo.	Classified
0002	ALL	04	07	N/A	Fire Tech, FTE 1, 12 mo.	Classified
0003	ALL	04	07	Groundskeeper II	Groundskeeper II	Classified
0003	ALL	04	07	Groundskeeper I	Groundskeeper I	Classified
0003	ALL	04	07	Groundskeeper II	Groundskeeper II	Classified
0004	ALL	04	07	Groundskeeper II	Groundskeeper II	Classified
0005	ALL	04	07	Groundskeeper I	Groundskeeper I	Classified
0006	ALL	04	07	Groundskeeper I	Groundskeeper I	Classified
0007	ALL	04	07	Groundskeeper I	Groundskeeper I	Classified
0008	ALL	04	07	N/A	Irrigation Tech	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:

Maintenance

- 1 PGR 400 Municipal Inspection system which will allow staff to more efficiently detect sewer line issues
- 5 UPS System for all district radio repeaters to improve communication
- 2 small trucks , 2 tool boxes, and one liftgate for the new generalist position and one to replace aging fleet vehicle.

Grounds

- 3 small trucks, two with boxes, and one lift gate 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.
- 1 1-ton dually with utility bed truck to carry supplies
- 2 central Maxicom 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
- 4 large riding lawnmowers with one mower implament to gain efficiencies with reduced staffing levels and modern technology
- 1 ITG solar PV charging station for tools and carts to help meet sustainability initiatives
- 2 backpack torch kits and 1 lawn edger to replace failing minor equipment
- 1 tow behind air compressor to ensure district needs are met with PSPS and other power outages
- 1 heavy duty pressure washer with Honda engine

- 4 backpack electric blowers and weed eaters with charging station which will reduce noise and also comply with phasing out of fuel operated blowers
- solar panels located in the Facilities Operations yard - sustainability and energy savings

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 of trucks, Grounds and Maint	5	\$31,000.00	\$93,000.00	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	Power Trim Lawn Edger	1	\$1,000.00	\$1,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0001	ALL	04	07	1 Ton Dually truck	1	\$70,000.00	\$70,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0002	ALL	04	07	Liftgates for maintenance pickups	2	\$3,700.00	\$7,400.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0003	ALL	04	07	UPS System for all district radio repeaters	5	\$1,500.00	\$7,500.00	Hank Lankford	FacOps Yard	Hank Lankford
0003	ALL	04	07	Central irrigation controllers and upgrades to replace existing failed controllers	2	\$10,000.00	\$20,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0004	ALL	04	07	Stihl Weedeater (trimmers)	4	\$625.00	\$2,500.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0004	ALL	04	07	72" John Deere Z994R Diesel Riding mower	2	\$21,000.00	\$42,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0004	ALL	04	07	72" Rotor Mower implament (3 point hookup)	1	\$5,000.00	\$5,000.00	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
0005	ALL	04	07	Stihl Back blowers with charging station	4	\$1,600.00	\$6,400.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0005	ALL	04	07	Heavy Duty Pressure washer with Honda engine	1	\$1,500.00	\$1,500.00	Hank Lankford	Fac Ops Yard	Hank Lankford
0005	ALL	04	07	60" Riding mower	1	\$20,000.00	\$20,000.00	Hank Lankford	Fac Ops Yard	Hank Lankford

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0006	ALL	04	07	Truck tool boxes	4	\$500.00	\$2,000.00	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
0001	Santa Rosa	04	07	Urgent	Facilities Operations Trades Building	Trades Building	\$500,000.00	Insulation needed, reduce energy costs, improved work environment
0001	Santa Rosa	04	07	Urgent	Facilities Operations Trades Building	Trades Building	\$500,000.00	HVAC installation, replace multiple inefficient systems to one improved efficient system
0001	Other	04	07	Urgent	New Facilities Operations Building	Trades Building	\$900,000.00	New trades building SWC

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 has been funds allocated from Scheduled Maintenance to make some of these needed changes but eventually a new building will need to be built.

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

Existing facilities on the other sites are sufficient except for the Roseland campus where a FacOps building is needed.

3.1 Academic Quality

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 Student Success and Support

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 Responsiveness to Our Community

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 Campus Climate and Culture

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-borne pathogens
- Boom truck training
- Forklift training

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

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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