Ohlone College
Program Review Report

- **Program Description and Scope:**
  1. *Program Review Title:* Facilities and Grounds
  2. *Academic year:* 2012/2013
  3. *Review Type:* Administrative Services
  4. *Program/Departments:* Facilities (65100, 65300, 65500)
  5. *Authority Code:* 23-Director, Facilities
  6. *External Regulations:* Yes [x] No

  Describe:
  Department of State Architect, Alameda County Water District, Department of Toxic Substance Control, CSR Title 24, California E.P.A. and many others.

7. **Provide a brief narrative that describes the services provided.**

   The Facilities Department provide College support services in the field of building operation and maintenance, landscape and hardscape maintenance, athletic field maintenance, pool maintenance, energy management, facility planning, construction and modernization. We also provide Fleet services and waste management.

8. **Describe how the program specifically serves students, faculty and staff.**

   The department insures that the campus physical assets are maintained and operated in a way that directly supports students, staff and faculty. We provide light, heat and access to classrooms and offices; we provide a safe accessible and welcoming physical environment to support student achievement.

9. **Describe how the program or service needs are addressed (how the program/service accomplishes what it's supposed to do.) How are current technologies applied?**

   The facilities Department uses a combination of 32 staff and various contractors, vendors, and consultants to accomplish its various work programs. For example Pest control is performed by a vendor and the county offices of pest control. Fire alarm
repairs and elevator maintenance is performed by vendors, Roof repairs and water leakage is repaired by a specialty contractor.

We use energy management systems to control energy costs. We use cell phone and radio dispatch to respond to emergencies and to communicate with staff in the field.

10. Discuss the impact of the program on the college and/or other programs. Highlight any services, reports or functions supplied, in whole or in part, by this service area that supports state or federal compliance mandates for the College.

The Facilities department is a vital support function for the continued operation of the college. It provides the state with necessary reporting in the areas of space planning and projected maintenance projects. It fulfills regulatory required reporting in the areas of air pollution, water pollution and runoff and waste disposal and recycling.

11. Discuss the impact of the program on the community and the impact of the community on the program.

The department directly supports the community by maintaining and operating Facilities such as the athletic fields and the pool which are used extensively by the public. The Smith Center and the Theater and Arts department are very active and the Facility department maintains and operates the buildings they use, much of this use is on weekends and provides a direct benefit to the local community.

**College Mission**

1. **Mission Statement**
   The mission of Ohlone College is to serve the community by offering instruction for basic skills, career entry, university transfer, economic development, and personal enrichment for all who can benefit from our instruction in an environment where student learning success is highly valued, supported and continually assessed.

2. **Vision Statement**
   Ohlone College will be known throughout California for our inclusiveness, innovation and superior rates of student success.

3. **Core Values, Goals & Objectives:**
   **College Core Values**
   - We maintain high standards in our constant pursuit of
We value trust, respect and integrity.
We promote teamwork and open communication.
We practice innovation and actively encourage risk-taking and entrepreneurship.
We demonstrate stewardship for our human, financial, physical and environmental resources.

College Goals/Objectives

4. Use human, fiscal, technological, and physical resources responsibly, effectively, and efficiently to maximize student learning and achievement.
   1. Annually sustain the fiscal health of the district.
   7. By 2015, upgrade the Fremont campus, including functionality, sustainability, safety, accessibility, and aesthetics.
   9. By 2015, achieve long-term maintenance and capital improvements necessary to increase effectiveness of learning and support services.

5. Lead and educate the community in environmental sustainability.
   1. By 2013 employ sustainability principles in all college facilities and operations using the President Climate Commitment as a guideline.

4. Briefly describe how the program supports the college mission, vision selected college values.

As a support group we strive to always do our best to support the mission and values of Ohlone College its departments and groups to encourage student learning outcomes. We maintain high standards in our pursuit of safe, accessible and welcoming physical environment for all students, staff and faculty.

We recognize our unique responsibilities and value the trust and respect of the campus community.

We promote integrity, team work and open communication. We feel that by practicing innovation, and encouraging new ideas and risk taking we can demonstrate stewardship in the physical environment of Ohlone College.

5. Briefly describe how the program supports selected college goals.
As a department we are continually looking at our resources to find ways to support the efforts to maximize student learning and achievement. We have worked to maximize our teamwork and efficiency to help sustain the fiscal health of the district and our efforts to promote and support the installation of the solar array at the Fremont Campus as well as the departments support for other environmental projects will continue and increase.

6. Briefly describe how the program supports selected college objectives.

As part of our measure G modernization efforts we are making plans to include elements which will upgrade the Fremont Campus to make the whole of Ohlone College one of the leaders in sustainability. We will achieve long term improvements in functionality, sustainability, safety, accessibility, and aesthetics. College operations will undergo a radical improvement using the California Community Colleges Sustainability Plan Guidebook as a template for our success.

• Student Learning Impacts
  1. Student Learning Impact -

     N/A

     a. Enter assessment results for "Student Learning Impacts" and analyze student success.

     b. Future Action

• Program Achievement
  1. List area-specific outcomes.

     N/A

  2. Identify internal and/or external benchmarks and regulations.

     NA

  3. Enter assessment results for area-specific outcomes and analyze trends.

     NA

  4. Analyze program budget trends and expenditures. Comment on how the program can best use budget resources.
5. Analyze the program's current use of staff, equipment, technology, facilities, and/or other resources. Comment on how the program can best use these resources.

6. Describe any additional notable program achievements (optional).

7. Additional Program Table Data

8. Future Action
   Current level of focus maintained. Describe.

- **Program Analysis**
  After assessing student learning outcomes/impacts, student/program achievement, and the status of previous program improvement objectives (PIOs), analyze the data and any identified trends, and summarize your findings. Use these data and trends to prioritize, revise, or develop new PIOs
  1. Describe program achievements and successes.
     
     NA
  2. According to the evidence, what are the areas needing improvement?

- **Program Improvement Objectives:**
  1. Objective:
     
     Decrease the amount of landfill waste generated by the college and increase the amount of recycling and reuse in order to meet and exceed the State solid waste reduction goals of 75 percent diversion by 2020.

    a. **Action Plan**
       
       **Year 1:**
       
       Fully develop a integrated waste management plan for Fremont Campus and merge it with the measure G planning and modernization effort. Find a way to accurately measure waste generated.

       **Year 2:**
       
       Use single stream recycling at all college facilities, work with our waste management vendors to maximize waste diverted. Look into compacting to allow more time by custodial staff for recycle operations. Identify vendors willing to recycle
items otherwise headed to the landfill. Develop composting program.

*Year 3:*

Implement composting program, report on the success of efforts with accurate weight and volume reductions.

b. **Staffing**

   *Year 1:*

   No additional

   *Year 2:*

   1 Custodial Full time staff.

   *Year 3:*

   No additional:

c. **Equipment (Include items that fit under department budget codes)**

   *Year 1:*

   various recycle bins, containers and educational supplies.

   *Year 2:*

   Trash and recycle compacting equipment. 'Big Belly" Trash compactors.

   *Year 3:*

   composting bins, a composting area fencing, attachments for tractor. Earth worms and casings.

d. **Technology (Include items that fit under IT budget codes)**

   *Year 1:*

   None:
Year 2:
Trash compactors have internet connection to monitor and let custodians know when to collect.

e. *Facilities (Include items that fit under the Facilities budget codes)*
   
   Year 1:
   
   Same department codes:

   Year 2:
   
   Same department codes:

   Year 3:
   
   Same department codes:

f. *Other (Include other resources needed)*

   Year 1:
   
   Co-operation from Campus Community and Facilities Committee.

   Year 2:
   
   Co-operation from Campus Community and Facilities Committee.

   Year 3:
   
   Co-operation of food service vendors on Campus.

g. *Assessment Plan: List Assessment Strategies*

   Year 1:
   
   Get buy in from measure G planning groups, Facilities committee and College Council.

   Year 2:
   
   Accurately report waste and recycle report to State agency.
Year 3:

Measure the percentage reduction of Landfill waste generated vs recycle and level of composting achieved.

h. Which college goal(s) does this program improvement objective work to achieve? Clearly describe how your PIO will help achieve one or more of the college goals and objectives, has impact beyond the particular department, and contributes to student learning/success.

4. Use human, fiscal, technological, and physical resources responsibly, effectively, and efficiently to maximize student learning and achievement.
Rationale:

Not only will the College work to meet the Statewide waste diversion goals but will also reduce cost for waste disposal.

5. Lead and educate the community in environmental sustainability.
Rationale:

The district has an opportunity through education and leadership to offer an example of innovative ways that environmental problems can be solved.

8. Engage all members of the college community in active, continual institutional improvement.
Rationale:

An educational approach to solving this problem is crucial. Only with the proper knowledge and cooperation of the staff, students and Faculty of Ohlone College will the individual effort, dedication and resolve necessary to change our Culture into one that more deeply values the environment take place.

2. **PIO Assessment**
   a. *Enter assessment results with analysis.*
b. Future Action

- **Outside Review Results**
  1. List each team member's name and title.
     None.
  2. Discuss key feedback provided by team and how it was incorporated into the report.
     None.

- **Attached Files**