

South Texas Community College
2002 - 2003 Institutional Effectiveness Plan

Linkages from Outcome to Activities

Facilities Planning & Construction

Intended Outcomes	Performance Indicators	Performance Standard	Data Sources	Supporting Units	Term	Activities	Resources Needed		
1 Student Success	1A Expand available parking for faculty, staff and students on the Pecan Campus.			City of McAllen Planning Department	Architect, Engineer, Contractor, Program Consultant, Purchasing and STCC Facilities Planning & Construction staff.	Fall	Conduct design meetings.	No resources needed	
						Fall	Review plans with City of McAllen Planning Department.	No resources needed	
						Spring	Solicit bids	Bid documents	
						Spring	Begin construction of parking lot	Bond Construction funds	
						Summer	Complete construction of parking lot.	Bond Construction funds	
	1B Productive learning environment for students				Facilities Planning & Construction, Facilities Operation & Maintenance, OIRE		Fall	Work with interior design consultants to develop adequate specifications for student furnishings specifications from furniture manufacturers	Specifications from furniture manufacturers
							Spring	Develop quantities of furniture required for existing facilities and phase I of new construction	Bond funding
							Summer	Solicit bids and purchase furniture	Purchasing, bond funding

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2 Access & Equity	2A State of the art technology and progress for faculty, FAS staff and students.	75% of the faculty, FAS staff and students who complete the survey will positively evaluate technology at STCC as satisfactory or better.	Results of survey.	OIRE, ITS	Fall	Coordinate with system analyst to develop an IA module for management of space inventory.	IA system, facilities space database
					Spring	Implement use of IA module.	IA system, facilities space database
					Summer	Evaluate performance.	IA system, facilities space database
	2B Strategic enrollment management plan.	Student enrollment will meet or exceed the established growth targets for Fall, Spring and Summer.	Strategic enrollment management plan, SIS and Internal documentation.	Student Services and Development, administrative staff, Purchasing and Facilities	Fall	Survey faculty and staff to determine additional space needs for classrooms and offices.	Staff questionnaire
					Spring	Collect data from surveys.	Computer database
					Spring	Develop plan for accommodating additional space needs	Computer database
					Summer	Execute plan for accommodating additional space needs.	Funding for additional space required
	2C Campus Development Master Plan for the district.	Planning of Phase I and schematic design of the Campus Development Master Plan will be completed and construction will begin.	Original Facilities Master Plan, long range facilities needs, completed Facilities Program	Architects, Engineers, Bond Construction Program consultants	Fall	Monitor to ensure completion of programmatic planning and schematic design for phase I.	Bond Construction funds
					Fall	Prepare for a complete implementation of construction manager at risk process and obtain contract.	No resources needed
					Spring	Coordinate construction process internally and externally for phase I.	Bond Construction Facilities Program
					Spring	Monitor to ensure completion of schematic design for phase II.	Bond Construction Facilities Program

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2 Access & Equity	2C	Campus Development Master Plan for the district.	Planning of Phase I and schematic design of the Campus Development Master Plan will be completed and construction will begin.	Original Facilities Master Plan, long range facilities needs, completed Facilities Program	Architects, Engineers, Bond Construction Program consultants	Summer	Monitor construction and timelines.	Construction documents, specifications and Master Schedule
	2D	Land acquisition for Pecan, Mid-Valley, NAHC and Starr Campuses	Adequate land to permit expansion of Pecan, NAHC, Mid-Valley and Starr Campuses will be acquired	Board Minutes, Contracts	President's office, Board of Trustees	Fall	Coordinate development of Master Plan for each campus to determine adequacy of land available	Campus master site plan
	2E	Improved access to learning resources	Construction of Pecan Campus library addition will be completed by Spring 2003	Construction reports	Facilities Planning & Construction, Purchasing, Legal Counsel, Board of Trustees	Fall	Monitor construction progress and schedule	Construction funding and documents
						Spring	Monitor construction progress and schedule	Construction funding and documents
						Spring	Monitor for purchase of necessary equipment and installation of such	Construction funding
						Spring	Monitor to ensure that facility is ready for occupancy and that the Board accepts final completion	Construction funding and documents
	2F	Construction of Workforce Training Center for Starr County Campus with EDA grant funds	Adequate funding for Workforce Training Center will be acquired	Budget requests	VP for Resource Development, President's Office, EDA, Board of Trustees	Fall	Assist Resource Development Division with EDA application (budget) to secure the funding	Bond funding, EDA funding
Fall						Assist with planning, bidding and monitor design and construction	Bond funding, EDA funding	
Spring						Assist with planning, bidding and monitor design and construction	Bond funding, EDA funding	
3 Community Service	3A	Improved customer service	Satisfactory results on student evaluation of customer service -4- satisfactory on ACT-SOS survey	ACT-SOS	OIRE, ITS	Fall	Work with ITS to incorporate detailed site plans and building plans information for all KIOSKS	Drawing software

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3 Community Service	3A Improved customer service	Satisfactory results on student evaluation of customer service -4- satisfactory on ACT-SOS survey	ACT-SOS	OIRE, ITS	Spring	Work with ITS to incorporate detailed site plans and building plan information for STCC website	Drawing and web software
					Summer	Monitor and update KIOSK and website information as needed	Drawing and web software
	3B Improved client satisfaction with FAS services	College staff will be satisfied with services by providing at least an overall rating of -3- good, still needs improvement or higher on FAS services	Campus climate survey	Public Relations and STCC mail services	Fall	100% of the FPC brochure will be designed and developed	Microsoft Publisher
					Fall	Work on publication with Public Relations	No resources needed
					Spring	Brochure will be copied and distributed	Approximately \$500 for materials and color copying
					Summer	Continue distributing to faculty and staff	No resources needed
	3C Improved relations with staff	Satisfactory responses from staff on recognition of their successes	Informal feedback	staff	Fall	Schedule social events with staff and families	No resources needed
					Spring	Continue scheduling of social events with staff and families	No resources needed.
	3D Director and staff shall participate in Professional Development to improve skills needed to provide effective services to users	All the FPC staff will participate in two professional development opportunities to include leadership training	Professional organizations, seminars		Fall	Provide information on opportunities and encourage participation	No resources needed
					Spring	Provide information on opportunities and encourage participation	No resources needed.
					Summer	Provide information on opportunities and encourage participation	No resources needed

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3 Community Service	3E Effective internal publications	Provide FPC information to internal publications (Staying Connected) to be distributed once a month to all faculty and staff and be perceived as improving communications	Copies of publications produced and published	FPC staff and Public Relations	Fall	Develop information describing FPC highlights	No resources needed
					Spring	Continue developing	No resources needed.
					Summer	Continue developing	No resources needed.
	3F Provide updates of the bond construction program progress via STCC website	Monthly progress will be posted in the Facilities Planning & Construction web page on the STCC web site	Floor plans, meeting minutes, schematic drawings, design documents, calendar and master schedule	STCC web master, STCC design committees, architects, engineers, program consultants and contractors	Fall	Conduct design meetings	No resources needed
					Fall	Compile monthly information	No resources needed
					Fall	Work with web master to post on website	Front Page software
					Spring	Conduct design and construction meetings	No resources needed
					Spring	Compile monthly information	No resources needed
					Spring	Work with web master to post on website	Front Page software
					Summer	Conduct design and construction meetings	No resources needed
Summer	Compile monthly information	No resources needed					
4 Fiscal Responsibility	4B AutoCAD Floor Plan for all Facilities	Maintain 100% of facilities furniture, fixtures and equipment plans and plot blueprints	Architects, blueprints	Site Coordinators, Division Directors and Custodial Staff	Fall	Drafting Technicians will draft floor plans of existing facilities not yet drawn as Autocad drawing	Set of as-built blueprints for existing facilities
					Spring	Same as Fall	Same as Fall

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4	Fiscal Responsibility	4B	AutoCAD Floor Plan for all Facilities	Maintain 100% of facilities furniture, fixtures and equipment plans and plot blueprints	Architects, blueprints	Site Coordinators, Division Directors and Custodial Staff	Summer	Begin Furniture inventory for all facilities and draw into AutoCad floor plans	Furniture manufacture's product catalogs
		4C	Cost control	Annual expenditures in each account will not exceed budgeted amounts	Financial Record System record of transactions and balances	Facilities and P.M. Business Office Purchasing Office	Fall	Explore cost containment plans or procedures	Brainstorming sessions with supporting units and representatives of the college community, as well as with external resource persons
					Fall	Identify areas that went over budget in 2001-2002	FRS record and Annual budget plan		
					Fall	Identify initiatives for cost control and disseminate information and plan to inform college community	planning documents and support		
					Spring	Continue internal communication	n/a		
					Spring	Monitor expenditures	n/a		
					Spring	Finalize budget and staffing for 2003-2004	n/a		
					Summer	Continue information campaign	n/a		
					Summer	Continue monitoring expenditures	n/a		
5	Compliance	5A	Program Review and I.E. results	The results of Program Review and Institutional Effectiveness processes will bring about documented improvements in 100% of departments as indicated in their respective standard reports	I.E. reports, Program Review reports	FAS units	Fall	Plan of action will be developed for each area targeted	Resources will need to be allocated
							Spring	Activities and results will be monitored	Resources will need to be allocated

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