

**South Texas College
2005-2007 Mid-Biennium Report
Facilities Planning and Construction**

Guiding Principle **1. South Texas College will be a premier learning-centered higher education institution where student and community success are paramount.**

Strategic Outcome *1.1 Build a learning organization by cultivating a culture of evidence that demonstrates mission-focused, data-driven decision making*

Performance Indicator 1.1.7: Facilities Planning and Construction will make decisions based on data through successful implementation of the self-service module in the Banner system.

Action Plan: Visit other Colleges and universities to see various implementations of facilities management software. Completed: y

Action Plan: Gather information from software suppliers. Completed: y

Action Plan: Acquire Facilities management software and necessary computer hardware. Completed: y

Action Plan: Get training. Completed: n FP&C will be starting software training during the month of August and will continue through September 2006.

Action Plan: Implement software applications. Completed: n FP&C will be starting implementation of software during the month of August and will continue through October 2006.

Strategic Outcome *1.5 Exceed community and SACS expectations of a Level II baccalaureate degree granting institution*

Performance Indicator 1.5.2: To meet standards and expectations the Facilities Planning & Construction will provide adequate classrooms, labs and gathering areas.

Action Plan: Successful completion of Phase II of Bond Construction Programs Completed: n All projects have completed the design and bidding phases and are currently in the construction phase which will continue through August 2007.

Guiding Principle **2. South Texas College will serve as the cornerstone for the economic vitality of South Texas.**

*Strategic
Outcome*

2.2 Actively partner in economic and community development

Performance Indicator 2.2.2: Facilities Planning and Construction will actively partner with AIA and TAPPA to promote partnership and community development.

Action Plan:	Maintain membership.	Completed:	y
Action Plan:	Attend and participate in annual conferences.	Completed:	y
Action Plan:	Network with other colleges and universities to develop new initiatives for facilities management.	Completed:	y

*Strategic
Outcome*

2.3 Demonstrate excellence in fiscal responsibility and accountability to the public and taxpayers

Performance Indicator 2.3.1a: Facilities Planning and Construction will be pro-active in meeting auditing standards by implementing the recommendations from the fraud and theft detection study performed by consultant.

Action Plan:	Attend fraud and theft detection interview with consultant.	Completed:	y
Action Plan:	Implement consultant recommendations.	Completed:	y

Performance Indicator 2.3.1b: Facilities Planning and Construction will complete the activities in the Action Plan developed to comply with SAS 99 recommended procedures regarding ethics and anti-fraud processes and controls

Action Plan:	Implement ethics and anti-fraud processes as identified in action plan.	Completed:	y
Action Plan:	Attend training specific for the Planning and Construction department for identifying and preventing fraud.	Completed:	n Has not been scheduled.

Performance Indicator 2.3.5a: Facilities Planning and Construction will be fiscally responsible by securing assets and data with inventory control and working collaboratively with purchasing to inventory all furniture and equipment ordered with construction funds.

Action Plan:	Identify quantities and types of furniture and equipment needed to furnish new buildings.	Completed:	y
Action Plan:	Develop floor plans indicating quantities and locations of new furniture and equipment.	Completed:	y
Action	Work with Purchasing Department to procure furniture and equipment when	Completed:	In progress. Will be

Plan:	construction is complete.	n	complete October 2006.
Action Plan:	Coordinate installation of all furniture and equipment.	Completed: n	Installation will begin November 2006 and be complete August 2007.

Performance Indicator 2.3.5b: Facilities Planning and Construction will be fiscally responsible by maintaining floor plan data with inventory of all facilities, fixtures and equipment.

Action Plan:	Acquire electronic floor plans from architects.	Completed: y
Action Plan:	Modify floor plans to indicate space types in all buildings.	Completed: y
Action Plan:	Add furniture and equipment to floor plans.	Completed: y
Action Plan:	Update square footage database to include additional space.	Completed: y

Performance Indicator 2.3.5c: Facilities Planning and Construction will be accountable for implementing the retention periods and properly destroying records based on the records retention plan with the policy and procedures established by the College.

Action Plan:	Maintain organized projects files for each construction project.	Completed: y
Action Plan:	Maintain organized general office files.	Completed: y

Guiding Principle **3. South Texas College will foster an environment for the students and community to achieve a better quality of life.**

Strategic Outcome

3.4 Continuously improve student satisfaction with all aspects of the College

Performance Indicator 3.4.1: Facilities Planning and Construction will continue to work on the five-year parking needs and develop the funding plan to improve student satisfaction with parking.

Action Plan:	Develop database containing existing and projected parking needs for each campus.	Completed: y	
Action Plan:	Inventory land available for construction of additional parking lots.	Completed: y	
Action Plan:	Develop campus master plans identifying locations of future parking lots.	Completed: y	
Action Plan:	Implement design and construction of parking lots as identified by projected parking needs.	Completed: n	Design and bidding phases are complete. Construction is in progress and will be complete in November 2006.

Performance Indicator 3.4.3: Facilities Planning and Construction will work with architects, program managers, and contractors to complete the construction of the presently planned facilities and parking on the North side of Pecan as scheduled.

Action Plan: Master plan future facilities and parking on campus. Completed: y

Action Plan: Design new facilities and parking lots. Completed: y

Action Plan: Work with construction management at risk firm to build the new facilities and parking lots. Completed: n In progress.

Performance Indicator 3.4.4: Facilities Planning and Constructions will work with the Vice President for Finance and Administrative Services to budget for land acquisition to complete the Mid Valley campus expansion.

Action Plan: Assist in identifying property maps for available land. Completed: n In progress.

Action Plan: Assist in estimating costs to purchase. Completed: n Some property appraisals have been complete and others will follow.

Action Plan: Contract with surveying firm to develop property surveys where needed. Completed: n Some property surveys have been complete and others will follow.

Action Plan: Contract with environmental engineering firm for property environmental analysis where needed. Completed: n Some property analysis have been complete and others will follow.

Guiding Principle **4. South Texas College will nurture a culture where collaboration is valued and achievement is recognized.**

Strategic Outcome *4.2 Value one another*

Performance Indicator 4.2.1: Facilities Planning and Construction director will demonstrate appreciation and promote staff morale by recognizing contributions, performance and service of the employees.

Action Plan: Recognize outstanding individual performance by selecting an Employee of the Year from the Planning & Construction Department. Completed: y

Action Plan: Nominate an individual for the annual STC Jaguar Award. Completed: y

Action Plan: Extend gratitude to all individuals for various accomplishments. Completed: y

Performance Indicator 4.2.2:	Facilities Planning and Construction department's staff will attend Employee Recognition Ceremonies and report greater satisfaction as a result of including more recognition awards to celebrate accomplishments.	
Action Plan:	Staff will attend Employee Recognition Ceremony and annual employee appreciation celebration.	Completed: y
Performance Indicator 4.2.3:	Facilities Planning and Construction director will foster a harmonious work environment by encouraging collaboration and team work.	
Action Plan:	Schedule regular staff meetings and meetings with individuals to discuss and plan various tasks.	Completed: y
<i>Strategic Outcome</i>	<i>4.3 Encourage and provide up-to-date professional development and skill enablement for faculty and staff</i>	
Performance Indicator 4.3.1:	Facilities Planning and Construction director will meet staff needs for professional development by implementing a personal professional development plan for each employee.	
Action Plan:	1. Identify various seminars and conferences to be scheduled for attendance during the fiscal year.	Completed: y
Action Plan:	Meet with each staff member to select appropriate professional development training.	Completed: y
Performance Indicator 4.3.4:	Facilities Planning and Construction will continue providing department specific orientation to new employees.	
Action Plan:	Attend new employee orientations and share information related to Facilities Planning & Construction Department.	Completed: n No new employees were hired in FY 05-06. We anticipate hiring one additional employee during FY 06-07 who will attend orientation.
<i>Strategic Outcome</i>	<i>4.4 Continuously improve faculty and staff satisfaction with the work environment</i>	
Performance Indicator 4.4.2:	Facilities Planning and Construction director will continue constructive feedback to employees to improve the quality of work in the form of oral and written communications or formal recognitions.	
Action Plan:	Meet with staff members to discuss and prepare ongoing and upcoming tasks that will require that individual's participation.	Completed: y
Action Plan:	Meet with each staff member after tasks are complete to discuss performance and	Completed: y

follow up with written feedback.

Performance Indicator 4.4.3: Facilities Planning and Construction director will continue to provide a quality work environment through team work and through recommendations developed in collaboration with each work unit.

Action Plan: Create clear definitions of each staff member's responsibilities. Completed: y

Action Plan: Develop processes for accomplishing each staff member's responsibilities. Completed: y

Action Plan: Conduct regular departmental meetings to share information between each other. Completed: y

Performance Indicator 4.4.4: Results from the faculty/staff surveys will indicate improved satisfaction with Facilities Planning and Construction services and/or indicate areas that need improvement and will be included in the planning for the next biennium.

Action Plan: Work closely with various departments in planning new facilities and expansion. Completed: y

Action Plan: Construct various projects in a timely manner in order to meet the growth of the college. Completed: y

Action Plan: Maintain construction standards in all future expansion projects. Completed: y