

**South Texas College  
2005-2008 2nd Mid-Cycle  
IE Report and Update of IE Plan for Year 3  
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.		Comments:
Action Plan: 1	Visit other Colleges and universities to see various implementations of facilities management software.	Status: Y	Staff visited Texas A&M-College Station
Action Plan: 2	Gather information from software suppliers.	Status:	
Action Plan: 3	Acquire Facilities management software and necessary computer hardware.	Status:	
Action Plan: 4	Get training.	Status: n	FP&C will begin inputting information in the months of October through December 2007. Training will begin in January 2008.
Action Plan: 5	Implement software applications.	Status: n	Training will begin in January 2008. Implementation of the software will follow immediately.
Action Plan: 6	Hire Space Management Technician to assist in implementing and maintaining the space management software information.	Resources: Human Resources	
Action Plan: 7	Prepare space management software to provide existing space type reports to follow format outlined by Texas Higher Education Coordinating Board.	Resources: THECB Guidelines	

*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.		Comments:
Action Plan: 1	Successful completion of Phase II of Bond Construction Programs	Status: n	The final project of Phase II will be completed by February 2008.
Action Plan: 2	Execute plan for constructin projects as budgeted for FY 07-08.	Resources: Purchasing & Business Office; Design Consultants & Contractors	

Action Plan: 3	Update facility construction standards and design guidelines.	Resources: Construction Management Consultant
Action Plan: 4		Resources:

**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.	Comments:
Action Plan: 1	Maintain membership.	Status:
Action Plan: 2	Attend and participate in annual conferences.	Status:
Action Plan: 3	Network with other colleges and universities to develop new initiatives for facilities management.	Status:
Performance Indicator 2.2.2b:	Actively partner with ICC and USGBC to promote partnership and community Development.	Comments:
Action Plan: 1	Maintain membership.	Resources:
Action Plan: 2	Attend and participate in annual conferences.	Resources:
Action Plan: 3	Network with other colleges and universities to develop new initiatives for facilities management.	Resources:
Action Plan: 4	Provide updates and implement strategies for achieving a higher level of sustainability at all campuses.	Resources: LEED training and USGBC
Action Plan: 5		Resources:

*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.	Comments:
Action Plan: 1	Attend fraud and theft detection interview with consultant.	Status:

Action Plan: 2	Implement consultant recommendations.	Status:	
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		Comments:
Action Plan: 1	Implement ethics and anti-fraud processes as identified in action plan.	Status:	
Action Plan: 2	Attend training specific for the Planning and Construction department for identifying and preventing fraud.	Status: y	
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.		Comments:
Action Plan: 1	Identify quantities and types of furniture and equipment needed to furnish new buildings.	Status:	
Action Plan: 2	Develop floor plans indicating quantities and locations of new furniture and equipment.	Status:	
Action Plan: 3	Work with Purchasing Department to procure furniture and equipment when construction is complete.	Status: n	Will be completed February 2008.
Action Plan: 4	Coordinate installation of all furniture and equipment.	Status: n	Will be completed February 2008.
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.		Comments:
Action Plan: 1	Acquire electronic floor plans from architects.	Status: y	
Action Plan: 2	Modify floor plans to indicate space types in all buildings.	Status: y	
Action Plan: 3	Add furniture and equipment to floor plans.	Status: y	
Action Plan: 4	Update square footage database to include additional space.	Status: 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.		Comments:
Action Plan: 1	Maintain organized projects files for each construction project.	Status:	
Action			

Plan: 2	Maintain organized general office files.	Status:
Action Plan: 3	Begin scanning of existing documents to create electronic archive files.	Resources: Document Retention staff

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

*Strategic Outcome*      *3.3 Strengthen the personalized, student-centered environment*

Performance Indicator 3.3.3:	The quality and accessibility of student information throughout the College will be improved by developing and implementing a mandatory cross-training module for the FPC staff.	Comments: The business office is currently working and preparing all the required documentation to apply for the Annual Budget certificate. Expected date of completion 8/31/08
Action Plan: 1	FPC staff will attend cross training such as ACTA, STLA or any other cross training program to improve support for faculty, staff, and students.	Resources:
Action Plan: 2		Resources:
Action Plan: 3		Resources:
Action Plan: 4		Resources:
Action Plan: 5		Resources:

*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.	Comments:
Action Plan: 1	Develop database containing existing and projected parking needs for each campus.	Status:
Action Plan: 2	Inventory land available for construction of additional parking lots.	Status:
Action Plan: 3	Develop campus master plans identifying locations of future parking lots.	Status:
Action Plan: 4	Implement design and construction of parking lots as identified by projected parking needs.	Status: y
Action Plan: 5	Additional future parking needs will be identified through 07-08 master planning phase.	Resources: Master planning firm

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. Comments:

Action Plan: 1 Master plan future facilities and parking on campus. Status:

Action Plan: 2 Design new facilities and parking lots. Status:

Action Plan: 3 Work with construction management at risk firm to build the new facilities and parking lots Status: y

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. Comments:

Action Plan: 1 Assist in identifying property maps for available land. Status: y

Action Plan: 2 Assist in estimating costs to purchase. Status: n

Action Plan: 3 Contract with surveying firm to develop property surveys where needed. Status: n

Action Plan: 4 Contract with environmental engineering firm for property environmental analysis where needed. Status: n

Appraisals for some portions of land have been completed and others will follow.

Some property surveys have been complete and others will follow.

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. Comments:

Action Plan: 1 Recognize outstanding individual performance by selecting an Employee of the Year from the Planning & Construction Department. Status: y

Action Plan: 2 Nominate an individual for the annual STC Jaguar Award. Status: y

Action Plan: 3 Extend gratitude to all individuals for various accomplishments Status: y

Facilities Planning and Construction department's staff will

Performance Indicator 4.2.2: attend Employee Recognition Ceremonies and report greater satisfaction as a result of including more recognition awards to celebrate accomplishments. Comments:

Action Plan: 1 Staff will attend Employee Recognition Ceremony and annual employee appreciation celebration. Status: y

Performance Indicator 4.2.3: Facilities Planning and Construction director will foster a harmonious work environment by encouraging collaboration and team work. Comments:

Action Plan: 2 Schedule regular staff meetings and meetings with individuals to discuss and plan various tasks. Status: y

*Strategic Outcome*

*4.3 Encourage and provide up-to-date professional development and skill enablement for faculty and staff*

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. Comments:

Action Plan: 1 1. Identify various seminars and conferences to be scheduled for attendance during the fiscal year. Status: y

Action Plan: 2 Meet with each staff member to select appropriate professional development training. Status: y

Performance Indicator 4.3.4: Facilities Planning and Construction will continue providing department specific orientation to new employees. Comments:

Action Plan: 1 Attend new employee orientations and share information related to Facilities Planning & Construction Department. Status: n Not included in new employee orientation agenda.

*Strategic Outcome*

*4.4 Continuously improve faculty and staff satisfaction with the work environment*

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. Comments:

Action Plan: 1 Meet with staff members to discuss and prepare ongoing and upcoming tasks that will require that individual's participation. Status: y

Action Plan: 2 Meet with each staff member after tasks are complete to discuss performance and follow up with written feedback. Status: y

Performance Facilities Planning and Construction director will continue to provide a quality work environment through team work and

Indicator 4.4.3:	through recommendations developed in collaboration with each work unit.	Comments:
Action Plan: 1	Create clear definitions of each staff member's responsibilities.	Status: y
Action Plan: 2	Develop processes for accomplishing each staff member's responsibilities.	Status: y
Action Plan: 3	Conduct regular departmental meetings to share information between each other.	Status: 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.	Comments:
Action Plan: 1	Work closely with various departments in planning new facilities and expansion.	Status: y
Action Plan: 2	Construct various projects in a timely manner in order to meet the growth of the college.	Status: y
Action Plan: 3	Maintain construction standards in all future expansion projects.	Status: y
Action Plan: 4	Prepare standard form for des_cription of proposed capital improvement projects for review, consideration and budget development.	Resources: Administrative staff