

**South Texas College  
Facilities, Planning and Construction  
2005-2007 IE Plan**

**Unit Mission: A team-oriented department offering competent services that will support a productive learning and working environment.**

GP	SO	Unit Performance Indicator		Data Sources	Supporting Units	Resources Needed
<b>1 Be a premier learning-centered higher education institution where student and community success are paramount.</b>						
<b>1.1 Build a learning organization by cultivating a culture of evidence that demonstrates mission-focused, data-driven decision making.</b>						
	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.	<ol style="list-style-type: none"> <li>1. Visit other Colleges and universities to see various implementations of facilities management software.</li> <li>2. Gather information from software suppliers.</li> <li>3. Acquire Facilities management software and necessary computer hardware.</li> <li>4. Get training.</li> <li>5. Implement software applications.</li> </ol>	Space data and planning documents	ITS, OIRE, software supplier	Include funding in budget FY 2006
<b>1.2 Promote college-readiness for all students.</b>						
<b>1.3 Promote shared responsibility among faculty, staff, and students to set and achieve high expectations.</b>						
<b>1.4 Develop quality programs designed to meet regional workforce and economic development priorities.</b>						
<b>1.5 Exceed community and SACS expectations of a Level II baccalaureate degree granting institution.</b>						
	1.5.2	To meet standards and expectations, the Facilities Planning & Construction will provide adequate classrooms, labs and gathering areas.	Successful completion of Phase II of Bond Construction Programs	Construction documents, contract, substantial completion certificate	Architects, Contractor, Business Office, Program Manager	Bond Construction Funds
<b>2 South Texas College will serve as the cornerstone for the economic vitality of South Texas.</b>						
<b>2.1 Develop quality workforce education, innovations, and economic development, designed to exceed local industry standards and expectations.</b>						
<b>2.2 Actively partner in economic and community development.</b>						
	2.2.2	Facilities Planning and Construction will actively partner with AIA and TAPPA to promote partnership and community development.	<ol style="list-style-type: none"> <li>1. Maintain membership.</li> <li>2. Attend and participate in annual conferences.</li> <li>3. Network with other colleges and universities to develop new initiatives for facilities management.</li> </ol>	Travel documents indicating attendance.	AIA, TAPPA, Business Office	Departmental funds

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	<b>2.3</b>	<b><i>Demonstrate excellence in fiscal responsibility and accountability to the public and taxpayers.</i></b>				
	2.3.1	Facilities Planning and Construction will be proactive in meeting auditing standards by implementing the recommendations from the fraud and theft detection study performed by consultant.	1. Attend fraud and theft detection interview with consultant. 2. Implement consultant recommendations.	Consultant report	Fraud and Theft Consultant	Departmental documents
	2.3.1	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	1. Implement ethics and anti-fraud processes as identified in action plan. 2. Attend training specific for the Planning and Construction department for identifying and preventing fraud.	Action Plan identifying Ethics and Anti-fraud processes and controls	Fraud and Theft Consultant	Action Plan
	2.3.5	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.	1. Identify quantities and types of furniture and equipment needed to furnish new buildings. 2. Develop floor plans indicating quantities and locations of new furniture and equipment. 3. Work with Purchasing Department to procure furniture and equipment when construction is complete. 4. Coordinate installation of all furniture and equipment.	Building floor plans, Purchase Orders, Receiving forms	Purchasing, Furniture manufacturers, Interior Design Consultant	Furniture specifications, construction funds in the FY 2006 budget
	2.3.5	Facilities Planning and Construction will be fiscally responsible by maintaining floor plan data with inventory of all facilities, fixtures and equipment.	1. Acquire electronic floor plans from architects. 2. Modify floor plans to indicate space types in all buildings. 3. Add furniture and equipment to floor plans. 4. Update square footage database to include additional space.	Departmental floor plans and spreadsheets	Architects	Drawing software, architect floor plans
X	2.3.7	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.	1. Maintain organized projects files for each construction project. 2. Maintain organized general office files.	Floor plans, project file binders and office files	Reprographic services	Departmental funds
<b>3</b>	<b>South Texas College will foster an environment for the students and community to achieve a better quality of life.</b>					
	<b>3.1</b>	<b><i>Develop and promote seamless systems and processes from prospective student through successful exit to motivate and assist in timely graduation, transfer or employment.</i></b>				
	<b>3.2</b>	<b><i>Develop and implement quality services in prompt response to student and community needs.</i></b>				
	<b>3.3</b>	<b><i>Strengthen the personalized, student-centered environment.</i></b>				
	<b>3.4</b>	<b><i>Continuously improve student satisfaction with all aspects of the College.</i></b>				
	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.	1. Develop database containing existing and projected parking needs for each campus. 2. Inventory land available for construction of additional parking lots. 3. Develop campus master plans identifying locations of future parking lots.	Database spreadsheets, master plan drawings	Departmental staff	Construction funds

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	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.	1. Master plan future facilities and parking on campus. 2. Design new facilities and parking lots. 3. Work with construction management at risk firm to build the new facilities and parking lots.	Completed design and construction documents, completed construction of facilities and parking	Architects, Contractor, Business Office, Program Manager	Construction funds
	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.	1. Assist in identifying property maps for available land. 2. Assist in estimating costs to purchase. 3. Contract with surveying firm to develop property surveys where needed. 4. Contract with environmental engineering firm for property environmental analysis where needed.	Fiscal Budget	VP FAS, Business Office	Land maps
<b>4 South Texas College will nurture a culture where collaboration is valued and achievement is recognized.</b>						
	<b>4.1 Pursue improved learning and performance through teamwork and collaboration.</b>					
	<b>4.2 Value one another.</b>					
	4.2.1	Facilities Planning and Construction director will demonstrate appreciation and promote staff morale by recognizing contributions, performance and service of the employees.	1. Recognize outstanding individual performance by selecting an Employee of the Year from the Planning & Construction Department. 2. Nominate an individual for the annual STC Jaguar Award. 3. Extend gratitude to all individuals for various accomplishments.	Award certificates, nomination	Human Resources	No additional resources needed
	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	Staff will attend Employee Recognition Ceremony and annual employee appreciation celebration.	Invitations	Human Resources	No additional resources needed
	4.2.3	Facilities Planning and Construction director will foster a harmonious work environment by encouraging collaboration and team work.	Schedule regular staff meetings and meetings with individuals to discuss and plan various tasks.	Staff meeting agendas and list of action items	Departmental staff	Departmental funds
	<b>4.3 Encourage and provide up-to-date professional development and skill enablement for faculty and staff.</b>					
	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.	1. Identify various seminars and conferences to be scheduled for attendance during the fiscal year. 2. Meet with each staff member to select appropriate professional development training.	Seminar/conference programs, resources acquired during training	Seminar/conference hosts	Departmental funds
	4.3.4	Facilities Planning and Construction will continue providing department specific orientation to new employees.	Attend new employee orientations and share information related to Facilities Planning & Construction Department.	Orientation Presentation	Professional Development staff	Departmental data

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	<b>4.4</b>	<b><i>Continuously improve faculty and staff satisfaction with the work environment.</i></b>				
	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.	<ol style="list-style-type: none"> <li>1. Meet with staff members to discuss and prepare ongoing and upcoming tasks that will require that individual's participation.</li> <li>2. Meet with each staff member after tasks are complete to discuss performance and follow up with written feedback.</li> </ol>	Written feedback	Departmental staff	Departmental data
	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.	<ol style="list-style-type: none"> <li>1. Create clear definitions of each staff member's responsibilities.</li> <li>2. Develop processes for accomplishing each staff member's responsibilities.</li> <li>3. Conduct regular departmental meetings to share information between each other.</li> </ol>	Staff meeting agendas, action items	Departmental staff	Departmental data
	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.	<ol style="list-style-type: none"> <li>1. Work closely with various departments in planning new facilities and expansion.</li> <li>2. Construct various projects in a timely manner in order to meet the growth of the college.</li> <li>3. Maintain construction standards in all future expansion projects.</li> </ol>	Faculty/staff survey	College-wide departments	College staff

GP = Guiding Principle  
SO = Strategic Outcome