

Program Review Comprehensive Report



Program Review - Administrative: Facilities - Grounds

Area Overview

2014 - 2017

Mission: The mission of the Norco Facilities Ground Department is to provide our student population a landscape environment to help them achieve success in their studies by giving them a neat, esthetic looking and clean campus.

Identify or outline how your unit serves the mission of Norco College: The grounds department serves our students and surrounding community by supporting the educational opportunities and collaboration efforts set forth by our College Mission statement by maintaining a esthetic looking and clean campus in which to pursue their studies.

List the major functions of your unit: Care for and maintain the lawns, plants, shrubs, trees and athletic fields for the College. Maintain irrigation lines and related systems. Maintain parking lots and sidewalks. Identify and correct safety issues, conduct regular safety meetings. Maintain and repair pathways. Weed abatement. Tree and shrub trimming. Planting of annuals and perennials. Overall maintenance of campus grounds on an as-needed basis. Maintenance and repair of minor equipment used by the Grounds Department. Eradication of rodents and pests. Monitoring and reporting of trip hazards and other safety hazards in the outside traffic areas. Designing, planning, and construction of decorative outdoor areas. Coordination of outdoor event/set-ups. Coordinating campus landscaping with regulations on pesticide control. Supervise the County Sheriff Work Release Program. Supervise employees with the Youth Employment Program. Minimal maintenance to playing field for softball (not in use). Minimal maintenance to volleyball courts (not in use). Care for and maintain horse trails for ease and safety of riders within the community. Supervision of special needs workers from JFK high school.

SAO Assessment: Reflect on the last 3 years of SAO assessment and describe what you've learned.: Our SAO goal was to 1) all grounds and landscaped areas will be maintained on a regular basis. 2) Grounds will maintain grounds to a higher satisfactory level. 3) Grounds will begin the process of a comprehensive landscape plan. Learning experience is this; even though grounds maintains and has achieved a higher satisfactory survey level, without an increase in staff areas of the campus cannot be maintained on a regular bases, which increases more staff time to play catch up in the areas that suffer. A through comprehensive landscape plan has yet to begin in earnest. The goal this year would be to begin that plan and implement it upon completion.

Attachments:

[2014-17_FACILITIES_GROUNDS_SAO_AdminSvcUnit.pdf](#)

[2014-17_ADMINServices_FACILITIES_GROUNDS_ResourceRequests.xlsx](#)

Goal: Entire campus grounds need to be regularly maintained

To hire additional grounds personnel in order to achieve this goal.

Goal Status: In Progress

Goal Year(s): 2014 - 2017

How do your goals support the Educational Master Plan?: Having a clean well maintained campus throughout, enhances the learning environment we have on campus.

This Program Goal Supports the selected EMP Goal(s) and Objective(s): Goal 1 Objective 2: Improve transfer rate by 10% over 5 years.

Update on Goal

Updates

Reporting Period: 2014 - 2017

05/01/2018

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Conclusion: Goal Not Started

Still in need of hiring additional grounds personnel in order to achieve this goal.

Improvement Recommendations

Improvement Recommendation: In order to achieve and accomplish this goal, a strong push needs to be made to hire additional grounds personnel. The current staffing of 2 for a total of 80 acres of developed land and 60 undeveloped make it unachievable at this time. (05/01/2018)

Mapping

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018

Goal 3 - Objective 3.4 - Ensure the distribution of our student population is reflective of the communities we serve.

Goal 7 - Objective 7.5 - Implement programs that support the safety, health, and wellness of our college community.

Goal: Continue water conservation efforts

Evaluation of Irrigation system needs to be completed.

Goal Status: In Progress

Goal Year(s): 2014 - 2017

How do your goals support the Educational Master Plan?: To show how to be reasonable with a very precious resource.

Update on Goal

Updates

Reporting Period: 2014 - 2017

05/01/2018

Conclusion: Goal Partially Completed

A partial analysis of the system has only been completed. We need a complete comprehensive analysis of the ageing system.

Improvement Recommendations

Improvement Recommendation: To hire an outside firm to give us a system wide analysis of where are irrigation system is after 27 years. (05/01/2018)

Mapping

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018

Goal 7 - Objective 7.5 - Implement programs that support the safety, health, and wellness of our college community.

Goal: Establish a landscape plan

Controls and valve replacement to have an efficient irrigation system.

Goal Status: In Progress

How do your goals support the Educational Master Plan?: The campus infrastructure is over 25 years old, with new technologies and ever changing system it is time for a new system.

Update on Goal

Updates

Reporting Period: 2014 - 2017

05/01/2018

Conclusion: Goal Not Started

In conjunction of analyzing the efficiency of our water conservation of the irrigation system. The controls and valve replacement need replaced and upgrades; such as flow meters, master valves and smart controls systems.

Improvement Recommendations

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Improvement Recommendation: In order to achieve this goal of updating our irrigation system a vendor needs to do a comprehensive analysis of the entire system. (05/01/2018)

Mapping

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018

Goal 4 - Objective 4.2 - Increase the number of industry partners who participate in industry advisory council activities.

Goal: Establish work plans for the grounds staff

The goal is to have a plan in place once we are at full staffing or earlier. It is in progress at this time

Goal Status: In Progress

How do your goals support the Educational Master Plan?: It supports the Master plan in a way as to always be moving along and not missing a beat.

This Program Goal Supports the selected EMP Goal(s) and Objective(s): Goal 1 Objective 8: , Goal 1 Objective 10: , Goal 2 Objective 2:

Update on Goal

Updates

Reporting Period: 2014 - 2017

05/01/2018

Conclusion: Goal Partially Completed

The work plans have started yet not completed at this time.

Improvement Recommendations

Improvement Recommendation: The need to work with each staff member in the grounds department and go over their day to day plans. It is at this time a growing document that changes based on daily needs of the college. It needs to forecast what it will be once we are at full staff. (05/01/2018)

Mapping

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018

Goal 7 - Objective 7.3 - Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.