

VI. FACILITIES PLAN

A. FOUNDATION FOR PLAN

Clean, appropriate and safe facilities are integral to accomplish Jersey College's mission and meet its educational commitments. As such, facility services must be continuously managed, evaluated and modified. The purpose of this plan is to outline procedural requirements for assessing and identifying required changes in existing facilities or their usage.

B. FACILITY GOALS

Jersey College's primary goal with respect to facilities is to manage and develop facilities that support quality instruction and services. The focus of the plan is what is needed to accommodate programs, respond to maintenance needs and how can we create a safe, pleasant physical environment. All these requirements must be accomplished within limited resources. The institution must continuously explore what type of facilities it should have and collectively evaluate the effectiveness of our resource decision-making process. Activities that should be undertaken in this evaluation include:

- Reviewing, assessing and redesigning facilities to (i) improve and expand offerings, (ii) combine academic spaces, and (iii) create space for new and evolving curriculum.
- Identifying facility needs with respect to adaptation to future community needs
- Creating classroom and laboratory environments that improve teaching and learning by matching current learning theory with facilities and technology design.
- Improving accessibility.
- Increasing utility/energy efficiency.
- Creating work environments that improve efficiency and employee satisfaction.
- Providing space that is safe and secure.
- Ensuring with relevant local, State and Federal regulations related to facilities.
- Ensuring cost effective improvement plans for physical facilities.

C. TYPES OF FACILITY IMPROVEMENTS

The evaluation and assessment of facilities should include a review and recommendation in three areas general improvements, modernization/renovation projects and site changes.

General improvements include (i) renovation and repairs of existing facilities, (ii) upgrading of outdated facilities, (iii) repairing and painting building exteriors, interiors, replace dry rot and aged and deteriorated building siding; pressure wash the existing stone siding, and (iv) up-keeping of exterior grounds.

Modernization and renovation projects should consider the following: (i) rewiring and upgrading systems to accommodate the technical equipment and improve Internet access, (iii) upgrading fire/life and building safety systems, (iv) improving exterior and interior lighting for safety and security, (v) remodeling educational buildings to improve the student-learning environment, and (vi) upgrading library/learning resource center and computer information services.

D. MANAGEMENT OF FACILITY RESOURCES

The Campus Director is responsible for overall facility management and facility services. This includes corrective maintenance requests, maintenance inspections, minor renovation projects, and obtaining professional expertise on building operations and equipment. In addition, the Campus Director is charged with ensuring the optimum use of facilities and the best solution to overall campus space needs. Part of this responsibility, includes reviewing requests for changes in existing facilities or their usage. The Campus Director should consider alternatives, prioritize needs, and makes recommendations to the President of Jersey College, if funding is required. For purposes of this plan, facility management and facility services encompass all services and space related to facilities, including, among other things, the following: heating, ventilation and air conditioning, electrical, plumbing, carpentry, painting, locks and keys, wall and floor repair, roofs services, and technical infrastructure and equipment and supplies.

E. EVALUATION AND FUNDING PROCESS

Jersey College's facility mission is to operate and maintain facilities that are available, safe and accessible. To ensure this facility mission, the following procedures have been established:

Department supervisors in the fourth quarter of each year should conduct a survey of their campus (physical plant) and assemble a list of facility maintenance and improvements needed for the next fiscal year. The departments should submit their lists to their Campus Director who will review and prioritize requirements for the entire campus. This review should incorporate an analysis of current and projected student growth and new programs, identification of proposed changes in programs and their impact on facilities. The Campus Director will then present a proposed facility improvement plan to the executive team for consideration and funding. Jersey College recognizes that not all facility needs can be anticipated, and as such, we allocate and maintain an adequate reserve fund for emergency facility repairs, necessary, but unidentified facility improvements and unforeseen capital expenditures.