

Bergen Community College

ASSESSMENT REPORT FORM ADMINISTRATIVE AND EDUCATIONAL SUPPORT

Assessment Period: 2014-16

AES Department: Buildings and Grounds

Department Head: William Cocran

Department Assessment Liaison: Samuel John

Date Submitted: 5/3/16

❖ **Mission/goal statement or description of the Department:**

Provide Physical Plant/Grounds management services to the three campuses of Bergen Community College located at Paramus, Hackensack, and Lyndhurst. Activities include coordination of work through in-house and out-sourced personnel in the areas of Electrical, Plumbing, HVAC, and General Contracting to support the operational needs of the institution.

❖ **Department's Core Objectives/Outcomes:**

Direct and Manage the College's support staff and On-Call's to execute daily support of the Buildings & Grounds for three campuses. Coordinate projects, preventive maintenance cycles, and emergency repair such that downtime is minimized and programs & events are supported adequately.

SEMESTER 1: CREATING A DEPARTMENT-LEVEL ASSESSMENT PLAN

1. Department's Goal(s) or Outcome(s) to be assessed (from the above section):

- A. Roof Replacement---B-Wing
- B. Pool Shower, Locker Room, and Training Room Renovation---Pitkin
- C. Emergency Generator---Ender Hall

2. Means of Assessment:

Projects outlined in (1) above are renovation/modernization projects for the facilities at BCC. The projects will be completed through the Design Phase/Contract Documents & Administration/Award of Project and Successful completion of installations for the above projects.

- **Feedback from Vice President:**

SEMESTER 2: DEVELOPING ASSESSMENT TOOL (s) and TIMELINE

3A. Describe or attach assessment tool (s), including sources of data, timeline for data collection and how data will be analyzed.

1. Roof Replacement---B-Wing;

- Assessment Tools: Completion of Architectural Design, Award of Project through Public Bid, Completion of Project.
- Timeline: Managing of the project between Q3 thru Q4 2015 timeframe.
- Data Collection: The measure for this project is to eliminate all roof leaks on the B-Wing Roof.

2. Pool Shower, Locker Room, and Training Room Renovation---Pitkin

- Assessment Tools: Completion of Architectural Design, Award of Project through Public Bid, Completion of Project.
- Timeline: Managing of the project between Q2 thru Q3 2016 timeframe.
- Data Collection: The measure for this project is to renovate& modernize the space with new fixtures, finishes, and accessories. Manage project timeline so that the project is completed between the timeframe allowed, i.e. between 5/23/16 and 8/19/16. The project must also meet the budget of \$375,000.

3. Emergency Generator---Ender Hall

- Assessment Tools: Completion of Architectural Design, Award of Project through Public Bid, Completion of Project.
- Timeline: Managing of the project in Q3 of 2015 timeframe.
- Data Collection: Manage project timeline so that that the project is completed between timeframe allowed, i.e. between 7/1/15 and 9/30/15. The measure of assessment is the operation of the generator when a power outage is simulated. The Emergency Generator must also meet the budget of \$135,000.

3B. Desired results department and Vice President would like to see.

All of the (3) above project are on schedule and VP's expectation is that the projects be completed as per the schedule barring no issues with College schedules.

- **Feedback from CIE:**

SEMESTER 3: COLLECTING AND ANALYZING DATA

4. Summary of Results (attach aggregated data table, survey tool, etc., to support the summary)

1. Roof Replacement---B-Wing

This project was successfully completed at the end of Q4 2015. The performance measure was evaluated at the end of the project and during some significant rain storms no leaks were detected in the building in the B-Wing.

2. Pool Shower, Locker Room, and Training Room Renovation---Pitkin

Project design work was completed and the project is set for award in February 2016 BOT meeting.

3. Emergency Generator---Ender Hall

Project was completed in November 2015 with final testing and acceptance by the College. The unit is in-line and operational. Project is completed at 100%. A power outage simulation was induced in the building and all equipment and lighting tied to the new generator was being operated on emergency power. Furthermore the generator performed as designed and the project cost was \$112,777; i.e. under the budget of \$135,000.

5. Recommendations for Improvement:

The College needs proper funding for large scale capital projects. We need better coordination with goals and long term project focus on capital improvements. The mega structure (Pitkin) and Ender Hall are 43 and 50 years old and equipment/building require a lot more maintenance and upkeep than say a newer building such as TEC.

▪ Feedback from Vice President:

SEMESTER 4: CLOSING THE LOOP AND SHARING KNOWLEDGE

6. Use of Results:

Based on the "Recommendations for Improvement" as stated above; the College should outline projects into two categories, i.e. short term and long term capital improvement goals:

Every 2 years put a capital improvement plan for the facilities as follows:

- Short Term plan should include projects which can be completed during a 1-2 year timeframe.
- Long Term plan should include projects which can be completed within a 2-3 year timeframe.
- Annually review short and long term plans based on budgets and funding. Then prioritize projects based on the College's need(s).

- **Feedback from CIE:**

Last Updated: August 2013