

Bergen Community College

ASSESSMENT REPORT FORM ADMINISTRATIVE AND EDUCATIONAL SUPPORT

Assessment Period: 2014 - 2016

AES Department: Campus Planning and Improvements

Department Head: William Cocran

Department Assessment Liaison: Robert P. Coane, RA, NCARB, AIA, GGP, GPCP,
LEED AP BD+C

Date Submitted: 4/18/2016

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

To provide the professional guidance and coordination necessary to insure the successful completion of various Architectural/Engineering/Construction Projects undertaken by the College to insure that the completed Projects provide a state of the art facility for the programs that they will serve, and that the completed environment provides a learning environment that contributes to Student's success.

Department's Core Objectives/Outcomes:

Provide professional expertise and guidance to the Administration and Stakeholders for the various Projects undertaken by the College for the various existing/expanding/new programs that are being offered by the College.

Provide the coordination of the various entities that are involved in a project from the initial concept to the completed project.

Insure that the Administration's and Stakeholder's goals/intentions/objectives/concerns/ issues are addressed by the Architectural and Engineering firm for each project from RFP to completion of the Contract Documents.

Provide coordination of the various Construction projects under taken by the College to insure their successful completion as a state of the art facility, and is in compliance with the Project's Contract Documents.

SEMESTER 1: CREATING A DEPARTMENT-LEVEL ASSESSMENT PLAN

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

Provide coordination of the various Construction projects under taken by the College to insure their successful completion as a state of the art facility, and is in compliance with the Project's Contract Documents.

2. Means of Assessment:

Completion of the Construction Project in compliance with Contract Documents, and the issuance of initial Temporary Certificate of Occupancy (TCO), and permanent Certificate of Occupancy (CO) by the Borough that the Construction Project was located (i.e. Borough of Paramus, Borough of New Hackensack, and/or Borough of Lyndhurst).

- **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.

Work with the Architect and Contractor to establish schedule of values at the start of a Construction Project that clearly reflects the scope of the Contract Documents, which will be used from the start of a Construction Project to the completion of the Construction Project to document the progress of the Construction Project in terms of completeness/compliance with the Contract Documents.

Success of the Construction Project will be documented by the issuance of initial Temporary Certificate of Occupancy (TCO), and permanent Certificate of Occupancy (CO) by the Borough that the Construction Project was located (i.e. Borough of Paramus, Borough of New Hackensack, and/or Borough of Lyndhurst).

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

That initial Temporary Certificate of Occupancy (TCO), which will allow the College to initially occupy and use the new facility, with the final Certificate of Occupancy being issued by the Building Department in which the Project is located that permits permanent occupancy of the new facility by the College.

- **Feedback from CIE:**

SEMESTER 3: COLLECTING AND ANALYZING DATA

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

Temporary Certificate of Occupancy (TCO), and permanent Certificate of Occupancy (CO) issued by the Borough of Paramus, and Borough of Lyndhurst for the various construction projects undertaken by the College, have been successfully completed, which resulted in an initial Temporary Certificate of Occupancy (TCO) being issued by the Borough Building Department that the Project was located, and permitted the College to take initial Occupancy of the Project. The permanent Certificate of Occupancy (CO) was issued by the Borough Building Department that the Project was located after all outstanding items were completed by the College and Contractor, which resulted in the College's Occupancy of the completed Project being made permanent.

5. Recommendations for Improvement:

Due to the complex nature of Construction Projects and the number variables that come into play when a construction project is under taken by the College and moves to completion with the goals of successful completing the Project as per the Contract Documents, and obtaining the initial Temporary Certificate of Occupancy (TCO), and permanent Certificate of Occupancy (CO), which are crucial for Occupancy of a completed Project, it has become clear that more realistic target dates need to be established at the beginning of a construction Project that are realistic and obtainable that is reflective of previously completed projects based on what the time frames were initially set for the Project and what the actual time frames were for the completed Project, and all Stakeholders need to understand what a realistic time table/target date and the bases for determining it, as well as being part of the process to establish it. This would also apply to Administration and Trustees.

▪ Feedback from Vice President:

SEMESTER 4: CLOSING THE LOOP AND SHARING KNOWLEDGE

6. Use of Results:

The steps that are involved in completing a Project from design to construction need to be shared with Project Stakeholders, Administration, and Trustees, so that they have a clear understanding of what is involved in completing a Project from start to finish.

Realistic time frame for a proposed Project needs to be established for the Project, which would need to be reviewed Stakeholders, Administration, and Trustee that is reflective of what has been typically experience on similar Projects and shows the anticipated time frame for the Project with projected dates for the beginning and ending of various phases/steps that are required to complete a Project.

Once a realistic time frame for the proposed Project, it needs to be reviewed by and accepted by Project Stakeholders, Administration, and Trustee with the understanding that the proposed Project schedule can be affected by the actual results that happen at each of the phases/steps that are required to complete a Project. These actual results that happen in the various phases/steps from design to construction can result in dramatic and significant change in the originally Proposed Project schedule at no fault to the College, Architect, and/or Contractor.

- **Feedback from CIE:**