

Maintenance and Operations Department
AUP for Academic Year 2023-2024
January 2023

Describe Department/Unit

Connection to College Mission

The Maintenance and Operations (M&O) department supports Cerro Coso Community College (CCCC) campuses by ensuring that the physical resources at all locations where CCCC offers courses, programs and services are constructed and maintained. Utilizing physical resources to assure access, safety, security and a healthful learning and working environment to all students, staff, faculty and the community at large.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity

The geographical area in which we cover as a college makes logistics challenging and ensuring that all campuses have the same abilities to function without interruption can be challenging. The last years has benefited M&O more then hindered when supporting the ESCC sites and Tehachapi campus. M&O employees employed at the Ridgecrest campus spent over 700 hours traveling to and from other campuses, and staying overnight to support repairs, cleaning, and upgrades to facilities.

Although this was an amazing effort put forth by the staff and the department as a whole, it has short changed work that was already scheduled at the Ridgecrest Campus. The 22/23 School year, M&O will be reducing it's traveling, since the first part of the fiscal year was front loaded with it.

Outcomes Assessment: Loop-Back Improvements Made

Actions taken in the prior academic year

In prior years School dude was a push to try and make M&O more productive, however, with more and more staff coming back to campus, less people are willing to utilize school dude. This is diminished our ability to track and how many work orders and how long it takes to complete job orders.

Outcomes Assessment: Results of Last Year's Assessments

Target Met?

Did Not Assess

Outcomes Assessment: Missed Targets

Outcomes Assessment: Schedule of This Year's Assessments

No current updates. The M&O director is currently doing the Program review to address initiatives for the next five years. With the departure of the Institutional research director, the program review was not completed in FY 22/23. To ensure the the Campus is a safe and conducive learning environment, the M&O department is constantly taking a proactive look at facilities, grounds, and services provided. To close the infrastructure gap across the campuses, M&O will continue to be a part of the annual student survey.

Program Review

Maintenance and Operations

Year of Last Program Review:

2018

Actions Taken in the Prior Year to Address Strategies:

Strategies Still to be Addressed:

All of the above.

Maintenance and Operations

Year of Last Program Review:

2018

Actions Taken in the Prior Year to Address Strategies:

Strategies Still to be Addressed:

All of the above.

Last Year's Initiatives

Surplus of Materials

As a department, M&O was tasked heavily with the movement of buildings at the Tehachapi Campus over the 2022 Summer Break. Efforts for Surplusage will most likely take place in the spring of 2023.

Professional Development

Five employees have finished their OSHA 30, OSHA Hazmat, and OSHA confined space training. The maintenance worker is attending Electrical training in December 2022.

Reminder of Initiatives for the Current Year

Reminder of Initiatives for the Current Year

Surplus of Materials

Project Management

Equipment Identification

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Work order management system

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Implement new Asset Manager program that will take over for School dude in Spring 2023.

Early Observational Data, or "Lead" Measure(s):

Equipment import percentage vs. known equipment. Work order submission and QR code placement across campuses.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Full implementation by June 2024.

Person Responsible:

Cody Pauxtis / Executive Director of M&O

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective

Evaluate Resource Needs

Facilities

White board and cork board replacement in various classrooms, common areas and offices. Requesting \$15,000 for FY23/24. This will be a reoccurring request yearly, with a dollar amount no higher than \$15,000 annually.

Information Technology

Marketing

Professional Development

Added within the budget \$8,000 for FY23/24 to send the new plant engineer to controller programming school; additionally these monies will be utilized to send the Skilled Crafts Worker and Plant engineer to AMAG door school; HVAC basics with EPA cert for the Maintenance worker.

Other Needs

Requesting \$175,000 for new grounds turf equipment. The average age of the current equipment is 24 years old, with one piece of equipment being 43 years old.

Requesting \$10,000 for two stroke and small engine machine purchases. AB1346 ban's the sale of small engines in 2024. Attempting to purchase replacements for aging equipment that normally could be repaired; however parts will become unavailable for sale in California after 2024.

Requesting \$25,000 Grounds vehicle replacement. Currently the Grounds 1 drives a 1994 F150 that no longer passes smog. Requesting monies to replace this Pickup with a John Deere Gator. This eliminates the need for a plated vehicle and cost of owner ship is much lower than a pickup truck.

Equipment trailer / Vehicle recovery: Currently M&O only has one trailer, and it does not have the capabilities of moving all the Grounds equipment on hand to ESCC when needed, nor can it haul all of the Campuses fleet of vehicles. Requesting \$14,000.00 to purchase a trailer capable of doing all of the above.

Staffing Requests

1000 Category - Certificated Positions

2000 Category - Classified Staff

Maintenance & Operations Lead

Location:

Ridgecrest/IWV