

**Service Unit – Program Review**  
**Reporting Period: 2019-2022**

**Part 1: Program Overview**

**Program Name: Physical Plant/Operations & Maintenance**

**1. Program/Department Mission:**

The primary purpose of Physical Plant Operations is to provide an attractive, clean, and safe physical environment conducive to achieving the stated purposes of the college.

**2. Program Description and Review of the past three years:**

- A. Jefferson State Community College's Physical Plant is responsible for the maintenance of all four campuses, Jefferson, Shelby, Pell City, and Clanton. Physical Plant works diligently to address all routine, preventive, and deferred maintenance.
- B. Over the past three years, we have been able to achieve many milestones. With the assistance of the Information Technologies/Support Department, we created a method of submitting, tracking, and communicating work order status electronically. This also helps us track possible future problems. New boilers have been installed in Ruby Carson, Allen Library, George Wallace Hall, Carson Hall, and Fitzgerald Student Center. We have replaced the HVAC cooling towers at Lurleen Wallace Hall, George Wallace Hall, George Layton Building, and Fitzgerald Student Center. A new roof has been installed on the Agricultural/Grounds Building. We have also completed the much-needed renovation of Enrollment Services and Financial Aid in Allen Library. A new chiller has been installed in the George Layton Building to replace a chiller that was no longer in service. Due to the age and deterioration of the windows, all the windows on the front of Manufacturing Technologies' second floor have been replaced. HVAC controls and hot water valves were replaced in the General Studies Building. At the Pell City academic building, the HVAC system for the IT server rooms was replaced. This system covers the server rooms on all three floors. Also, at Pell City, the unfinished portion of the third floor was designated for the nursing program. Nursing now has new offices, classrooms, and two fully functioning Sim Labs with new state-of-the-art equipment for students.

**3. Analysis (as it relates to progress in achieving unit goals):**

- A. Communication within the Physical Plant is structured to flow from the Director to the staff. All concerns from faculty, staff, and others are communicated by email, phone, or work order request. Requests for services must be submitted electronically by work order, or key request to enable us to track equipment issues and keys. All emergencies should be communicated by phone.
- B. Repair/replacement decisions are influenced by funding, manpower, and student load. All of these are deciding factors in achieving unit goals.

**4. Primary Purpose/Function:**

A. The primary purpose of Physical Plant Operations is to provide an attractive, safe, and clean environment conducive to achieving the stated purpose of the college. There have been no changes in the department's primary functions since the beginning of the review cycle.

**B. Goal Progress:**

- A. Resources have been adequate to achieve department goals.
- B. The replacement of aging equipment with new more energy-efficient equipment continues. This is evident in the review of the past three years.
- C. Grant funding has been a contributing factor in goal achievement as in the case of the George Layton Building Bio-Med renovation.

**Part 2: Program/Department Change**

**1. Program/Department Goal Changes:**

- A. There are no specific changes to the program at this time.
- B. Department goals remain the same. Physical Plant strives to provide a safe, inviting, and comfortable atmosphere for students by maintaining all areas of the college to the best of its ability.

**Part 3: Evidence of Staff participation in Program Review**

1. Many Physical Plant issues are time-sensitive, therefore brief meetings take place each morning to discuss priorities for the day. Often these priorities may change due to emergencies that may arise.

**2. Names and Titles of all Participants:**

- A. Perry L Harris – Director of Maintenance
- B. Ginger Stockley – Executive Secretary
- C. Skyler Kimbrell – General Maintenance Technician
- D. Rusty Payne – General Utility Technician
- E. Christopher Swann – General Utilities Technician
- F. Jorge Marquez – General Maintenance Technician/Painter
- G. Phillip McCormack – General Utilities Technician
- H. Hector Guizar – Painter/General Maintenance Technician