

2.11.2 The institution has adequate physical resources to support the mission of the institution and the scope of its programs and services. **(Physical Resources)**

Compliance Partial Compliance Non-Compliance

Narrative:

Facilities

Chattahoochee Valley Community College (CVCC) has adequate physical resources to support the [mission](#) of the institution and the scope of its programs and services. Campus buildings support the programs of the institutional and offices of the administration in addition to hosting events sponsored by the College.

Chattahoochee Valley Community College consists of one main campus, located at 2602 College Drive, Phenix City, Alabama. The College maintains 185,820 square feet of total building facilities. Of this total, 148,382 square feet or 80% is allocated for instructional use and student use. The [Land Inventory](#) submitted to the Alabama Commission on Higher Education demonstrates the campus 103 acres of land.

Chattahoochee Valley Community College operates a rent free admissions remote office hosted (along with four other postsecondary institutions) by the education center on the Ft. Benning base. The purpose of the office is to serve as a military liaison on behalf of the main campus. There are no CVCC instructional services offered at Ft. Benning. CVCC also provides Adult Education (GED preparatory) classes at three off-site locations: the Phenix City Library, the Hurtsboro Library, and the Russell County Jail. CVCC pays a nominal rent fee to the Phenix City Library; no rent payment to the two others.

Campus physical facilities include eight instructional and student campus [buildings](#):

Wallace Hall - Administrative offices, Admissions Office, Business Office, Management Information Center, Institutional Advancement Office, computer laboratories, general classrooms, Student Government Association office, Phi Theta Kappa office, and faculty offices.

Wilson Hall - Information and switchboard, student center, counseling and advising services, financial aid office, career resources, job placement, and student development.

Brassell Hall - Career Center office, science laboratories, general classrooms, and faculty offices.

Owen Hall - Learning Resource Center, student learning labs (writing, reading, and mathematics), computer and testing labs, large and small group student areas, workforce development, and GED preparation classrooms.

Fine Arts Hall - Art studio and classroom/gallery, photography darkroom, Visual Communications computer lab, music performance practice rooms, choral concert and recording studio, general classrooms, and faculty offices.

Key Hall - Phenix City Room, gymnasium, classrooms, weight room, EMS classrooms, and faculty and coaches offices.

Instructional and Performing Arts Building (Newly Opened January 2011) - Health Science

classrooms and laboratories; general classrooms and computer labs, faculty offices, and performing arts auditorium and lecture hall.

Industrial Technology Center (Newly Opened August 1, 2011) - Newly retrofitted campus maintenance building into an workforce development training center for the Automotive Manufacturing Technology and Industrial Maintenance Technology programs.

The College demonstrates the adequacy of its physical resources through preventive maintenance, inspections, and a work-order system as documented in the [Plant Management Operations and Maintenance Plan](#). The work in maintaining the adequacy of physical resources is documented through the use of a [Campus Maintenance Master Log – Campus Work Order](#) and [Preventive Maintenance Log](#) systems performed by the physical plant staff of buildings and grounds. As part of the annual [program reviews](#) conducted as part of the Institutional Effectiveness process, program directors have the opportunity to list any additional needs such as facilities. The program reviews are reviewed by the appropriate dean and Cabinet.

The Department of Plant Management is responsible for the maintenance of all buildings and grounds of the College. Requests for campus work orders are submitted to the [Director of Facilities and Maintenance](#) using a [campus work order form request](#) for maintenance and/or custodial needs and are received via email from the College's Intranet or hand-written. The Director then assigns the work order to the appropriate employee(s) or contractor. For example: Outdoor Solutions is contracted and is the campus vendor responsible for general maintenance and appearance of the grounds and property which involves mowing, landscaping, leaf removal, etc.; RiteWay is contracted for day-to-day custodial maintenance of campus buildings. Elevator service and pest control are also contracted through outside vendors.

Chattahoochee Valley Community College is constantly in the process of improving the existing physical resources while at the same time planning and expanding its physical infrastructure to meet academic and program needs. This began in 2006 when the campus contracted with *Performa Higher Education Group* to perform a campus facilities assessment of current space and classroom utilization and document the future needs and wants of campus. The process involved CVCC employees, students and the community. From this 2006 review and study, CVCC developed a preferred scenario for a [campus master plan](#) for facility planning. In the past five years, CVCC has been committed to making the campus more hospitable, efficient, functional, and safe. The construction of the new 59,278 square foot instructional and performing arts center and the extensive renovations to create a 8,770 square foot campus industrial training center have afforded students the opportunity to further their education in state-of-the-art classrooms and labs. In the fall of 2012, CVCC contracted with a new firm, [PH&J Architects](#), to work with campus constituents to develop a new and updated campus master plan for the next five years to be completed by March 201). A [Facilities and Services Survey](#) was conducted in December 2012 to gather input faculty and staff to use in the preparation of the new master plan.

Annually CVCC prepares and submits current physical resource reports and planning updates to the Department of Postsecondary Education and the Alabama Commission of Higher Education. The 2012 recent annual reports include:

Report	Frequency To Be Used	Preparer	Evidence Implementation
Building Inventory	Annually	Johann Wells, Director of Facilities and Maintenance	201213 ACHE Report
Facilities Master Plan Explanation of Items	Annually	Brenda Kelley, Chief Financial Officer	2012-13 ACHE Report

The College conducts a *Student Satisfaction Survey* and *Employee Evaluation of College and Services* each spring semester that includes several questions relating to the adequacy of facilities. The tables below show satisfaction rates relating to the adequacy of facilities. An analysis of the results of these surveys indicates that the majority of students and employees are satisfied with the College's physical facilities.

Student Satisfaction Survey SP2013	
Q1. Classroom Space is Adequate	96%
Q9. Computer Labs are Adequate for Assigned Tasks	95%
Q10. Science Labs are Adequate for Assigned Tasks	93%
Q11. Classroom Facilities of the College are Adequate	96%
Q16. Athletic Facilities are Adequate	92%

*Note, "Don't Know" responses have been removed.

Employee Evaluation of College and Services SP2013	
Q17.D. The Instructional Equipment in Classrooms is Adequate for Instruction	84%
Q17.E. The Instructional Equipment in Labs/Shops is Adequate for Instruction	72%

*Note, "No Opinion" responses have been removed.

Equipment

Chattahoochee Valley Community College capital and program equipment is current and sufficient to support the instructional needs of the campus, student and athletic functions and events, and the day-to-day operations of the administrative offices. Campus vehicles support off campus student and athletic travel events in addition to CVCC employee travel for business, professional development, and campus recruiting. Through the campus planning, budgeting and purchasing process, CVCC keeps the capital, program and vehicle equipment current and adequate. Campus planning, budgeting and purchasing involves continual input from all levels on the organizational chart to address the addition, replacement or maintenance of the various equipment needs throughout the campus. Through annual inventory procedures, under the direction of the Chief Financial Officer, the campus equipment is controlled and accountable

A summary of current 2011-12 equipment resources are detailed below:

Report	Frequency To Be Used	Preparer	Evidence Implementation
Capital Equipment Inventory – Active (Greater Than \$5,000)	Annually	Brenda Kelley, Chief Financial Officer	2011-12 CVCC Financial Statement
Program Equipment Inventory –Inactive (Greater Than \$1,500 and Less Than \$4,999)	Annually	Brenda Kelley, Chief Financial Officer	2011-12 CVCC Financial Statement

All full-time faculty have sufficiently furnished offices with personal computers with Internet access. Adjunct faculty have access to assigned shared office space and internet-access computers in Brassell Hall Room 110 and each floor of the new campus Instructional and Performing Arts Center in faculty workrooms 108, 211, and 307. The [Technology Committee](#) reviews and recommends a three year plan for annual purchases in the College's [Technology Plan](#) to keep both administration and instructional technology current and efficient for campus use.

Employees use CVCC state [vehicles](#) in official business and student travel when they are available. Employees check availability and reserve CVCC state vehicles by calling the Security Office at 334-291-4950 or emailing the Security Chief. Vehicle keys are picked up in the Security Office the day of travel, along with gas cards. Each campus [vehicle](#) is maintained on a regular basis. The Security Division is responsible for regular safety inspections on all the campus vehicles. Inspection and repair records are maintained for each vehicle in the [Vehicles Maintenance Log](#). College personnel are responsible for reporting any vehicle repairs needed after use to the Security Chief. Work orders for vehicle repairs are handled the same way as those for other campus repairs.

SUPPORT DOCUMENTATION

College Catalog and Student Handbook, Mission Statement – Page 11
CVCC – Land Inventory
CVCC – Campus Map
Maintenance Management Plan from CVCC'S Plant Management Operations and Maintenance Plan, pages 10-28
Maintenance Master Log – Campus Work Orders
Preventive Maintenance Log
EMS Program Review – Facilities Request
Job Description – Director of Facilities and Maintenance
Campus Work Order Request Form

<u>Campus Master Plan</u>
<u>Agreement Between Owner and Architect, PH&J Architect Contract</u>
<u>Facilities and Services Survey Analysis</u>
<u>CVCC - Building Inventory</u>
<u>Facilities Master Plan – Explanation of Items</u>
<u>Student Satisfaction Survey Results – SP2013</u>
<u>Employee Evaluation of College and Services Survey Results – SP2013</u>
<u>Capital Equipment Inventory – Active</u>
<u>Program Equipment Inventory – Inactive</u>
<u>Standing Committees 2012-13: Technology Committee</u>
<u>Technology Plan – 2012-2014</u>
<u>Campus Transportation Procedures</u>
<u>Campus Vehicle Inventory</u>
<u>Vehicle Maintenance Log</u>