

***3.11.3** The institution operates and maintains physical facilities, both on and off campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities. **(Physical facilities)**

Compliance Partial Compliance Non-Compliance

Narrative:

Chattahoochee Valley Community College (CVCC) operates and maintains physical facilities that are adequate to serve the needs of the institution's educational programs, support services, and mission-related activities.

Chattahoochee Valley Community College is a part of the State system of community, junior, and technical colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. At the same time, Act No. 94 vested the authority and responsibility for the operation and maintenance of the Alabama's two-year colleges with the State Board of Education. CVCC was established by the Alabama State Legislature, Law 1973, Act No. [384](#). The College opened in temporary quarters in January 1974, but in 1976, moved to its present permanent location at 2602 College Drive, Phenix City, Alabama.

Chattahoochee Valley Community College offers academic transfer courses, career technical education, health sciences programs, adult education classes, workforce training and community education. CVCC's service area spans more than 600 square miles in a two-county Alabama area and also serves persons residing in Georgia through a reciprocal agreement in Muscogee, Harris, Stewart, Chattahoochee, Clay, Heard, Macon, Marion, Meriwether, Quitman, Randolph, Schley, Sumter, Talbot, Taylor, Terrell, Troup, Upson, and Webster Counties. CVCC also serves active-duty military personnel at Fort Benning and dependents.

The 103-acre main [campus](#) site includes nine permanent buildings. CVCC has adequate space dedicated to the classroom and laboratory needs of students, office space for employees, and other relevant categories as shown in the [Alabama Higher Education Building Inventory – Fall 2012](#), completed in accordance with State Board Policy [505.01](#). The College maintains 185,820 square feet of total building facilities. Of this total, 159,035 square feet or 86% is allocated for instructional use and student use.

The College operates a rent-free admissions remote office, hosted (along with four other postsecondary institutions) by the education center on the Ft. Benning military 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 being offered at Ft. Benning.

Chattahoochee Valley Community College 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 is made to the two others.

The Plant Management Department is responsible for the maintenance of all buildings and grounds of the College. Chattahoochee Valley Community College demonstrates the adequacy of its physical resources through [preventive maintenance](#), inspections, and a work-order system. Much of the work in maintaining the adequacy of physical resources is performed after the physical plant staff conducts bi-weekly inspections of buildings and campus grounds. Identifying maintenance needs is a significant part of their weekly activities. Requests for

campus work orders are submitted to the [Director of Facilities and Maintenance](#), using a campus [Work Order Request Form](#) 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 has been contracted and is the campus vendor responsible for general maintenance and appearance of the grounds and property, which involves mowing, landscaping, leaf removal, etc. Southern Management has been contracted for day-to-day custodial maintenance of campus buildings. Elevator service and pest control are also contracted through outside vendors.

Outlined in the CVCC [Plant Management Operations and Maintenance Plan](#) is a schedule for campus custodial services, refuse collection, building preventive maintenance, grounds and vehicle maintenance services. Additionally, the Plant Management Director coordinates with the Chief Financial Officer to develop a list of deferred maintenance issues, which are prioritized and presented to college-wide administration (See [2012-2015 Deferred Maintenance Plan](#); [Budgeted 2012-13 Deferred Projects](#); [Actual 2011-12 Deferred Projects](#); and [Actual 2010-11 Deferred Projects](#)). From this planning point, prioritized long-term deferred maintenance issues are assembled into a college-wide [Facilities Master Plan](#) document and budgeted as monies permit.

The College submits this [Facilities Master Plan and Explanation of Items](#) annually to the Alabama Department of Postsecondary Education. This plan addresses new construction, renovation/remodeling, major capital equipment projects, and deferred maintenance/facilities renewal. This report also covers projected completion dates and the rationale for requested facilities, such as new program development, greater space requirement for existing programs, enrollment growth, and deterioration of existing buildings, safety or repair. This five-year plan includes detailed plans for the first two years and more general estimates for years three, four, and five.

The College prepares annual capital budgets (Budget [2009-2010](#), [2010-2011](#), [2011-2012](#), [2012-13](#)) for the maintenance department, as well as annual budgets for capital projects. The Chief Financial Officer and the Director of Plant Management are responsible for budget supervision.

The College purchases liability and property [insurance](#) policies. Physical plant staff inspects campus facilities annually and then reports any findings to the Business Office. If needed, the Business Office submits necessary adjustments to the College's insurance carrier, the State of Alabama Department of Risk Management.

Data collected through the *Student Satisfaction Survey* and *Employee Evaluation of College and Services* conducted in January 2013 indicated strong student and employee satisfaction with the adequacy of classrooms and laboratories as well as the security, appearance and maintenance of the College.

<u>Student Satisfaction Survey SP2013</u>	
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%
Q12. The upkeep/maintenance of the college is adequate	93%
Q13. The appearance of the campus is pleasing	98%
Q18. The campus is a safe place	96%

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

<u>Employee Evaluation of College and Services SP2013</u>	
Q8.B. Buildings are well maintained	78%
Q8.C. Buildings are clean	70%
Q8.D. Grounds and landscape are well maintained.	98%
Q24.A. Campus is safe	84%
Q24.D. Lighting is adequate across campus at night	80%

*Note, "No Opinion" responses have been removed

SUPPORT DOCUMENTATION
<u>Act No. 384 of the Alabama State Legislature</u>
<u>Map of College</u>
<u>Alabama Commission on Higher Education Building Inventory – Fall 2012</u>
<u>State Board Policy 505.01: Facilities Inventory</u>
<u>Preventive Maintenance – 2011-12</u>
<u>Job Description – Director of Facilities and Maintenance</u>
<u>Work Order Request Form</u>
<u>Maintenance Master Log - Campus Work Orders</u>
<u>Plant Management Operations and Maintenance Plan, Campus Routine and Scheduled Campus Custodial Services - Pages 11-28</u>
<u>Deferred Maintenance Plan – 2012-2015</u>
<u>Budgeted FY 2012-13 Deferred Maintenance Projects</u>
<u>Actual FY 2011-12 Deferred Maintenance Projects</u>
<u>Actual FY 2010-11 Deferred Maintenance Projects</u>
<u>Facilities Master Plan</u>

<u>Facilities Master Plan – Explanation of Items</u>
<u>CVCC Budget – 2009-10</u>
<u>CVCC Budget – 2010-11</u>
<u>CVCC Budget – 2011-12</u>
<u>CVCC Budget – 2012-13</u>
<u>Finance and Budgeting Processes Handbook, Section 16.0 - Insurance Campus Coverage – Pages 49-51</u>
<u>Student Satisfaction Survey Results – SP2013</u>
<u>Employee Evaluation of College and Services Survey Results – SP2013</u>