

# Sacramento City College Strategic Planning System Cross-Divisional Program Plan

**Planning years:** 2023-24 through 2025-26

**Plan Type:** Program Plan

**Planning Area:** Safety, Security, and Environmental

**Primary Division:** Campus Operations

**Plan Author(s):** Brenda Buckner, Michael Castelle, Chris Day, Melanie Frazier, Nick Shewmaker, and Debbie Turner

**Date:** February 2023

## **SECTION I: OVERVIEW & REVIEW OF PREVIOUS ACCOMPLISHMENTS**

### **A. PROGRAM DESCRIPTION**

Briefly describe your program and state the overall mission of the program and its role(s) across the college.

Sacramento City College is committed to creating a healthy, safe, and welcoming environment for our students, employees, and visitors. The College has a comprehensive directory of policies, procedures, resources and general information related to the many facets of health, safety, and environmental management. Our programs strive to promote a safe and secure working and learning environment, identify un-secure areas, procedures, or actions, and provide an action plan for correction.

### **B: REVIEW OF ACCOMPLISHMENTS OVER THE PREVIOUS PLANNING CYCLE**

1. **Outcomes assessment.** Briefly state the objectives you worked on last year and the progress you have made on those objectives since the last time the plan was updated. Provide assessment results for [Administrative Unit Outcomes \(AUOs\)](#) and/or [Student Learning Outcomes \(SLOs\)](#) from the 2020-2023 cycle, as applicable.

<b>2020-2023 AUO and SLO Assessment Results</b>			
<b>College Strategic Goal</b>	<b>Administrative Unit Outcome (AUO)/Student Learning Outcome (SLO)</b>	<b>Assessment Measure/Target</b>	<b>Outcome</b>
	AUO #1:	<p><b>Target:</b> Take the targets established in the previous program plan (if they exist), and insert them here.</p> <p><b>Baseline year:</b> This is the first year of the planning</p>	

		<p>cycle, or the first year within the cycle that baseline data is available. Compare data from your most recent year of data collection with data from the baseline year.</p> <p><b>Measure(s):</b> Your measures will depend on the outcomes and targets you set. Measures could include student utilization, student satisfaction, or employee satisfaction, among others</p> <p><b>Data Source(s):</b> Surveys, data dashboards, focus groups, or other systematic approach</p>	
C3	AUO #1: Hughes Stadium Hazardous Waste Clean up.	<p><b>Target:</b> Installed</p> <p><b>Baseline year:</b> 2022</p> <p><b>Measure(s):</b> Ongoing evaluation of reduction of bird droppings.</p> <p><b>Data Source(s):</b> Periodic inspections.</p>	Installed netting to keep the birds from nesting reducing bird droppings.
C3	AUO #2. PAC Music Hazardous Waste Clean-up Above Ceiling.	<p><b>Target:</b> Hired contractor to complete clean up and close entry points.</p> <p><b>Baseline year:</b> 2021</p> <p><b>Measure(s):</b></p> <p><b>Data Source(s):</b> Periodic inspections.</p>	Clean up completed and the racoons have not returned.
C3	AUO #3. Non-instructional Equipment and Infrastructure Plan-Hoos replacement of starting blocks.	<p><b>Target:</b> Find a specialized contractor to complete the install.</p> <p><b>Baseline year:</b> 2021-2022</p> <p><b>Measure(s):</b> Completed</p> <p><b>Data Source(s):</b></p>	Ordered new starting blocks with logos. Went out for quotes to find contractor to install the blocks. Completed in 2023.
C3	AUO 4. #77 Non-Instructional Equipment and Infrastructure Plan-Softball New Netting.	<p><b>Target:</b></p> <p><b>Baseline year:</b> 2022</p> <p><b>Measure(s):</b> On-going</p> <p><b>Data Source(s):</b></p>	Added the new netting to the planning of the softball turf project. Completed soil testing and architectural designs. The total cost is out of our budget and looking for other

			quotes. May have to be installed after the softball turf project.
C3	AUO 4. Emergency Procedures Plan.	<b>Target:</b> <b>Baseline year:</b> <b>Measure(s):</b> <b>Data Source(s):</b>	Ordered new phones for the custodial staff for safety as they work alone. Purchased 20 new AED units and have installed around campus.
<p><b>Narrative:</b>  During COVID, a limited crew of operations, maintenance, and custodial employees were on ground to maintain the campus functions such as turning on computers, running the water, flushing toilets, cleaning up after homeless folks and vandalism. During this time the Café and Bookstore closed and Operations team cleaned out both areas. The extra employees such as student or temporary classified employees were not available to assist. As we moved to on ground classes, purchased and distributed masks, gloves, hand sanitizer, and Plexiglas. Assisted with scheduling classes, in order for custodial staff to sanitize and disinfect between classes. Operations continued to plan and complete projects.</p> <p>The team went above and beyond job scope to provide campus support in all areas as they were present on campus during the pandemic.</p> <p>Due to the pandemic, used HEERF funding became available to purchase equipment such as new vehicles, utility carts, and custodial equipment to disinfect and clean the campus.</p>			

2. **Review of last year's resource use:** Briefly explain how resources were used during the previous cycle to support the work of the plan.
  - Staffing resources include operations full time employees. Since campus opened, hired a few temporary classified employees.
  - Use outside contractors to complete compliance items.
  - FM staff in conjunction with outside contractors to complete inspections for fire alarms.
  - LRPD staffing to provide departmental training on safety and security, active shooter, de-escalation techniques, and fire evacuation training.
  
3. **Factors affecting the work of the program.** Provide an overview of the major factors affecting the work of the Program. You may choose to describe the internal (within the college) and external (e.g. outside of the college) environment as they affect the program. Alternatively, you may organize the information by discussing the Program's strengths, weaknesses, opportunities, and challenges.

Internal Factors:

  - Manage programs transferred from DO Departments to Operations such as Medico keys, Imron badges, and AED ordering and inspections.

- Limited staffing resources to support both program plans (Safety Plan and Non-Instruction Equipment and Infrastructure plan).

External Factors:

- Manage, review, and update at least 16 Local and State compliance plans.
- Any new laws or regulations passed would require additional plan development and staffing resources.
- Pandemic closed the campus along with staffing resources from campus and FM reducing the number of projects and work orders able to be completed. Now trying to catch up on work orders from 2017. Campus had only limited essential staff allowed to work on completing ongoing and new projects.

## **SECTION II: FUTURE GOALS, DIRECTIONS, AND STRATEGIES**

### **A. MULTI-YEAR DIRECTIONS AND STRATEGIES**

Describe the general directions in which you see the Program moving over the next 3 years. Include any multi-year initiatives in your Program Plans. Describe how these directions and initiatives align with the College Goals.

- The Safety, Security & Environmental program plan encompasses issues which are consistent and ongoing from year-to-year. The Plan is in direct support of College Goal C3: Promote health, wellness, and safety throughout the institution.
- EOC Training – District police department has updated the emergency management binders and is providing a three-day training. Based on the training, Operations would update campus specific information, review and replenish EOC supplies, and provide training to other employees if needed.
- Work with professional development to increase training opportunities for AED/First Aid training.
- Review and reduce cost of hazardous waste disposal.
- Provide guidance to assist departments with completing safety inspections.
- Notify staff on transportation requirements and trainings (i.e., vehicles, carts, fork/scissor/boom lifts).
- Add additional temporary classified staff to complete maintain compliance programs.

### **B. UNIT OUTCOMES: ADMINISTRATIVE UNIT OUTCOMES (AUOs) or STUDENT LEARNING OUTCOMES (SLOs) FOR THE PLANNING CURRENT CYCLE**

Using the templates below, list the AUOs and/or SLOs that will result from the work of the program in the planning year. These outcomes should align with and support the College Goals. Please feel free to add or delete additional rows as needed.

Examples of possible AUOs, SLOs, and expected outcomes/targets are provided below. These are intended to be illustrative, and not necessarily the AUOs or SLOs that you develop for your program plan.

2023-2026 AUOs and SLOs		
College Strategic Goal	Administrative Unit Outcome (AUO)/Student Learning Outcome (SLO)	Expected Outcomes/Targets
	AUO #1: <u>Example</u> : Increase faculty participation in the Online Teaching and Learning Academy (OTLA).	By 2026, x% of all currently employed faculty will have successfully completed the OTLA.
	AUO #2: <u>Example</u> : Ensure that individuals who submit IT requests via Service Central receive a timely response and quick resolution to their issue.	By 2026, 85% of individuals who submitted requests via Service Central receive a response and status update within 24 hours.
C.4	AUO #1 Continue to review, update, and implement compliance programs as needed.	
C.4	AUO #2 Assist departments to complete periodic lab inspections.	Evaluate the response and number of department inspections.
C.4	AUO #3 Emergency Operations Center	Review and replace supplies and update program documents.
C.4	AUO #4 Equipment inspection such as washers, dryers, exercise equipment, bleachers, playground structure, etc.	Review inspection calendar and schedule inspections that are due.
C.4	AUO #5 Waste Management and Reduction Plan focusing on organic recycling and bin use.	Increase the number of events that use organic bins.
C.4	AUO #6:	

**NOTE: Some Program Plan areas may only have AUOs, and not have SLOs. Include SLOs only if your area is able to directly measure student learning.**

### **SECTION III: ANNUAL PROCEDURES AND RESOURCE REQUESTS FOR THE PLANNING YEAR**

Program Strategies: Explain the overall strategies that the program uses to fulfill its purpose and implement its objectives. List the timeline and responsible persons for procedures.

AUOs/SLOs: Include the AUO/SLO(s) that the program strategy is designed to address.

Resource requirements: State the resources (human, financial, facilities, and IT) needed to implement program objectives.

Previous funding sources: State the sources of funds your program received during the previous planning cycle. This may include grants, categorical funds, and CCCCCO allocations, as well as general fund dollars.

2023-2024 Program Plan Resource Requests						
Program Strategies	AUOs/SLOs (include number from above tables)	Timeline	Responsible persons	Resource Requirements	Previously funded? (Yes/No)	Previous Funding Source(s)
Injury and Illness Prevention Plan	AUO#2	Ongoing	OPS/Odipo/Buckner	\$17,100 annually (Precision striping, pest control, Ecolab)	Yes	GENFD
Emergency Procedures Plan	AUO#3	Ongoing	OPS Odipo/Buckner	\$ 10,000 annually (Cell phones, Fire Ext, EOC Supplies)	Yes	GENFD
Exposure Control Plan for Blood-Borne Pathogens	AUO#1	Ongoing	OPS/District	\$ 5,000 (custodial supplies)	Yes	GENFD
Chemical Hygiene Plan	AUO#1	Ongoing	OPS/Odipo	0.00	Yes	GENFD
Hazardous Materials Business Plan	AUO#1	Ongoing	OPS/Odipo, Buckner, Ngassam	County Fee	Yes	GENFD
Hazardous Waste Operations and Emergency Response Plan	AUO#1	Ongoing	OPS/Odipo	\$50,000 Annually (Ingenium, Safety Kleen)	Yes	GENFD
Respiratory Protection Plan	AUO#1	Ongoing	OPS/Odipo	\$ 2,000	Yes	GENFD

Spill Prevention Control	AUO#1	Ongoing	OPS/Odipo	\$1,000 Annually	Yes	GENFD
Ergonomic Safety Program	AUO#1	Ongoing	OPS/VPA	\$3,000	Yes	GENFD
Medical Waste Management Plan	AUO#1	Ongoing	OPS/Odipo	\$4,000 (Stericycle )	Yes	GENFD
Non-Instructional Equipment and Infrastructure Plan-BUS Floor	AUO#2	Ongoing	OPS Turner	\$30,000 each floor	No	GENFD
Hoos Phase 3, Slip Resistant Mats	AUO#2	Ongoing	OPS Turner/Buckner	\$12,000	No	GENFD
Softball New Netting		Ongoing	OPS Turner	\$600,000	Yes, 100,000	GENFD
Equipment Inspection-Washer/Dryer	AUO #4	Fall 2024	OPS Turner/Odipo	\$3,000	No	GENFD
Equipment Inspection-other	AUO #4	Fall 2024	OPS Turner/Odipo	\$4,000	No	GENFD
Food Health Permit	AUO#1	Summer 23	OPS Turner	\$600.00 (Annual)	No	GENFD
Sustainability	AUO #5	Ongoing	OPS Turner/Wheeler	\$10,000	Yes	GENFD
Elevator Controls		Summer 23	OPS Buckner	\$30,000	No	GENFD
Safety Consultant Agreement (SWACC)	AUO #4	Fall 23	OPS Turner	\$10,000	No	GENFD
				<b>\$212,000 \$500,000 (netting) Total Cost: \$712,000</b>		
<b>Narrative:</b>						

## **SECTION IV: APPENDICES**

Include appendices as needed in order to provide more information and context to the main plan. Some examples of appendices are suggested below:

### Appendix A: List of Local and State Compliance Programs

- ADA Transition Plan
- Injury and Illness Prevention Plan (IIPP)
- Hazard Communication Program (HAZCOM)
- Emergency Procedures Plan
- Exposure Control Plan for Blood-borne Pathogens
- Chemical Hygiene Plan
- Hazardous Material Business Plan
- Hazardous waste operations and Emergency Response Plan
- Spill Prevention Control and Countermeasure Plan
- Underground Storage Tank Reporting Requirements
- Respiratory Protection Plan
- Ergonomic Safety Program
- Medical Waste Management Plan
- DMV Program Plan Module
- Integrated Pest Management Plan
- Closed Medical Point of Distribution Plan
- Waste Management and Reduction Plan
- Food Service Permit
- Forklift/Scissorlift Safety Plan

### Best Management Plans:

- NCS4 National Center for Spectator Sports Safety and Security, Best Practices for Intercollegiate Athletics Safety and Security.
- Bi-Annual Safety Inspection conducted by SWACC (Insurance Company)