

Delta State

Finance and Administration/VPF

Facilities Management

Facilities Management

Mission statement

To provide clean, safe, and functional program space for the students, faculty, and staff; to maintain, preserve, renovate and expand the physical assets of the university.

Related Items

There are no related items.

FMGT 01: UO Work Orders

Start: 7/1/2011

End: 6/30/2012

User Outcome

Facilities Management work orders completed.

Data Collection (Evidence)

School Dude reports generate the number of work orders completed, work orders pending, and the number of days for the work order to be completed. Monthly reports are generated and reviewed to determine the amount of work on hand and to determine whether overime is needed or whether work should be contracted out. The reports are also reviewed to determine the average number of days to complete the work orders.

Results of Evaluation

The number of work orders completed in FY2012 increased by 27.6% over the previous fiscal year without an increase in staffing.

Use of Results and Recommendations

The School Dude reports will be used to monitor the productivity and efficiency of facility staff.

Related Items

There are no related items.

FMGT 2012_01: Billing System

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Develop an internal billing process for services provided to the campus.

Evaluation Procedures

Develop a policy and procedure to use the data acquired from work orders generated in School Dude and create a billing system for chargebacks.

Actual Results of Evaluation

Development of the chargeback billing system was not completed in FY2012. This goal will be continued in FY2013.

Use of Evaluation Results

The chargeback billing system was not completed in FY2012 and consequently there are no uses of evaluation results.

Related Items

 **SP4.Ind04: Facilities Management**

FMGT 2012_02: Campus Beautification Program

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Implement a campus beautification program

Evaluation Procedures

Determine areas where new trees should be planted, as well as to replace dead trees, trees which have been removed, and trees which should be removed.

Actual Results of Evaluation

A number of trees were removed and planted in FY2012, improving the appearance and safety of the campus. Faculty and staff have reported greater satisfaction in the appearance of the campus.

Use of Evaluation Results

The safety and appearance of the campus has been used to market the campus and recruit new students.

Related Items

  [SP4.Ind04: Facilities Management](#)

FMGT 2012_03: Professional Development

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Participate in Association of Physical Plant Administrators and other professional organization continuing education programs.

Evaluation Procedures

FM Management will attend approved APPA workshops, seminars, and/or training to become certified.


Actual Results of Evaluation

No continuing education programs were attended in FY2012 due to workload and lack of budget resources.

Use of Evaluation Results

No APPA or other professional organization programs were attended in FY2012.

Related Items

  [SP4.Ind04: Facilities Management](#)

FMGT 2012_04: Green Initiatives

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Develop green initiatives through enhancement of recycling program

Evaluation Procedures

Research additional recycling opportunities to improve existing programs and/or add new recycling programs.

Actual Results of Evaluation

Eight recycling units were placed on campus and pilot recycling programs were initiated in selected buildings.

Use of Evaluation Results

The acceptance and popularity of recycling programs will be used to expand and strengthen the program in FY2013.

Related Items

  [SP4.Ind04: Facilities Management](#)

FMGT 2012_05: Master Plan

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Create a campus masterplan.

Evaluation Procedures

Various resources will be consulted to update campus planning for future development.

Actual Results of Evaluation

Developing a masterplan was postponed due to workload and the lack of resources in FY2012.

Use of Evaluation Results

The campus masterplan was not developed in FY2012.

Related Items

  [SP4.Ind04: Facilities Management](#)

Section IV.a

Brief Description

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Facilities Management is responsible for the maintenance, repair and renovation of 77 buildings on campus consisting of 1,719,691 square feet; operation and maintenance of utility systems; energy management systems; custodial services except in the residence halls and union; grounds maintenance and landscaping of 339 acres; event set-ups for campus and community events; moving furniture and equipment ; motor pool and assigned vehicle maintenance and procurement; shipping, receiving and delivery of freight, packages and mail.

Section IV.b

Comparative data

Enrollment, CHP, majors, graduation rates, expenditures, trends, etc.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

N/A

Section IV.c

Diversity Compliance Initiatives and Progress

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.d

Economic Development Initiatives and Progress

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

N/A

Section IV.e

Grants, Contracts, Partnerships, Other Accomplishments

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Facilities Management continued to replace trees on campus and was recognized again in FY2012 as a Tree Campus, USA; coordinated the design and construction on a number of active projects, including energy conservation, electrical upgrade, Cassity renovation, Aquatics Center renovation, new roofs on Capps Archives, Gibson-Gunn, and Hugh White Hall, the renovation of Caylor-White Walters, planning of Statesman Park and Boulevard, the Grammy Museum, BPAC roof and other improvements, Cleveland Hall roof, Lawler Harkins roof, and Wyatt Center roof; coordinated the feasibility study for the renovation of the student union.

Section IV.f

Service Learning Data

List of projects, number of students involved, total service learning hours, number of classes, faculty involved, accomplishments.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

N/A

Section IV.g

Strategic Plan Data

Only use this section if you have strategic plan info to report that is not covered in other areas of your report

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

N/A

Section IV.h

Committees Reporting To Unit

Each unit includes in the annual plan and report a list of the committees whose work impacts that unit or any other aspect of the university; along with the list will be a notation documenting the repository location of the committee files and records. Committee actions affecting the unit's goals may be noted in other applicable sections of the annual reports. Not required to be included in the unit's annual plan and report, but required to be maintained in the repository location, will be a committee file that includes, for each committee: Mission and by-laws, Membership, Process, Minutes.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

The university appointed a program committee in FY2012 to begin planning the renovation of the Nowell Student Union. The committee began its work last spring. The work is on-going. Committee chair is Dr. Wayne Blansett, Vice President for Student Affairs.

Section V.a

Faculty (Accomplishments)

Noteworthy activities and accomplishments

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

N/A

Section V.b

Staff (Accomplishments)

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

N/A

Section V.c

Administrators (accomplishments)

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

N/A

Section V.d

Position(s) requested/replaced with justification

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.e

Recommended Change(s) of Status

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

The management structure of Facilities Management was reorganized in FY2012. The Director of Facilities Management position was eliminated. Two positions reporting directly to the Vice President for Finance and Administration were created. The first position is the Director of Planning, Design, and Administration. This position is responsible for all building planning and design as well as a number of administrative responsibilities. The second position is the Director of Facility Operations. This position is responsible for all line management functions such as the trades, custodial services, and landscape and grounds.

Section VI.a

Changes Made in the Past Year

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section VI.b

Recommended Changes for the Coming Year

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative