



**Internal Program Review  
Self-Study Report**

**Program Name**  
*Facilities/Plant*

**Self-Study Completed by:**  
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Director of Facilities*

**Date Completed:**  
*November 1<sup>st</sup>, 2013*

### **A. Introduction**

Our Mission is to maintain a clean, healthy, and comfortable learning environment, and to ensure a safe and secure campus responsive to the needs of students, faculty, and staff of Helena College.

### **B. Alignment with Mission, Strategic Goals and Core Themes**

Over the last five years, Helena College has grown at an unprecedented pace, not just in the number of students enrolled, but also in square footage of facilities. More supplies were needed, more cleaning to be done, and more maintenance to be performed on a daily basis. The Facilities Department was able to address those demands, and perform at a top level consistently keeping campus facilities clean, healthy, and comfortable for all to thrive in while learning new trades, or careers at Helena College.

### **C. Student Participation and Success**

Facilities have a direct impact on student success. We provide a clean classroom, comfortable temperature, and adequate space to learn in. At the recommendation of the University of Montana, and a local architect, Helena College currently provides 25 square feet/student in every classroom for a more comfortable learning environment; fire code only requires 20 square feet. Providing the students more space, has come at a cost for the facilities department, as well as other departments. Currently we have 88,801 square feet at the Airport Campus, and 89,256 square feet at the Donaldson Campus. Most of that space is for instruction, and we have slowly remodeled/renovated storage space for additional classrooms and office space. Consequently we have lost valuable needed storage space. The Facilities Department strives to make the faculty, staff, and students feel safe and secure while working, or attending class at Helena College. We have a program in place that allows faculty and students the option to request an escort to their car after dark for which our maintenance staff is on call should the need arise. Helena College has also installed a ProDataKey auto locking system on the exterior doors of both campuses. This allows the doors to automatically unlock in the morning, and lock down at night at selected programmed times, and approved personnel can lock down every door at any time using multiple key fobs in case of an emergency. This system is in the beginning stages of implementation and the goal will be to eventually have every door at Helena College on the system.

### **D. Program Outcomes**

Program outcomes identified in 2012-13 and 2013-14 Annual Assessment Plans:

- Provide a clean, safe and comfortable environment for learning
- Maintain operational condition of equipment and provide clear, safe access to buildings
- Review maintenance policies and procedures; implement Maintenance Assist Program
- Secure state grant funding for facilities resources including electronic door locking system and new snow removal equipment for the Airport Campus and new sidewalk at the Donaldson Campus.
- Connect with community by providing employment opportunities for youth

## **E. Faculty/Staff Profile**

Helena College currently employs:

One full-time Director of Facilities whose duties are, but are not limited to:

- Direct management and supervision of facilities staff. Hiring/firing and implementing discipline as needed.
- Responsibility for the operation and future planning of college facilities including the establishment of procedures for maintenance, repair and/or replacement of college facilities, grounds, vehicle fleet, and systems equipment.
- Project management of all contracted renovations/ building and grounds improvements. Prepare incoming contract bids and proposals, including all supporting documentation, for evaluation and justification.
- Development, implementation, and monitoring of the department budget, and purchasing supplies and equipment as needed
- Writing grant proposals, and greenhouse gas reports.
- Compiling data for Risk Management Tort Defense insurance premium discounts.

Three full-time Maintenance Technicians, whose duties are, but are not limited to:

- Completing scheduled preventative maintenance on all vehicles, shop equipment, and HVAC systems, and repairing as needed.
- Keeping MSDS updated with latest cleaning chemicals.
- Ordering and stocking daily use cleaning supplies.
- Maintaining a clean and safe work/learning environment.

Three full-time Custodians, and one part-time Custodian, whose duties are, but are not limited to:

- Daily cleaning of all building and grounds.
- Restocking all supplies, keeping paper products readily available for staff and students.
- Maintaining a clean and safe work/learning environment

Certifications of the above mentioned personnel;

- One NUILPE Third Class Power Engineer #24795 (National Institute for Uniform Licensing of Power Engineers).
- One Universal EPA HVAC Technician Certification.
- One Type 1 EPA HVAC Technician Certification.
- One Associate of Applied Science Degree in Construction Technology.
- Two Montana Boilers Licenses and one currently in progress.
- Six Class 4, 5, and 7 Forklift operation Certifications.
- Two Level One Building Operators Certifications.



During the summer months, we hire temporary workers to help with grounds repair and large projects.

As a department, we hold bi-weekly staff meetings. In these meetings we alternate between safety training and occupational Training. Each meeting is one hour, and we cover a wide range of both safety and occupational topics, all recorded in a training spreadsheet.

In a recent budget justification, it was shown that the facilities department is currently understaffed. This was determined by using an industry standard for determining the amount of staffers needed for cleaning and maintaining buildings. This standard is called the CASBO Formula. Many school districts in the Midwest/West coast, including UM-Missoula, have incorporated the CASBO formula to determine the minimum amount of custodial help needed to maintain a facility. In determining custodial staffing, we must incorporate what standard of cleaning we are willing to pay for and the cleaning services that are a necessary to promote healthy conditions. In developing these standards, enough time has been allotted to clean all areas at the school site and reflects the cleaning standards as identified in the CASBO Custodial Handbook. This formula takes into consideration the total campus including restrooms, labs, outside areas, offices, and classrooms. By using this formula, it was determined that Helena College currently requires 8.19 custodians/maintenance techs. We currently employ 6.5.

#### **F. Fiscal and Physical Resources**

Over the last five years, the Helena College Facilities Department has consistently increased and improved its inventory of maintenance, operating, and cleaning equipment. While the majority of this has been accomplished through the annual budget process, a small share has been secured by awarded grants, and state resources. In the last five years, facilities has received \$177,908.00 in state and grant funds for the purchase of equipment, and improvement of grounds. This included items such as a new electronic lock system, roofing projects, snow removal equipment, sidewalks, AED's, emergency kits, and ergonomically correct work stations for both campuses. It is of the opinion of the Director of Facilities that the department is currently funded adequately for current staffing and square footage.

Helena College has recently undergone extensive renovations/replacements of HVAC equipment on both campuses. This was done to create a more comfortable learning environment. In 2010/11 the Airport received a new Energy Management System that controls two new Boilers, two new Air Handlers, and numerous smaller pieces of HVAC equipment. We also added over 10,000 square feet in instructional space. In 2011/12, the Donaldson Campus received two new boilers, and one new roof top unit or RTU for cooling and heating. We replaced 95% of pneumatic controls with digital controls, drastically upgrading the control of temperature for the entire building.

#### **G. Recommendations and Preliminary Implementation Plan**

We still have the Business Office area, Faculty Office area, and the entire second floor that require upgrades to the current HVAC systems. Currently both areas are heated and cooled with a hydronic



loop/coil system. This system is a closed loop system for heating, but the faculty area is an open loop system for cooling, virtually making it impossible to control temp in the summer.

In conclusion, I recommend we purchase/build additional space, and hire more staff. This can only be accomplished with more funding, via legislation, or reallocation of current funds awarded to the Montana University System. I would also recommend starting discussions about organizing an alumni association. Large donations, that could be used to support facilities and plant operations, tend to come from alumni that have done well, and believe that the education they started, or received from Helena College, played a vital role in their success.