



FIGHT JACKSON

**FACILITIES &
MAINTENANCE
PLAN**

PURPOSE

The purpose of the Facilities and Maintenance Plan is to outline responsibilities and procedures for the improvement and ongoing operations of TCAT Jackson and its branches. This plan includes all personnel and student responsibilities, as outlined by federal and state laws and regulatory agencies.

BACKGROUND

The Tennessee College of Applied Technology Jackson (TCAT Jackson) is located at 2468 Technology Center Drive, Jackson, TN. TCAT Jackson has six (6) additional campus locations: Brownsville/Haywood Extension Campus, Jackson State Community College Instructional Service Center, Henderson/Chester County Instructional Service Center, Humboldt High Education Instructional Service Center, Lexington Extension Campus, and Whiteville Branch Campus. These campuses serve the business and industrial communities of Madison, Hardeman, and Haywood Counties, and other surrounding counties in the West Tennessee area. The campus locations are readily accessible to the public.

Clean, attractive, comfortable, and safe facilities are essential to support the instructional programs' objectives. TCAT Jackson provides adequate physical resources. The facilities are maintained to assure the health and safety of its students, staff, and visitors.

GENERAL EQUIPMENT & SUPPLIES

Funding of general maintenance comes from a designated portion of the State Appropriations. The Tennessee Board of Regents (TBR) requires a minimum amount expended for yearly maintenance and maintenance supplies. The annual maintenance budget must reflect this minimum.

Maintenance/College supplies are kept in a secured area. Flammable supplies, if any, are held in a locked cabinet with a proper-posted warning. SDS sheets will be maintained as required.

REGULAR FACILITY MAINTENANCE

Maintenance Responsibilities

Funding of general maintenance comes from a designated portion of the State Appropriations. The Tennessee Board of Regents (TBR) requires a minimum amount expended for yearly maintenance and maintenance supplies. The annual maintenance budget must reflect this minimum. The Coordinator of Physical Facilities shall be responsible for directing maintenance efforts for TCAT Jackson and its campuses. He/she is a direct report to the President and shall be responsible for overseeing any purchased maintenance activities.

- Instructional personnel and their students shall be responsible for the daily light cleaning of their offices, labs, and classrooms. Such cleaning shall consist of bagging trash, sweeping, dusting, and general pickup – straighten up activities. Such activities are generally be limited to the end of the school day.
- Office staff shall be responsible for the daily light cleaning of their work

areas.

- Maintenance personnel or individual instructors may requisition maintenance supplies or equipment by submitting purchase requisitions to the President's Office. Purchasing Agent processes approved requisitions per approved TBR Purchasing Procedures.

Relevant State law, Applicable Federal Codes and Safety Regulations

TCAT Jackson complies with all state and federal laws, guidelines, and codes as a State agency. All maintenance staff and students adhere to OSHA and TOSHA guidelines, Boiler and Pressure Vessel Inspection codes, National Electrical Codes, State of Tennessee building code compliance for ADA standards, fire protection, and CDC health pandemic guidelines as necessary. As required by both State and Federal government guidelines, public notices are in place throughout the buildings and updated as required.

- Student Safety and Training

All students must complete their specified course disciplinary safety programs before they are permitted to perform lab projects. Students completing their training are asked to fill out exit interviews where comments and concerns about their program's campus and equipment are requested. These comments are viewed and recorded for use in the planning for the purchase of equipment or improvements they feel necessary to the facility.

Auto Technology and Auto Collision Repair program uses curriculum from S/P2 student training software to become knowledgeable in hazardous materials' safety. All programs with shop areas require students to earn OSHA 10 certification.

- Equipment Safety and Training

All machine safety guards must be in place if required. All training programs must have a current listing of SDS (Safety Data Sheets) posted and assessable in each training lab. Programs using hazardous materials require students to pass a safety course that entails the handling, disposal, and transport of these materials before they are allowed in the training shop areas.

Ground Maintenance

- Landscaping and Grounds

Beginning at the first of spring, maintenance duties include mowing and weeding on each campus. In or around the first of April, if weather permits, the following procedures are taken:

- Mowing at or around a height of 3-3.5", weeding and bagging all clippings.
 - Spraying lawn with Amino 400 or DSMA to kill weeds and grasses and spreading ammonia nitrate every three to four days after spraying.
 - In late August, a mixture of MSMA can be sprayed to prepare grounds for the fall and winter months.
 - Flowerbeds will be raked and free of grass at the beginning of spring. If the maintenance is approved, flowers are planted. All flowerbeds are mulched with either wood mulch or pine needles for weed control.
- Inclement Weather Planning

As required by the Tennessee Board of Regents and Property of Insurance, an inclement weather plan was established for all properties operated by the Tennessee College of Applied Technology Jackson. The plan is in place to remove snow and ice that may occur during the winter months.

Before staff and students arrive, snow and ice must be removed from walkways and entrances to all campus areas. A log sheet will be maintained showing the date and time, weather conditions causing the removal of ice and/or snow, and personnel responsible for the removal action taken.

TCAT Jackson will ask for assistance for its campus locations from the Department of Transportation (TDOT) to help remove ice and snow from parking areas after all students have been dismissed. Salt trucks from TDOT are used to salt and sand the parking area on campus if available. Removal will be in the following order:

- Administration Building entrances
- Walkways from parking areas leading to campus classrooms
- Steps where applicable
- Entrances to classrooms under breezeways
- Parking area (if time or weather permits)

Materials for removal of ice and snow include:

- Ice Melt (use on steps, walkways, and breezeways entrances)
- Ammonia Nitrate and Ice Melt on sidewalks and entrances to Administration Building
- Sand (if available) after snow/ice has melted to provide traction parking areas.

Facilities & Equipment Maintenance

- Facility Maintenance

The maintenance staff at all campus facilities have scheduled daily routine maintenance duties assigned for general upkeep. Maintenance includes, but is not limited to, floor maintenance and carpet cleaning; bathroom cleaning and maintaining; classroom cleaning, office cleaning, removal of trash, electrical repair, and minor plumbing repair.

Major maintenance is scheduled during trimester breaks, if applicable, to not interfere with student training and ongoing staff and office work. Safety signs are used during these major maintenance routines. To maintain safe campus environments, employees, instructors, and students report to the Administration anything that may pose a danger on campus. Administration informs the Coordinator of Facilities & Maintenance of the reports for immediate action.

- Equipment Maintenance

The Coordinator of Facilities & Maintenance evaluates maintenance services on all facilities equipment that include electrical service, heating and cooling systems (HVAC), and major plumbing repairs. Only qualified, licensed, and bonded personnel or repair services are used for these services if repairs are needed. All materials used must be approved by the Underwriters Laboratories (UL) to maintain quality and safety standards. All equipment in each instructional and training area is checked and maintained by the Instructor of the program. If repairs are needed, the machine will be "locked out" until it is in proper and safe working condition.

FACILITY & EQUIPMENT IMPROVEMENTS

Maintenance projects requiring significant sums of money (generally over \$10,000) are vetted through the Tennessee Board of Regents Facilities Group. The President's Office generates those projects determined as Capital Maintenance or Capital Appropriation requests with the Financial Support Associate's assistance. Approved projects of this magnitude are jointly managed by the TCAT Jackson and the TBR Board Office. Such projects include building additions, roof replacements, and comprehensive HVAC renovations.

- Maintenance Schedule

Several reoccurring projects are to be planned and coordinated by the President's Office. As defined above, significant projects are generally done in conjunction with the Tennessee Board of Regents Facilities Department. These projects include but are not limited to:

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| 1. Replace passenger vehicles | 8 to 10 years (mileage) |
| 2. Replace carpets | 8 to 10 years |
| 3. Reline parking lot | 8 to 10 years |
| 4. Replace water heaters | 8 to 10 years |
| 5. Replace locking system | 10 to 12 years |
| 6. Replace roof | 12 to 15 years |
| 7. Replace furniture | 12 to 15 years |
| 8. Upgrade HVAC | 12 to 15 years |

9. Resurface parking lots	12 to 15 years
10. Replace boiler	12 to 15 years
11. Replace porcelain fixtures	15 to 20 years
12. Replace outside lighting	15 to 20 years
13. Replace windows/doors	15 to 20 years
14. Replace sidewalks	15 to 20 years
15. Resurface vinyl tile floors	20 to 25 years
16. Replace inside lighting	20 to 25 years

The above is to be considered a guideline based on experience. Mitigating circumstances could expedite or delay replacement activities. TBR, per their schedule, audits the status for TCAT Jackson according to significant repairs. In conjunction with capital and maintenance requests from all Tennessee Colleges of Applied Technology, data collected from these audits determine priorities assigned to projects. Major emergency repairs are a joint undertaking between TBR and TCAT Jackson. More information on Facilities Capital Requests is available at TBR.edu.

- Maintenance Suggestions

Employees and students are encouraged to submit maintenance suggestions to the Vice-President. The Vice-President shall forward recommendations to the appropriate personnel for action.

Selected instructional personnel may be called upon to complete necessary repairs based on their areas of expertise. Such repair initiatives may serve as a lab exercise for students engaged in studying the particular discipline in question.

FACILITIES & MAINTENANCE PLAN EVALUATION

The Coordinator of Facilities & Maintenance annually evaluates maintenance personnel. The President and Vice-President review evaluations and offer input. Recommendations and suggestions are made at this time concerning job performance and task assignments from the previous year. Plans, recommendations, and input from faculty, staff, and students are discussed. Additionally, the Facilities and Maintenance Office receives information from parties outside the TCAT Jackson including, but not limited to, the Department of Risk Management, commercial industries, product vendors, OSHA, and TOSHA to maintain a safe and efficient campus.

Instructors are asked to evaluate equipment and supplies for their programs and submit any requests to the President at the beginning of the budget cycle. The President will assign priority to each proposal based on evidence of needs per program.

TECHNICAL AND DISTANCE LEARNING INFRASTRUCTURE

Technical Infrastructure

The Tennessee Board of Regents (TBR) provides internet, VPN, and technical infrastructure connectivity for TCAT Jackson, including the data network and maintenance of these structures.

- Technical Responsibilities

TCAT Jackson's IT/Network Administrator plans, coordinates, and manages local technical operations in information systems, network planning, servers (data and backups), universal power supply devices, PC & Mac maintenance, and programming. The IT/Network Administrator serves as the technical lead for all seven (7) campuses along with two (2) CIT Instructor/IT Support roles.

The IT/Network Administrator serves as a point of contact for any issues related to the network, servers, and peripherals connected to the network or information systems and direct troubleshooting, test, and repair efforts.

- Technical Maintenance and Improvements

The IT/ Network Administrator is responsible for the daily operational maintenance for TCAT Jackson campuses, including maintaining the network servers, backup data operations, resident databases, management of the internet, intranet, email accounts, and website.

Students and staff computers are replaced on a rotating basis. Software checks are done throughout the year and ensuring workstations are updated and performing optimally. Regular hardware checks are performed daily and as requested. Other IT needs are assessed by advisory committees consisting of the President, Vice-President, specifically identified faculty, staff, and students.

The IT/Network Administrator determines operations and functions such as programming support, installation, repair, or replacement of specialized equipment under the Vice President and President's supervision. All major infrastructure projects may be contracted out under the guidance of TBR's technical infrastructure department. The IT/Network Administrator identifies the need for specialized services requiring outsourcing and manages the process of vendor selection, coordination of logistical requirements, and delivery of quality, secure and safe technical services as outlined by TBR policies.

Distance Learning Infrastructure

Distance education within TCAT Jackson and its campuses is not a part of the academic learning options. Currently, distance education infrastructure is a learning option for emergencies such as pandemics and inclement weather.

- Purpose

This plan outlines the procedures to be followed by TCAT Jackson and campuses for providing quality distance education to our students through reliable and safe infrastructure. TCAT Jackson is part of the Tennessee Board of Regents (TBR). The TBR IT and E-Campus offices provide the technical infrastructure and delivery system for distance education and services.

- Responsibilities & Requirements

TCAT Jackson's distance education program uses the TBR e-Campus established course template, course descriptions, learning objectives, course requirements (i.e., standard syllabus, outcomes, grading, and resources), and learning outcomes to facilitate quality assurance and the assessment of student learning. This distance education collaboration with TBR allows TCAT Jackson and its campuses access to technical resources, training, software, and support systems otherwise unavailable.

The distance education program is consistent with TCAT Jackson's mission, goals, and objectives. Faculty members teaching online courses must meet or exceed the minimum standards for teaching. TCAT Jackson's distance learning students obtain expanded access to student services, including media services, career placement, financial aid, and technical support services via online access.

Because these courses are interactive, faculty members must promptly respond to student inquiries and ensure responses to students' requests are within 24 hours of the routine work week. Faculty members monitor students' learning activity through logins, time online, number of emails, and assessments.

TBR's distance education courses follow the standard State curriculum. Advisory board members review the curriculum annually to ensure the admission requirements. Program content is consistent with desired student learning outcomes, program length, program objectives, program evaluation methods, the level of skills and proficiency required for completion, and appropriate delivery formats subject matter taught.

- Security

TCAT Jackson follows the TBR procedure for issuing passwords for online students. Students are assigned an initial password and then asked to change the password. Students are informed not to share their unique password.

- Distance Learning Evaluation

The Distance Education plan is reviewed by the President, Vice-President, IT & Network Administrator with faculty and TBR as needed for services change and issues.

PERSONNEL JOB DESCRIPTIONS

PRESIDENT

General Duties:

The President of the Tennessee Colleges of Applied Technology Jackson shall be responsible for a wide range of duties, including planning, organizing, controlling, and directing all aspects of the Jackson school and its extension campuses. The communication between area employees, schools, and the college should ensure services being offered meet with customer needs. The President shall provide the school's mission, and that of the Tennessee Board of Regents is consistently achieved. The President reports to the Chancellor.

Specific Duties:

1. Formulates and administers budgets with the Tennessee Board of Regents and staff input to ensure expenditures are consistent with customer needs, funding availability, and prudent expense control practices.
2. Develops, with the support of school personnel, a public relations program designed to promote productive relationships with schools, businesses, industries, and other community agencies, groups, and individuals.

3. Prepares staff development programs, utilizing in-service and formal education programs to perpetuate faculty and staff learning experiences.
4. Facilitates faculty and staff efforts to develop and execute effective student recruitment programs.
5. Coordinates the development of local operating procedures to ensure the effective operation of the school.
6. Conducts formal evaluations of staff and plant facilities.
7. Oversees the formulation and execution of the school's safety and environmental programs.
8. Directs the continuing development of effective curricula and schedule of instruction for all students.
9. Coordinates counseling, placement, and follow-up programs, consistent with student and employer needs.
10. Develops long and short-range plans and directs their implementation to ensure the continued success of the TCAT at Jackson.
11. Develops, with staff personnel, school performance measures, monitor these measures, and take appropriate action to ensure the school mission and staff goals are achieved.
12. Coordinates the General Advisory Committee's activities while ensuring individual craft committee's function within programs of instruction.
13. Manages the efforts of staff personnel engaged in controlling inventories of materials and equipment.
14. Monitors the school business and purchasing office activities to ensure published policies and procedures are followed for purchasing, payables, and receivables.
15. Manages capital programs approved by the Tennessee Board of Regents of the TCAT at Jackson and associated campuses.
16. Directs department head involved in providing effective maintenance and security programs for all buildings, grounds, and equipment.
17. Supervises directly assigned heads and faculty in the execution of daily tasks.
18. Provides direction for department heads and staff personnel engaged in admissions, records, and guidance activities.
19. Provides counseling for students/staff reaching the appropriate level for disciplinary or grievance reasons.
20. Ensures an adequate Human Resources program is in place to meet associates' needs while strengthening the Jackson staff.
21. Directs hiring activities for the school to ensure the recruitment of quality personnel consistent with Affirmative Action Guidelines.
22. Other duties assigned by the Chancellor.

VICE PRESIDENT

General Duties:

The Vice President is directly responsible to the President and assumes the President's responsibilities in his/her absence. The Vice President will plan, organize, coordinate, direct the instruction program, and operate and maintain the school plant equipment and facilities. He/she will oversee supplemental training programs and the activities of Student Services. The Vice President also serves as the chief academic officer in supervising faculty and instructional personnel while performing other duties as assigned. Accountability encompasses all campuses and/or extensions. The Vice President reports to the President and is stationed at the Whiteville Branch Campus.

Specific Duties:

1. Supervises the all Non-Allied Health Faculty (college-wide)
2. Coordinator at Whiteville Branch and personnel at the Brownsville Extension Campuses.
3. Oversees all Workforce Development and supplemental training programs offered by all campuses. Including all Dual –Enrollment Partnerships and all ECD/Workforce Develop activities in the service delivery area.
4. Develops, with the President, operating policies and procedures to supplement and support those issued by the Tennessee Board of Regents.
5. Conducts, with the President, staff recruitment, including solicitation of applicants, interviews, and selection.
6. Formulates, with the President and staff, long and short-range plans of the Facility operation, including goal setting and performance measurement.
7. Coordinates and conducts in-service and professional training sessions for faculty and staff.
8. Participates in public relations activities in area schools, businesses, industries, and community agencies.
9. Coordinates the facilities program to implement total quality principles into the daily operation of the Facility.
10. Serves as the COE Accreditation Liaison Officer.
11. Serves on SDA-11 technical education teams sponsored by state and local agencies.
12. Performs related tasks as assigned by the President.

COORDINATOR OF FACILITIES & MAINTENANCE

(Coordinator 2)

General Duties:

The Coordinator of Facilities and Maintenance is directly responsible for facilities maintenance, participating in and supervising those engaged in the tasks of building maintenance, improvement, repair, and security. Accountabilities encompass all campuses and/or extensions—reports to the President.

Specific Duties:

1. Supervises the activities of maintenance personnel engaged in facilities maintenance and grounds keeping.
2. Responsible for the installation and troubleshooting of all equipment.
3. Coordinates the Facility's preventive maintenance program, recommending renovations and/or servicing of building and equipment.
4. Directs the Facility's security program, including alarm management.
5. Develops and maintains the Facility's environmental and safety programs, including EAA, Right to Know, OSHA, and disaster preparedness.
6. Functions as the Facility's information system coordinator, managing telecommunications, computer operations, and related hardware and software procurement and set-up.
7. Functions as the school's surplus property controller.
8. Keeps the state vehicles in working order and maintains the scheduling.
9. Performs related tasks as assigned by the President.

CUSTODIAN/GROUNDS KEEPER

(Facilities Support Associate 2)

General Duties:

Facilities Support Associate 2 is responsible for the sanitation, neatness, and overall appearance of the school and its grounds. This position assists in mechanical maintenance projects while performing non-complex repetitive mechanical tasks. Facilities Support Associate 2 reports to the Coordinator of Physical Facilities.

Specific Duties:

1. Collects and disposes of trash from classrooms, parking lots, and lawns.
2. Cleans classrooms, offices, restrooms, and hallways.
3. Replenishes building supplies such as toilet paper, paper towels, soap, trash bags, etc.
4. Seals floors, waxes, buffs, cleans, and strips to maintain a neat appearance.
5. Mows lawns, trim hedges, weeds shrub beds, trim bushes, and plants trees, shrubs, and grass as needed.
6. Cleans carpeted areas regularly.
7. Washes windows on a continuous basis.
8. Provides essential electrical maintenance, performing such tasks as changing light bulbs, replacing belts, bushings, switches, repair plugs/cords, etc.
9. Removes/repairs and or replaces standard plumbing parts.
10. Maintains, replacing when necessary, windows, doors, hinges, etc.
11. Performs scraping, sanding, and painting as necessary.
12. Performs security functions such as unlocking, locking, and checking doors and windows. Patrols parking lots and grounds to ensure security during hours of operation and at the close of school.
13. Activates lights and security gates as required.
14. Assists the Coordinator of Physical Facilities in developing preventative maintenance measures and following published scheduled related to the same and other tasks assigned.

IT & NETWORK ADMINISTRATOR

(Coordinator 2)

The IT & Network Administrator's role is to ensure the stable operation of the computer networks, educational courseware products, local/legacy systems for bookstore operations, financial aid, and BANNER systems that support HR, Finance, and Student Registration & Records processes across all campuses. This includes planning, developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links. The person will also analyze and resolve end-user hardware and software computer problems quickly and accurately and provide end-user training where required.

Primary Duties and Responsibilities

1. Develop, implement, and maintain an IT Policy Handbook that complies with Tennessee Board of Regents' policies and procedures.
2. Under the President's direction – develop and operationalize a Technology Access Fee spending plan that complies with the Tennessee Board of Regents' policies and procedures.
3. Perform network design and capacity planning. Includes researching network products, services, protocols, and standards supporting network procurement and development efforts.
4. Installs and maintains network file servers and network operating systems; ensures that backup copies of all files are routinely made and securely stored at the separate location; maintains system documentation.
5. Provide hardware and software technical support to college staff and faculty.
6. Diagnoses problems with network equipment and performs equipment repair or upgrades when appropriate.
7. Installs, configures, and maintains multi-user software to be accessed from file servers.
8. Administer and maintain end-user accounts, permissions, and access rights.
9. Install, configure, and maintain network cabling and other networking equipment such as hubs, switches, and routers.
10. Oversee installation, configuration, maintenance, and troubleshooting of network-connected end-user hardware, software, and peripheral devices.
11. Manage security solutions, including firewalls, anti-virus, and intrusion detection systems.
12. Coordinate technical requirements for presentations in the multi-purpose room.
13. Work in close cooperation with BANNER and Shared Services staff at the Tennessee Board of Regents to ensure continuous operation of BANNER software packages: Student, HR, and Finance.
14. Under the President's direction, provide IT support to west Tennessee area TCATs in support of BANNER implementation and operations.
15. Perform other duties as assigned.

Minimum Qualifications

1. Bachelor's degree in computer science or related field from a regionally accredited college
2. Operational knowledge of network and routing protocols

3. Operational knowledge of Windows Server and Active President.
4. Operational knowledge of switch configuration and programming
5. Ability to install software and hardware on networking equipment and computers
6. Familiarity with a variety of networking and desktop computer software. BANNER experience preferred
7. Ability to troubleshoot and perform routine maintenance on servers, computers, and peripheral equipment
8. Ability to communicate information to faculty, students, staff, and the public in a clear and concise manner
9. Ability and desire to work as a member of a team

Job Dimensions: Analysis, judgment, attention to detail, commitment to the college, dependability, informal communication, initiative, knowledge of work, planning and organization, sensitivity, teamwork, technical/professional self-development, and work standards.

Classification: Exempt

Rank: Coordinator 2

This job description is intended to describe the type and level of work performed by a person in this position. It is not an exhaustive list of all duties and responsibilities required by a person so classified.