

AMERICAN SAMOA COMMUNITY COLLEGE



Divisional Assessment SPR 2014

Physical Facilities Maintenance

Divisional Assessment SPR 2014

Physical Facilities Maintenance

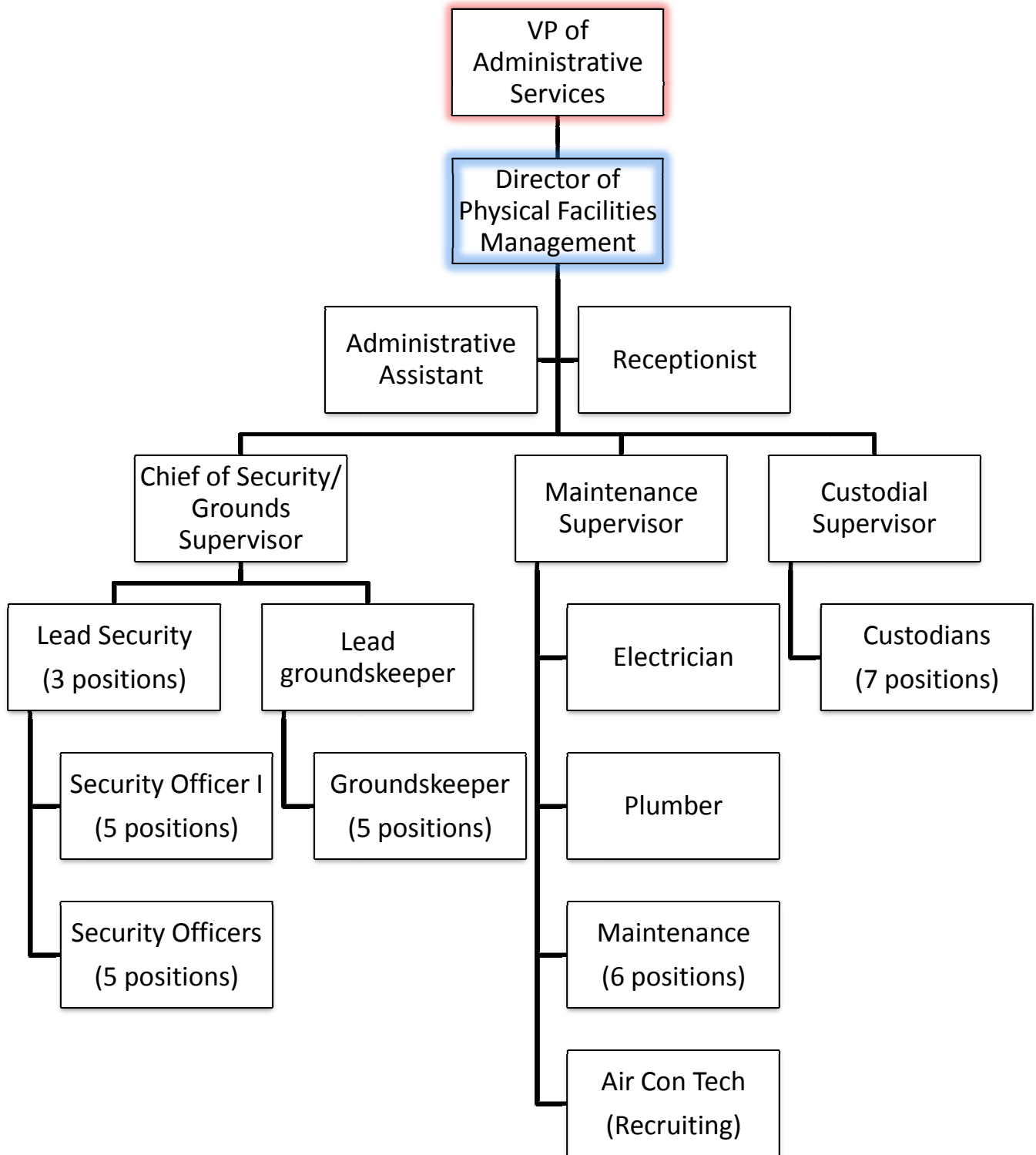
Physical Facilities Maintenance Mission

To maintain and support quality services in the areas of maintenance, landscaping, and a clean environment seen on campus, housing area, facilities and grounds. It is also the mission of the Physical Facilities Management Department to hire qualified personnel, to improve the quality of the work environment for employees, and to protect and secure the safety of students, college personnel, property, and the visiting public.

PFM Administration

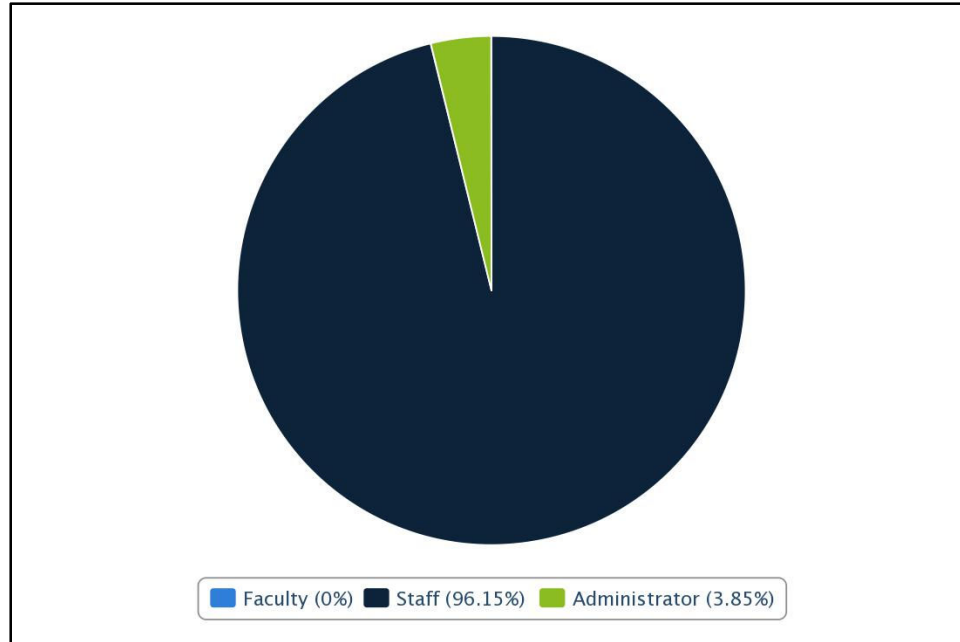
Director	Loligi Siaki-Seumanutafa
Maintenance Supervisor	Toma Solia
Custodial Supervisor	Solomona Simanu
Chief of Security/ Grounds Supervisor	Misi Taua'i

Physical Facilities Maintenance Organizational Chart



1. DEPARTMENT/PROGRAM /DIVISION DATA

1) Status of participants in this division that completed survey:



2) Please type in the purpose or mission statement for this Dept/Prog/Div:

- To endeavor, to protect all property within the limits of the college's property boundaries and to endeavor to protect students, employees and other persons on the college property.
- Read SOP
- Maintain the safety and protected everyone on campus
- To serve and protect students and staff while maintaining a safe environment.
- To maintain and support quality services in the areas of maintenance, landscaping, and a clean environment seen on campus, housing area, facilities and grounds. It is also the mission of the Physical Facilities Management Department to hire qualified personnel, to improve the quality of the work environment for employees, and to protect and secure the safety of students, college personnel, property, and the visiting public.
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Divisional Assessment SPR 2014

Physical Facilities Maintenance

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- The purpose of our duties is the safety and the protection of ASCC compound. Guarding students, faculties and staff to ensure they are safe and secure on campus.
- to maintain and support quality services in the areas of maintenance, landscaping, and a clean environment seen on campus, housing area, facilities and grounds.
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- To maintain and support quality services in the areas of maintenance
- To maintain and support quality services in areas maintenance landscaping and clean environment on campus and housing area facilities groundings. the mission of PFM and grounding department to hire more people for the job and also to improve and supports quality to promote our jobs. Also for the safety of students and facilities and staff here at ASCC
- To maintain and support quality services in the areas of maintenance landscaping and a clean environment seen on campus housing area facilities and grounds it is also the mission of the PFM to hire qualified of the work environment for employees and to protect and secure the safety
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- To maintain and support quality services in the areas of maintenance

Divisional Assessment SPR 2014

Physical Facilities Maintenance

- MAINTANCE: TO MAIN ADN SUPPORT QUALITY SERVICES IN THE AREA OF MAINTANCE. LANDSCAPING AND A CLEAN ENVIRONMENT SEEN ON CAMPUS. HOUSING AREA, FACILITIES AND GROUND,

3) List the outcomes for your Dept/Prog/Div:

- Safe campus environment for students, staff and also visitors. Faculty and staff received support in addressing violations of the student code of conduct and in cases of emergencies.
- Supervisor is the one to do this question.
- Serve and protect, communication with people, getting everything in good control.
- We also secure the entire campus compound and monitor any in authorized personnel with in.
- Outcome1: The administration office under PFM employs a system to execute, track, and communicate progress of job orders in a timely manner Outcome2: Students, Faculty and Staff, are ensured a safe and secure campus environment, free from drugs, violence, harassment and discrimination, that promotes a vibrant campus life. Outcome3: Students, Faculty and Staff are ensured a clean and healthy campus atmosphere that supports a learning environment. Outcome4: Students, Faculty and Staff are ensured safe, regularly maintained facilities and equipment that are in compliance and meet Federal and Local requirements/ Regulations. Outcome5: Students, Faculty and staff are ensured safe, regularly maintained campus grounds and periphery.
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Divisional Assessment SPR 2014

Physical Facilities Maintenance

Outcome5: Students, Faculty and staff are ensured safe, regularly maintained campus grounds and periphery.

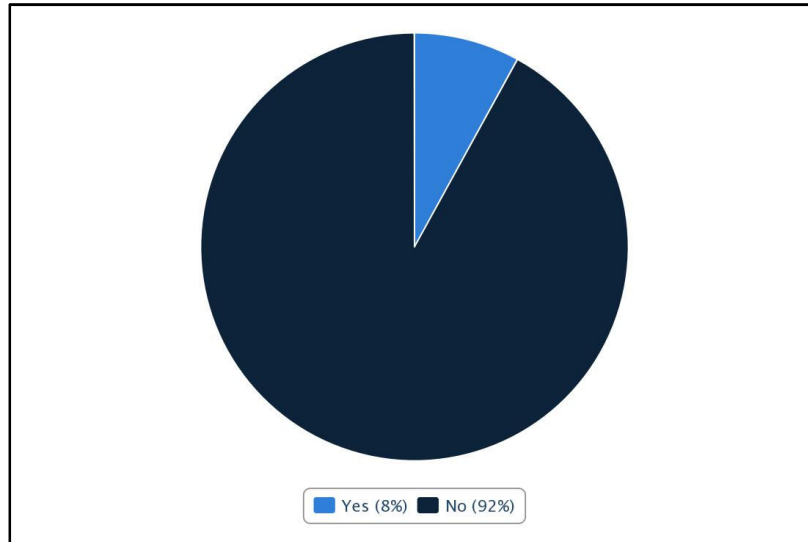
- 1. Needed more Officers in each shift. 2. Uniforms 3. Equipments
- Students, Faculty and Staff are ensured a clean and healthy campus atmosphere that supports a learning environment.
- Students, Faculty and staff are ensured safe, regularly maintained campus grounds and periphery.
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- the administration office under PFM employs a system to execute, track and communicate progress of job orders in a timely manner
- the job orders are execute and equipment's are short
- faculty and staff are ensure safe maintained campus grounds and periphery
- the administer office student faculty and staff are ensured a safe and secure campus student/faculty and staff ensure clean healthy campus atmosphere support a learning environment outcomes student faculty and staff student, faculty and staff are ensured safe. regularly maintained campus ground and peripheries
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- the job orders are execute and equipment's are short
- faculty and staff are ensure safe, campus grounds and periphery
- 1. THE ADMINISTRATION OFFICE UNDER PFM EMPLOYS A SYSTEM TO EXECUTE, TRACK, AND COMMUNICATE PROGRESS OF JOBS ORDERS IN A TIMELY MANNER. 2. STUDENTS, FACULTY AND STAFF, ARE ENSURED A SAFE SECURE CAMPUS ENVIRONMENT, FREE FROM DRUGS, VIOLENCE, HARASSMENT AND DISCRIMINATION, THAT PROMOTES A VIBRANT CAMPUS LIFE. 3. STUDENTS, FACULTY AND STAFF, ARE ENSURED A CLEAN AND HEALTHY CAMPUS ATMOSPHERE THAT SUPPORTS A LEARNING ENVIRONMENT. 4. STUDENTS, FACULTY AND STAFF ARE ENSURED A SAFE, REGULARLY MAINTAINED FACILITIES AND EQUIPMENT THAT ARE IN COMPLIANCE AND MEET FEDERAL AND LOCAL REQUIREMENTS/ REGULATIONS. 5. STUDENTS, FACULTY AND STAFF ARE ENSURED SAFE, REGULARLY MAINTAINED CAMPUS GROUNDS AND PERIPHERY.

4) Explain how your mission and outcomes support the institution's mission:

- It support the institution's by working together. The faculty, staff and all people involved should work together for the good and best for the division in the college.
-
- Tell supervisor
 - Serve and protect
 - Our mission is to make sure students are safe from any harm and are in position to take advantage of the resources that are available to them.
 - Supervisor will explain protect and secure the campus.
 - The supporting of the institutions mission by mission and outcomes
 - Galulue fa'atasi ma le kolisi tu'ufaatasi a amelika samoa
 - la fa'amama le laumua o le kolisi tu'ufa'atasi
 - fa'amama le kolisi
 - make sure the ASCC campus is clean and the environment
 - team work for some changes in the ASCC
 - team work
 - e matua taua tele le galulue faatasi e ala I le faailoa, tautua, fa'amanatu mai se mea e ao ona faalelei, ua leva ona e silafia e le o faaleleia ae le o le faitio
 - fa'amama le kolisi va'ai fa'alelei o mea aoga a le kolisi ia faia faalelei
 - o le fa'ataunu'u o galuega a le tagata lava ia
 - puipuiga saogalemu I totonu o le kolisi, fa'apitoa mo tamaiti a'oga, faiaoga ma le mamalu o le kolisi
 - team work at ASCC-we are family
 - team work
 - work together as a team. team work. maintaining all the facilities for a safe access our disables and student. also, making sure we have a clean campus
 - quality services are provided throughout the ASCC campus. clean, safe sanitary environment. The outcomes of the mission reflects all the changes throughout the ASCC campus
 - clean environment
 - BY UPGRADING AND UPLIFTING THE ENVIRONMENT OF THE HIGHER INSTITUTION.

2. PERSONNEL DATA

Is the number of personnel adequate to support your Dept/Prog/Div?



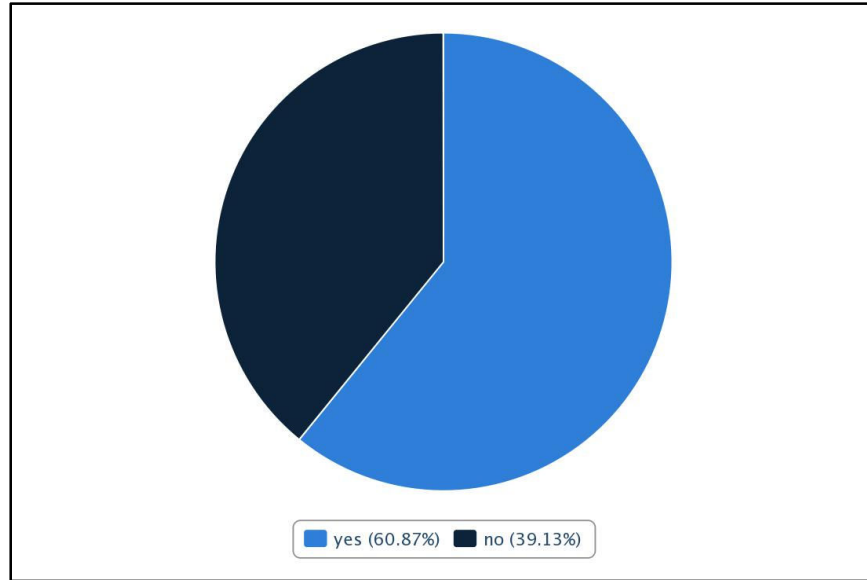
If “no”, please explain:

Summarized comments:

Short Staffed

- Insufficient workers = 6 comments
- Insufficient number of personnel for campus size = 8 comments
- Insufficient to cover work when people are on leave = 3 comments
- Insufficient workers for amount of work to be done = 3 comments
- Insufficient campus security for amount of people on campus/ size of campus = 4 comments

Do personnel possess all specialized skills or credentials required to support the Dept/Prog/Div?

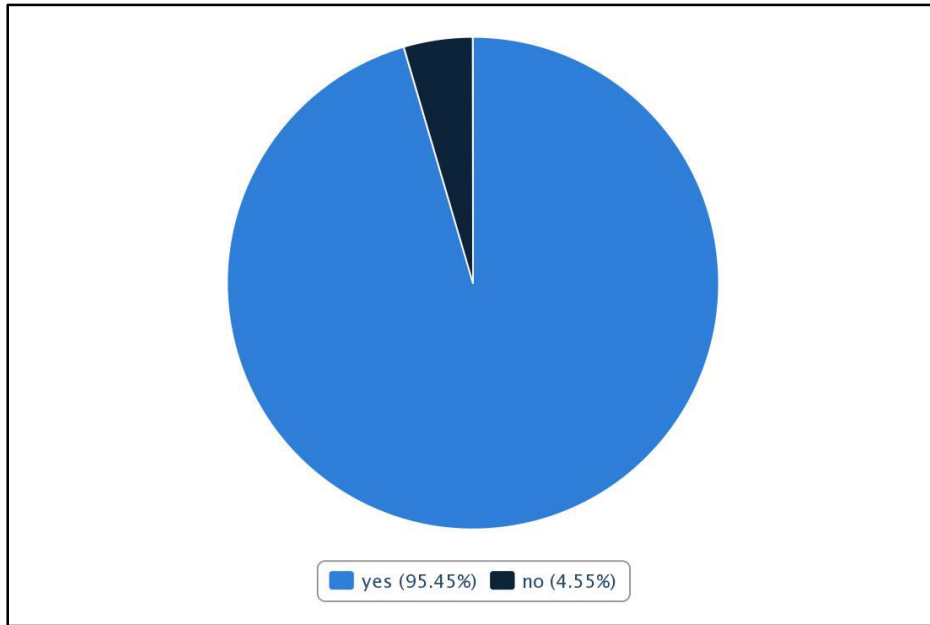


If "no", please explain:

Summarized comments:

- More skill training = 4 comments
- Tradesman training = 2 comments
- Computer Training = 1 comment

Are all proper documentation (degrees, certificates, etc.) on file continuously updated?



If "no", please explain:

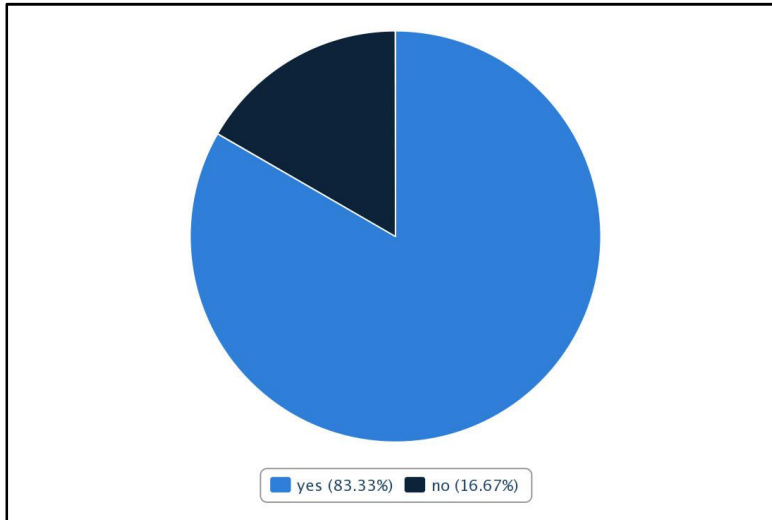
Summarized comments:

- Refer to Human Resources = 3 comments
- Incident reports properly filed = 1 comment

Divisional Assessment SPR 2014

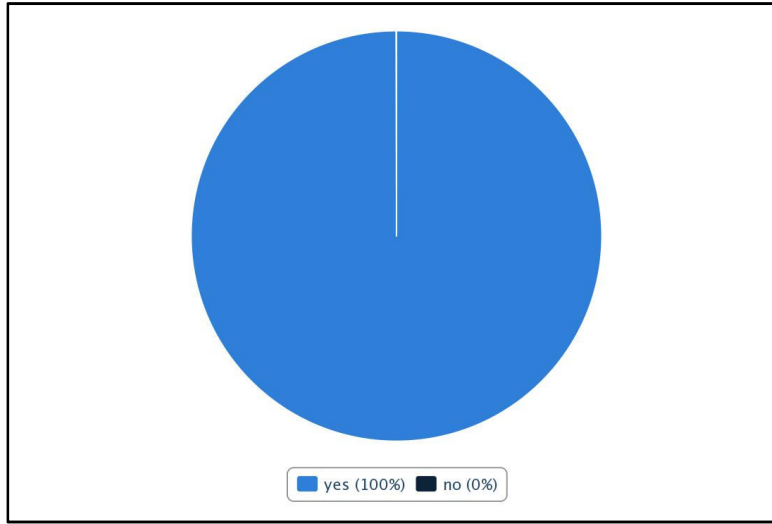
Physical Facilities Maintenance

Are all personnel in this Dept/Prog/Div? careful in protecting the security, confidentiality and integrity of student information according to FERPA?



3. FACULTY ROSTER

Are you a Full time or Part time employee?



Number of Courses you teach:

- n/a

Degrees, Coursework and other publications:

- n/a

Other qualifications not listed in previous question:

- n/a

List involvement in college/instructional/community activities (i.e club sponsorships, committees, boards, organizations, etc.)

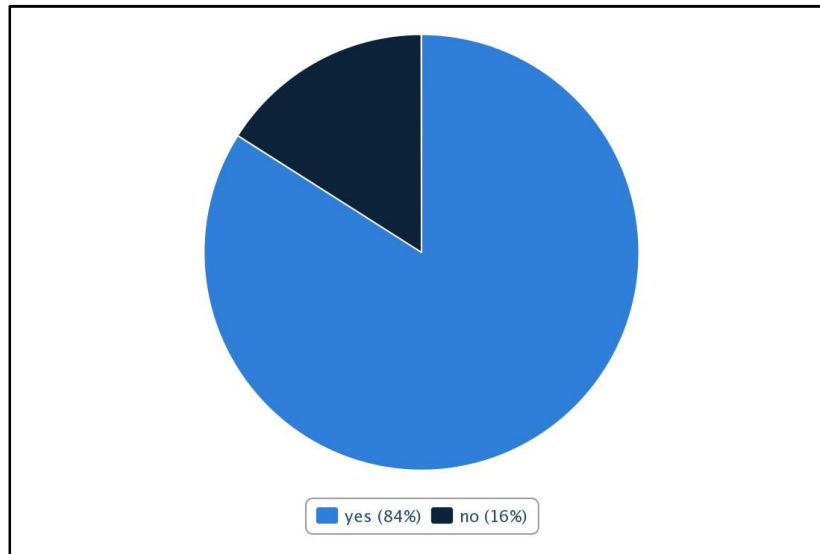
- n/a

4. STAFF DEVELOPMENT

Does the evidence exist to show that faculty/staff in this Dept/Prog/Div have involved themselves in in-service training and other professional development?

Divisional Assessment SPR 2014

Physical Facilities Maintenance



If "no", please explain:

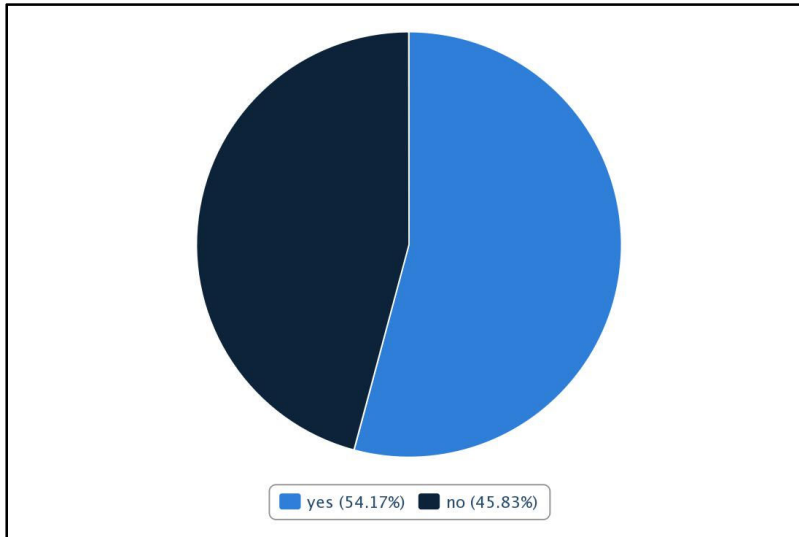
Summarized comments:

- Security training = 1 comment
- Training in general = 3 comments

Divisional Assessment SPR 2014

Physical Facilities Maintenance

Are there any unmet needs for professional development among personnel in this Dept/Prog/Div?

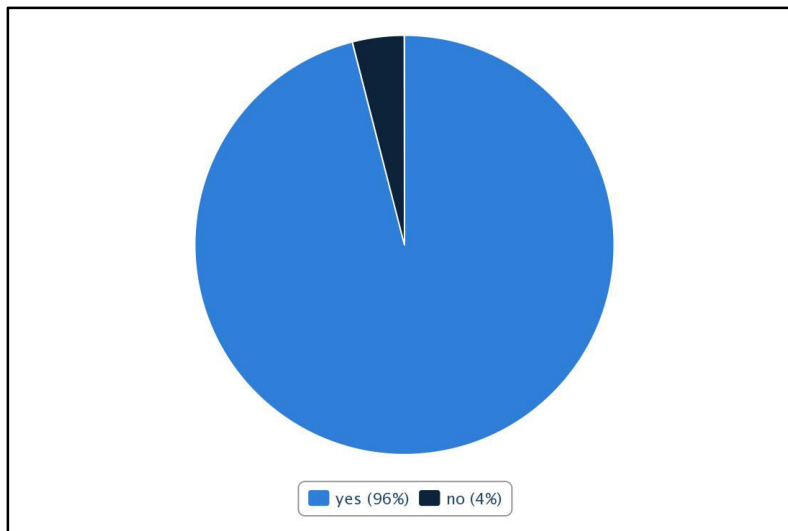


If "yes", please explain:

Summarized comments:

- Security training = 1 comment
- Protocol/ Procedural Training = 4 comments
- Hazardous Materials Training = 1 comments

Are faculty/staff evaluated on an annual basis by the immediate supervisor (i.e.: Director, Dean, Vice President)?

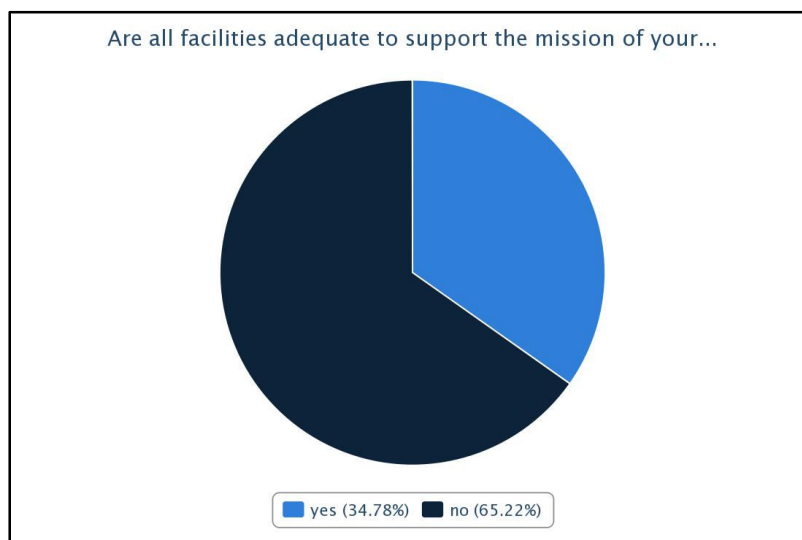


5. FACILITIES, EQUIPMENT and BUDGET

Briefly describe the facilities occupied by this Dept/Prog/Div (i.e., classrooms, offices, labs, etc.)

- Classrooms and offices students and staff
- classrooms, offices and vehicles, disabled students, parking lots.
- Some classrooms on campus needs to be revised due to the quality of the items being replaced: windows, doors, air-con, door locks, gates, signs- just to name a few.
- Classrooms and offices
- Classrooms and offices
- Classrooms, lecture hall, gym, conference room on campus, restrooms, and Samoa Fale.
- o lo'o matou fa'amautu nei I se tama'i fale ma o lo'o teu ai fo'i ma matou mea faigaluega. e mana'omia se fale e matou te fa'amautu ai ae le'o le fa'amautu fa'atasi ma mea faigaluega
- O lo'o matou fa'amautu nei I se tama'i fale e teu fa'atasi ai ma matou mea faigaluega. E mana'omia se fale e teu ese ai lava matou mea faigaluega
- o le laumua atoa a le kolisi mai luga o le sbdc e tau I le land grant
- a small storage place in ASCC campus
- the whole ASCC campus
- loe o lou faaoga e matou e teu ai mea faigaluega
- next to room 30 office storage (quad-small) need more space
- all our materials/supplies are storage in our supervisors room we need buildings 1. Maintenance 2. Grounds 3. Custodian 4. Security
- PFM-warehouse PFM-stockroom Classroom
- PFM-warehouse PFM-stockroom Classroom
- our office is located in a small storage area there is no air con. Only one door for exit and entrance
- OUR DEPARTMENT OCCUPY THE WHOLE CAMPUS.

Are all facilities adequate to support the mission of your Dept/Prog/Div?



Divisional Assessment SPR 2014

Physical Facilities Maintenance

If "no", please explain:

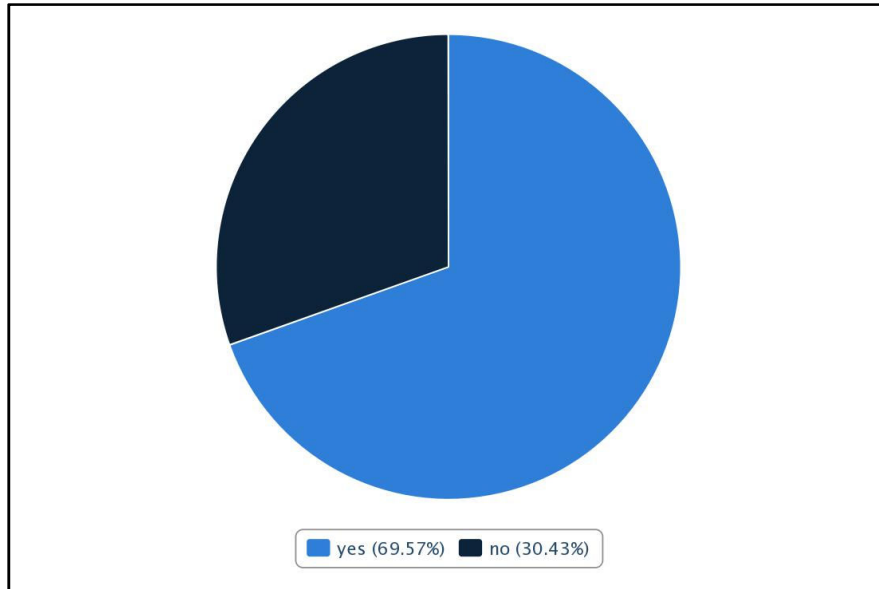
Summarized comments:

- Grounds : No Office space, using equipment room = 4 comments
- PFM: Need bigger warehouse for equipment/ supplies = 6 comments
- Emergency Exits for classrooms = 1 comment
- Classroom spring lights, emergency bells = 1 comment

Briefly describe current equipment used by this Dept/Prog/Div and indicate whether it is adequate or inadequate.

- The only equipment that are in our department and now using by the security is radios, speakers, phone, golf carts and flash lights.
- Telephones Walky- talkies
- Safety cones, radio controllers, tape, flashlights, megaphone, golf carts are all adequate.
- security carts flashlights
- Carts: inadequate Not enough for everyone especially for emergency
- security carts walky talkies
- Carts
- Radios, megaphones, flashlights, computer, carts, punch clock, caution tape, wet sign, All those equipment some are adequate and some other are inadequate.
- weedeater, lawn mower, apron, bush knives, wheel barrow
- moa vao, buffer, naifi ma le wheelbarrow, ae matou te mana'omia ni isi o mea faigaluega e fai ai matou galuega
- moa vao, wheelbarrow, naifi, blower ae matou te mana'omia ni ofu moa vao, se'evae, ma isi lava mea e puipui mai ai matou pe fai le galuega o le fa'amamaina o le kolisi
- mower, bush knives, not enough gloves, blower. we need a power wash and special tools and boots, first aid kit
- very inadequate we need mower, bushknives, boots when we mow the lawn, hats, safety equipment and first aid kit
- faamolemole mana'omia nisi mea faigaluega
- E faaoga vailaau e iai simple green, pinesol, lyso and windex
- o salu, vailaau, mop, pakake, ma mea uma lava e aoga mo le fale taele ma potu a'oga
- buffer blower for hallways, etc. mop/broom signs they are all adequate
- we need more materials and supplies to help the boys with their job. sometime it's short of supplies in need
- very in adequate. Only one buffer for the whole campus. the other buffer has been broken. we need power wash to clean the campus
- OUR DEPARTMENT NEED MORE EQUIPMENT SUCH AS A DIGGER, SMALL EXCAVATOR AND ALL THE OTHER HEAVY DUTY EQUIPMENT TO PERFORM OUR DUTIES.

Are additional facilities or equipment required to support this Dept/Prog/Div?



If so, please list and explain:

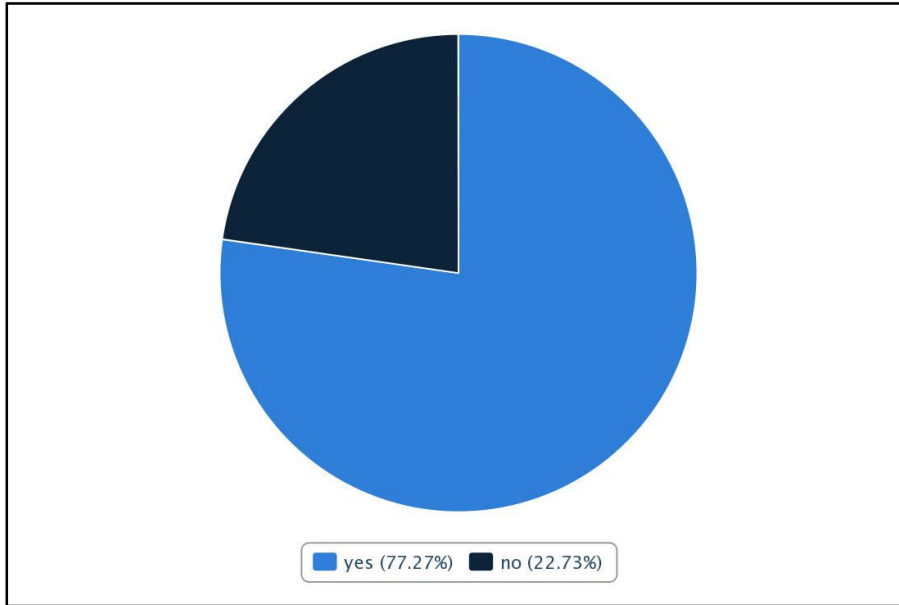
Summarized comments:

- Flash lights = 2 comments
- Rain coats = 1 comment
- Carts = 1 comment
- Another security office on campus = 1 comment
- Another Facilities office = 1 comment
- Boots = 1 comment
- Apron = 1 comment
- Buffer = 2 comments
- Power wash = 1 comment
- Wheelbarrow = 2 comments
- Cameras around campus = 1 comment
- Lawnmower = 1 comment
- Machetes = 1 comment
- Bigger warehouse for equipment storage (Custodial/ Grounds/ Facilities) = 4 comments
- An office for Groundskeepers (currently using equipment storeroom as office) = 1 comment
- Vehicle to haul trash= 1 comment
- Heavy Equipment = 2 comments

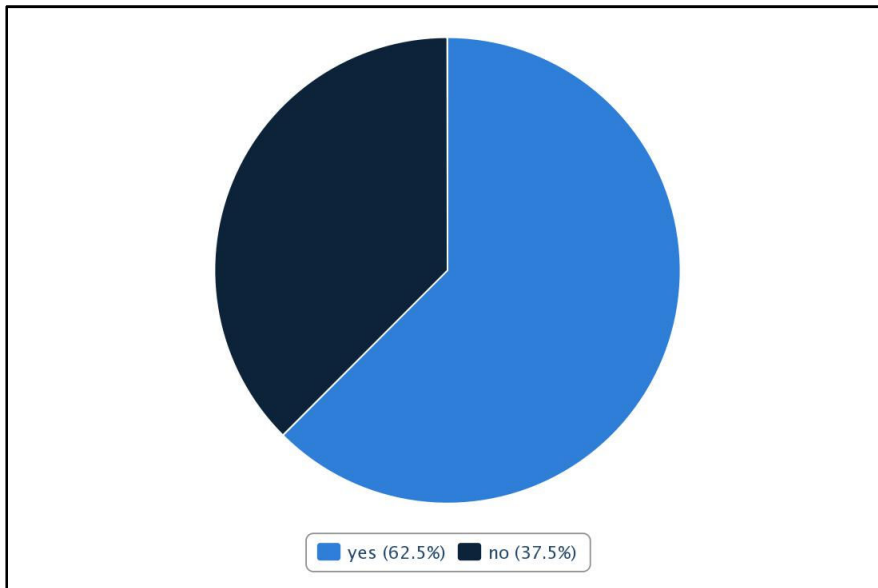
Divisional Assessment SPR 2014

Physical Facilities Maintenance

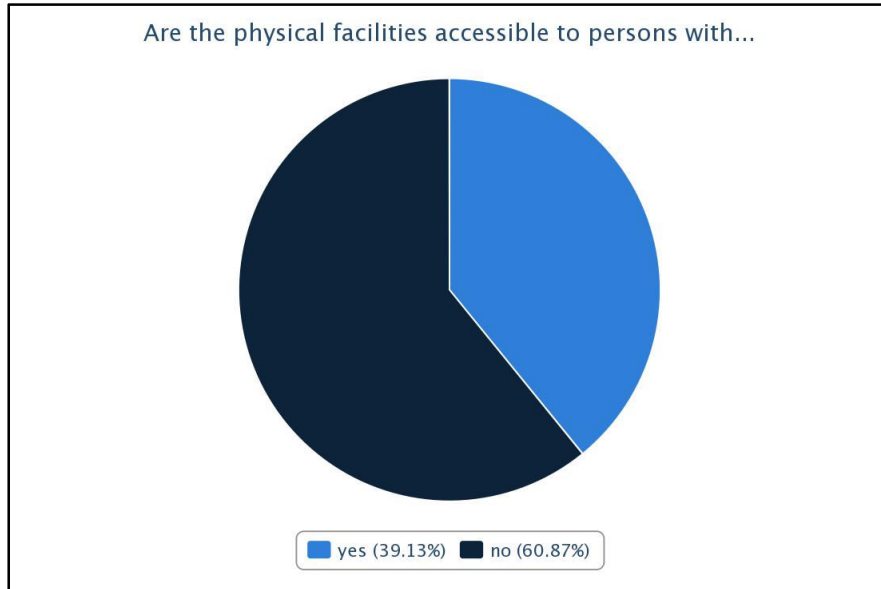
Does the institution operate and maintain physical facilities that are adequate to serve the needs of this Dept/Prog/Div?



Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this Dept/Prog/Div?



Are the physical facilities accessible to persons with disabilities?



If "no", please describe below what is needed to make your area accessible.

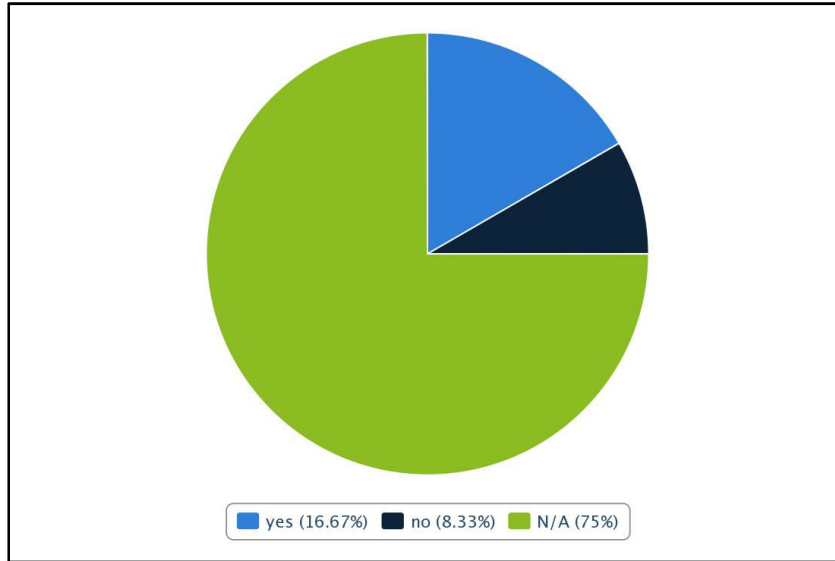
Summarized comments:

- Railings and carts for disabled students = 1 comment
- Free wheelchairs = 1 comment
- Fence around campus = 1 comment
- Walkways exclusively for disabled students/ wheelchairs = 5 comments
- PFM office accessible to disabled persons = 1 comment

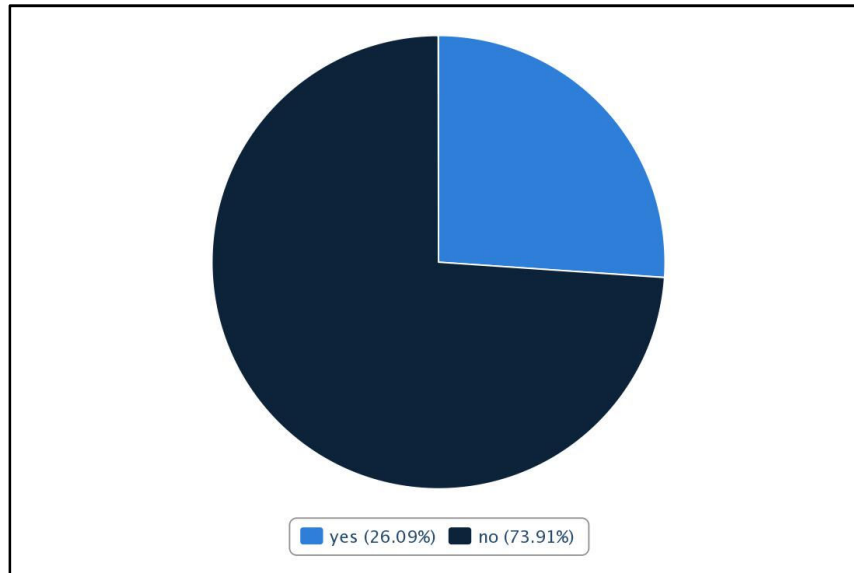
Divisional Assessment SPR 2014

Physical Facilities Maintenance

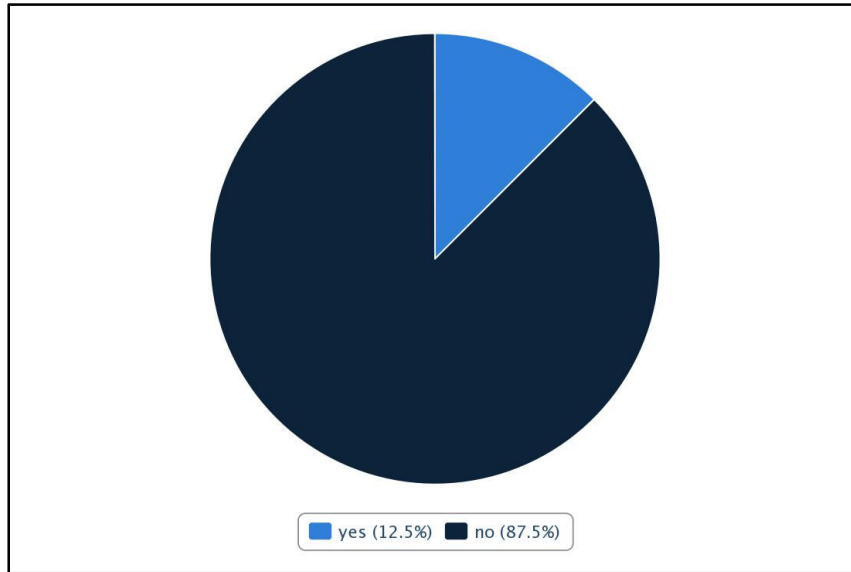
Is there equipment used by this Dept/Prog/Div similar to that used in the workplace or at a higher level institution?



Is the budget information available to this Dept/Prog/Div?



Is adequate financial support available to meet the needs of this Dept/Prog/Div?



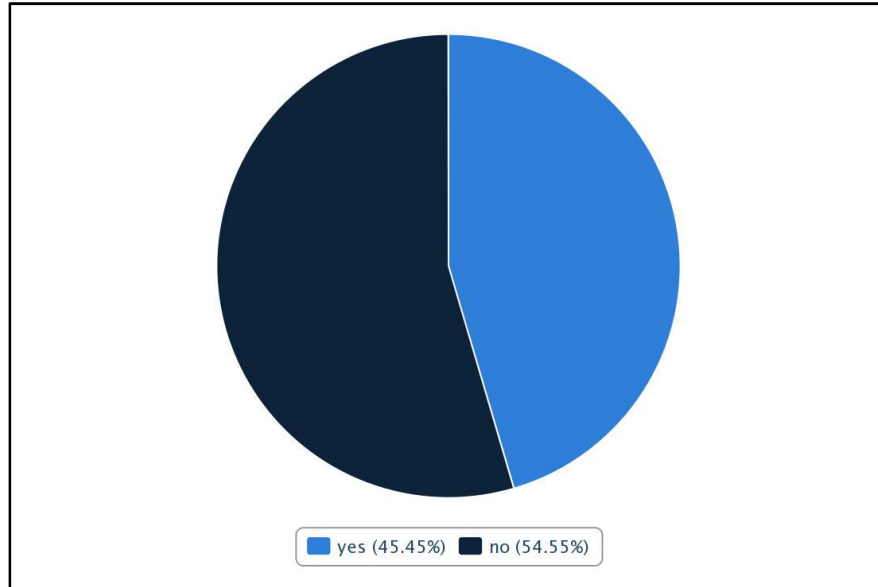
If "no", please explain:

Summarized comments:

- Insufficient funds for materials/ supplies = 4 comments
- Insufficient funds for equipment = 5 comments
- Insufficient funds for additional workers = 2 comments
- Insufficient funds to build more office space = 2 comments
- Insufficient funds in genera1 – 4 comments

6. TECHNOLOGY and LIBRARY

Are Web enhancements and other technology used to improve student learning and services (i.e. Compliance Assist, Datatel, Moodle, Webmail, Smart Board Applications etc.)?



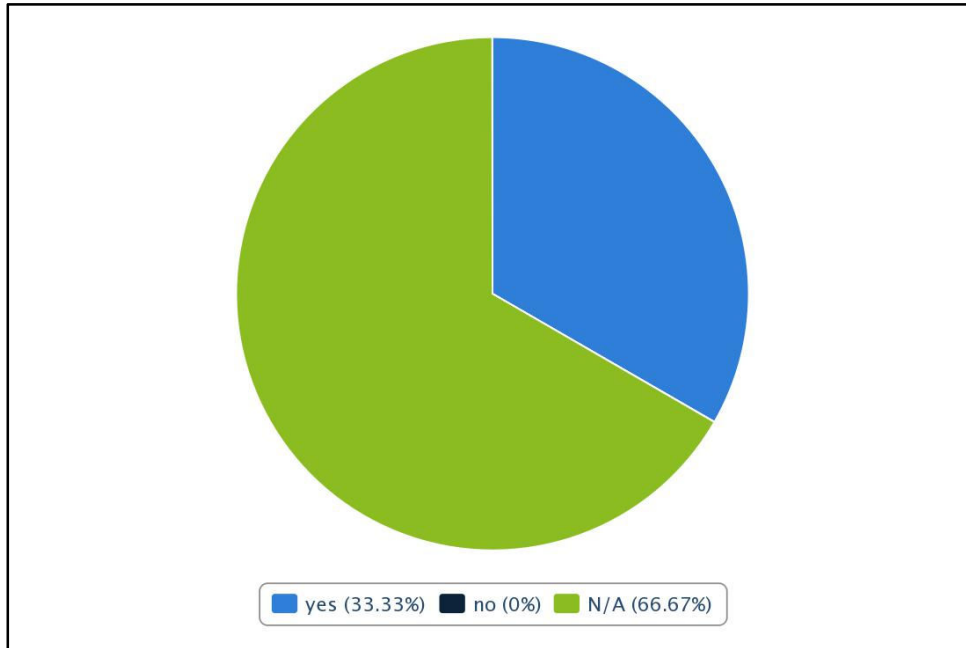
If "yes", please list or if "no", please explain:

- I am a security- I do not use this thing.
- - Smart Boards are installed in certain classrooms. - Wifi is available all around campus for students to go on net.
- N/A
- Need a computer, printer and A/C
- DATATEL, MOODLE, SMART BOARD.

Divisional Assessment SPR 2014

Physical Facilities Maintenance

Is the library available and accessible to students (day, evening, online) at their time of need?

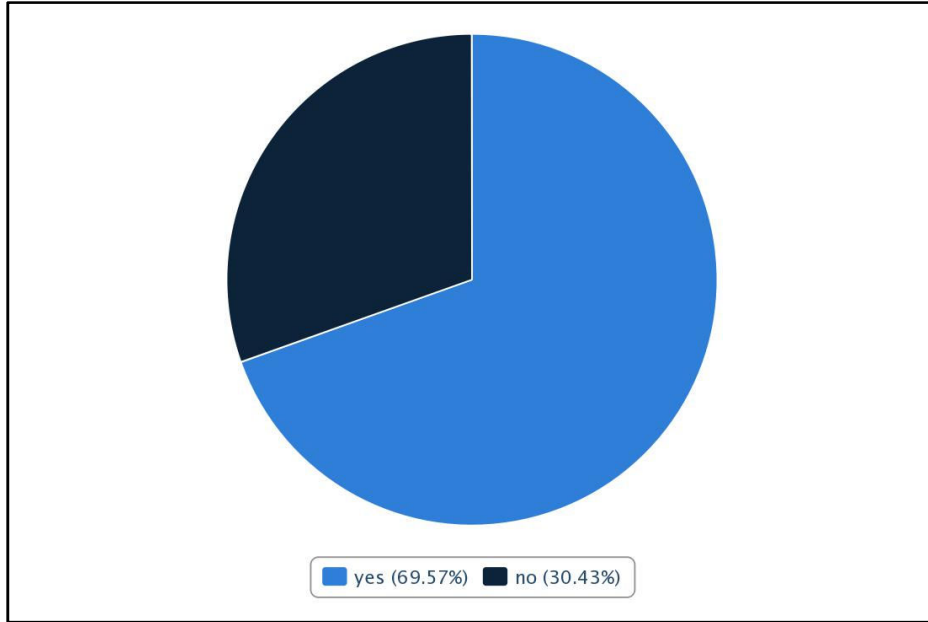


If "no", please explain:

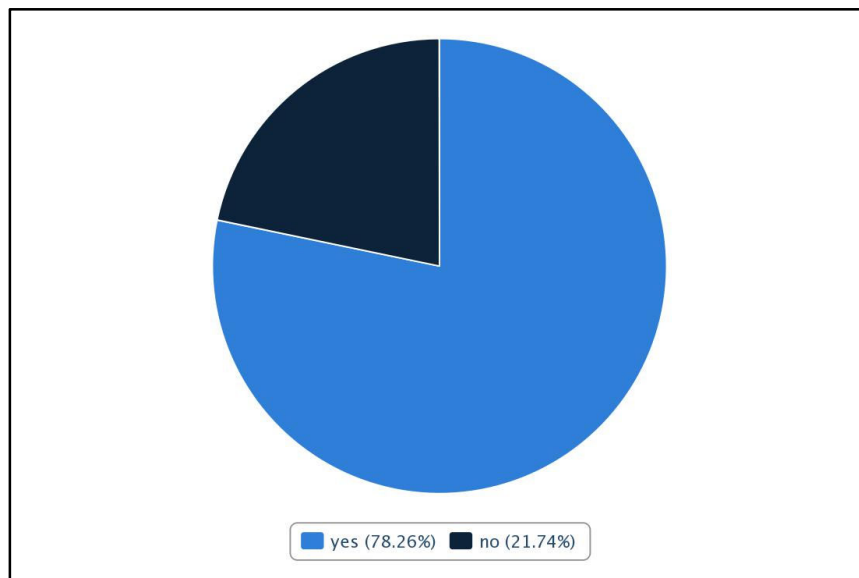
- Don't know
- custodian; mainly supervisor does report

6. EVALUATION AND IMPROVEMENT

Is there evidence that the effectiveness of instruction and services are periodically evaluated?



Are research-based evaluation processes (e.g., surveys, interviews, analysis of data) used for assessing this Dept/Prog/Div?



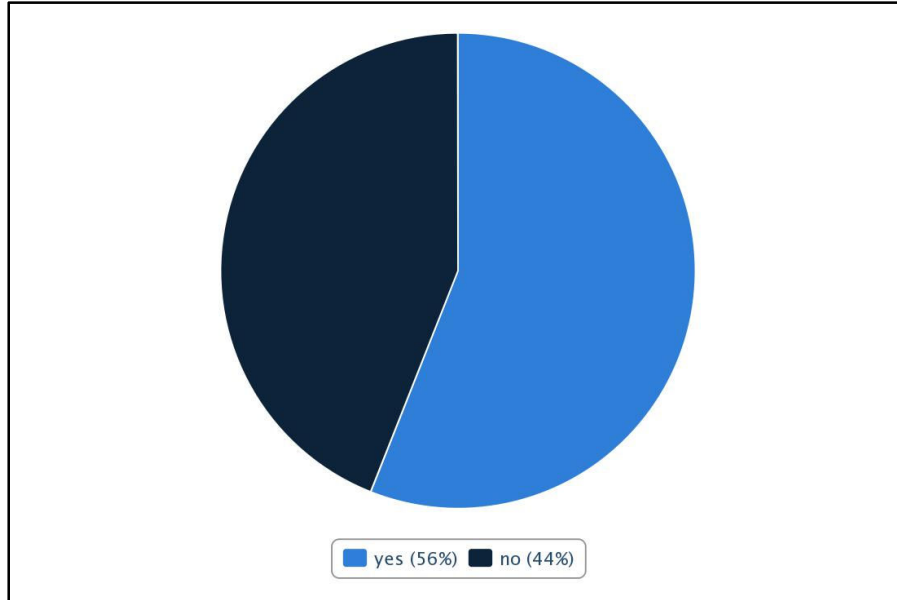
Divisional Assessment SPR 2014

Physical Facilities Maintenance

Listed below are Institutional Surveys, Instruments, Data, and other processes for evaluating Dept/Prog/Div effectiveness. Please indicate which instruments are frequently used for evaluating effectiveness of this Dept/Prog/Div.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Responses	Weighted Average
Annual Reports	0 (0.00%)	0 (0.00%)	11 (47.83%)	12 (52.17%)	0 (0.00%)	23	3.52 / 5
Quarterly Reports	0 (0.00%)	0 (0.00%)	10 (43.48%)	13 (56.52%)	0 (0.00%)	23	3.57 / 5
Bi-Weekly Reports	0 (0.00%)	0 (0.00%)	9 (39.13%)	14 (60.87%)	0 (0.00%)	23	3.61 / 5
Student Learning Outcome Reports	0 (0.00%)	2 (9.09%)	15 (68.18%)	5 (22.73%)	0 (0.00%)	22	3.14 / 5
Institutional Strategic Plan	0 (0.00%)	1 (4.35%)	17 (73.91%)	5 (21.74%)	0 (0.00%)	23	3.17 / 5
Performance Evaluation	0 (0.00%)	0 (0.00%)	3 (13.04%)	17 (73.91%)	3 (13.04%)	23	4.00 / 5
Institutional Program Review	0 (0.00%)	0 (0.00%)	11 (47.83%)	11 (47.83%)	1 (4.35%)	23	3.57 / 5
Course Evaluation	0 (0.00%)	0 (0.00%)	17 (73.91%)	6 (26.09%)	0 (0.00%)	23	3.26 / 5
Student Satisfaction Survey	0 (0.00%)	1 (4.35%)	19 (82.61%)	3 (13.04%)	0 (0.00%)	23	3.09 / 5
Fact Sheets/ Books	0 (0.00%)	1 (4.35%)	16 (69.57%)	6 (26.09%)	0 (0.00%)	23	3.22 / 5
							3.41 / 5

Does the use of evaluation processes result in continuous improvement in this (Dept/Prog/Div)?



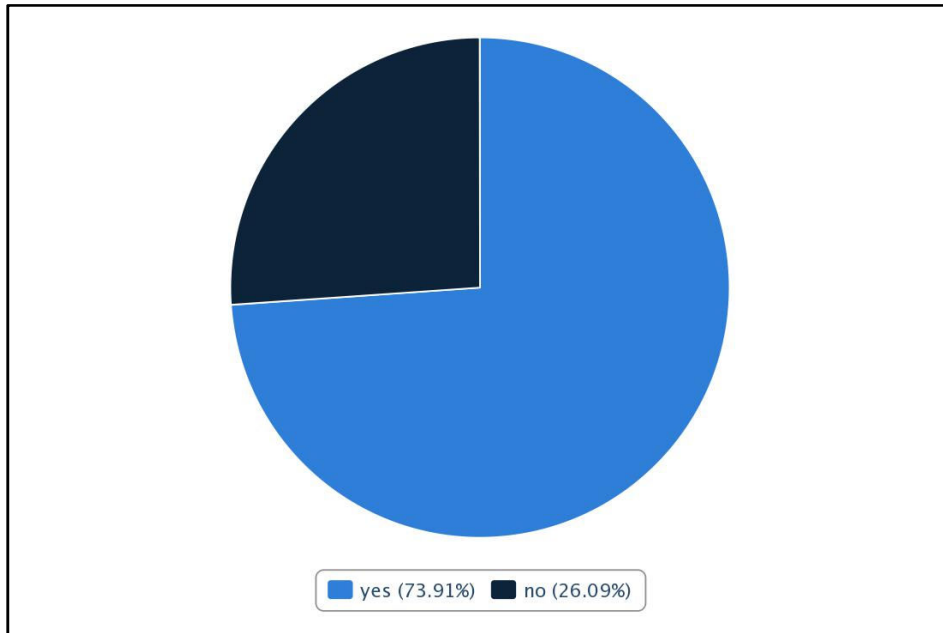
If yes, describe some recent improvements that have come about in response to needs identified through these evaluation processes.

- Tough work
- security in action.
- n/a
- Tele ia o mea tau job order o lo'o fa'asau I le matou vaega
- Job order are going well the longest would be 3 days
- Job orders-completed jobs materials/supplies need double check if it's complete, sign by the person who assigned the job order
- Job orders are execute in a timely manner. Priority are set for job orders

Divisional Assessment SPR 2014

Physical Facilities Maintenance

Does this Dept/Prog/Div identify expected outcomes; assess whether it achieves these outcomes; and provide evidence of improvement based analysis of those results?



What steps are taken when an outcome is not achieved?

Summarized comments:

Outcome not achieved signifies need for:

- more training = 3 comments
- more collaboration / Teamwork = 3 comments
- more cooperation from other departments = 2 comments
- more qualified personnel = 1 comment

Divisional Assessment SPR 2014

Physical Facilities Maintenance

Provide an overview of significant results, honors, awards and milestones achieved, as well as enhancements made to this Dept/Prog/Div over the past three years.

- We as security office protects the campus.
- Our department have great individuals who go above and beyond out of the line of duty and do not get recognized. Our department has been involved in every event big and small, early or late, weekends, holidays, evaluation, you name it.
- Work order & job order
- YES
- Feololo
- we get KOLA chgs we got training for chemicals for ASCC protection Outcomes our director gives us for each year
- evaluate report and bi weekly report are an achievement of the institute working together. Job orders are number for control and follow up.
- N/A