

# **Administrative and Educational Support Report**

## **Facilities Planning & Construction**

**Annual Action Plan**  
**Annual Assessment Report**

**June 2004 – May 2005**



## Annual Action Plan: June 1, 2004–May 31, 2005

**Unit:** **Facilities Planning & Construction**

**UTPA Mission:** The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master's and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

**Division:** **Business Affairs**

**Unit Head:** **Marvin L. Boland**

**Unit Mission:** The mission of the Physical Plant – Facilities Planning & Construction is to provide and maintain facilities needed to support the educational and public service goal of The University of Texas Pan American.

**Unit Goal:**

1. Maintain facilities and grounds that are accessible, attractive, safe, and in good operating condition.
2. Help students, faculty, and staff find the least expensive methods of using and improving facilities.
3. Keep students, faculty, staff, community, and vendors informed
  - a. Hold periodic meetings to review current Plant policies and procedures and to determine other needs.
  - b. Notify all affected when facilities must shut down for maintenance and repair.
  - c. Encourage visits to Plant facilities by customers.
  - d. Meet with users, architects, and engineers to review requirements when facilities are scheduled for construction or remodeling.
  - e. Exchange experience and information with counterparts at other schools or agencies.
4. Be the best in Texas

**Link to UTPA Goal(s):**

Improve UTPA's organizational effectiveness

Annual Action Plan, June 1, 2004–May 31, 2005

Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
Provide adequate parking (1)	7	Provide additional student parking on campus & maintain student parking space ratio of 2.86:1	Purchase land and increase parking count by 1,084 spaces	Review student parking slot ratio counts to see if achieved target.	Land designated for parking and funding allocated.
Provide Facility Planning for the Future (2)	7	A design to accommodate the growth of the campus	Update the Master Plan	Comparison of current space & projected space needs through the Master Plan Update 2020 process	<ul style="list-style-type: none"> <li>• Campus enrollment projections.</li> <li>• Retain consultants to continue Master Plan</li> </ul>
Improve processing of non-routine work orders (3)	7	100% customer satisfaction with services	Implement survey	Work order survey	
Maintain Accessibility (ADA) Compliance to Texas Accessibility Standards (4)	7	Access for all with TAS compliance”	Continue to use the TAS standards to remain compliant.	Internal review of buildings correspond to standards	Develop budgets and provide funding to achieve compliance.
Provide state of the art (technology) in new and remodeled construction (5)	7	Network/Telephone/Internet/Wireless Access in each new or remodeled construction that may include Multi Media & Distance Learning classrooms	<ul style="list-style-type: none"> <li>• Construction of high performance (green buildings).</li> <li>• Work with Information Technology to achieve the objective.</li> </ul>	Review of classrooms in new or remodeled construction areas	Continue providing infrastructure as construction develops for future technology.



**Annual Assessment Report: June 1, 2004–May 31, 2005**

**Unit:** Facilities Planning & Construction

**UTPA Mission:** The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master’s and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

**Division:** Business Affairs      **Unit Head:** Marvin L. Boland

**Unit Mission:** The mission of the Physical Plant – Facilities Planning & Construction is to provide and maintain facilities needed to support the educational and public service goal of The University of Texas Pan American.

- Unit Goal:**
1. Maintain facilities and grounds that are accessible, attractive, safe, and in good operating condition.
  2. Help students, faculty, and staff find the least expensive methods of using and improving facilities.
  3. Keep students, faculty, staff, community, and vendors informed
    - a. Hold periodic meetings to review current Plant policies and procedures and to determine other needs.
    - b. Notify all affected when facilities must shut down for maintenance and repair.
    - c. Encourage visits to Plant facilities by customers.
    - d. Meet with users, architects, and engineers to review requirements when facilities are scheduled for construction or remodeling.
    - e. Exchange experience and information with counterparts at other schools or agencies.
  4. Be the best in Texas

**Link to UTPA Goal(s):** Improve UTPA’s organizational effectiveness

Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Provide adequate parking (1)	7	Provide additional student parking on campus &	Review student parking slot ratio	793 increase in number of additional spaces.	Adjust FY06 Annual Action Plan accordingly.

Annual Assessment Report, June 1, 2004–May 31, 2005

Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
		maintain student parking space ratio of 2.86:1			
Provide Facility Planning for the Future (2)	7	A design to accommodate the growth of the campus	Comparison of current space & projected space needs through the Master Plan Update 2020 process	UTPA needs to add 3,275,000 sq ft in buildings, 13,700 parking spaces to meet projected student enrollment of 37,588 in 2020	Construction plans to add Wellness/Sports Recreation Center & New Student Housing & Student Health Center in FY 06
Improve processing of non-routine work orders (3)	7	100% customer satisfaction with services	Work order survey	75% of respondents were pleased with the service	Customer satisfaction was previously not evaluated; new surveys monitor customer satisfaction and allow Physical Plant staff to address problems encountered by departments.
Maintain Accessibility (ADA) Compliance to Texas Accessibility (4)	7	Access for all with TAS compliance"	Internal review of buildings correspond to standards	An internal review of campus buildings and parking spaces indicated that 75% of buildings and 100% of handicap parking spaces were compliant.	Added and corrected parking spaces for accessibility.
Provide state of the art (technology) in new and remodeled construction (5)	7	Network/Telephone/Internet/Wireless Access in each new or remodeled construction that may include Multi Media & Distance Learning classrooms	Review of classrooms in new or remodeled construction areas	UTPA needs to provide state of the art classrooms and facilities in all new and remodeled construction. This occurs on a job by job basis.	Network/Telephone/Internet Access was installed in the following remodeled projects: <ul style="list-style-type: none"> <li>• Lamar Bldg.;</li> <li>• Van Week Office Bldg;</li> <li>• Haggar;</li> <li>• OCC;</li> <li>• Xochitl Room;</li> <li>• SSBL;</li> <li>• Education Bldg A&amp;B;</li> </ul>

Annual Assessment Report, June 1, 2004–May 31, 2005

Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
					<ul style="list-style-type: none"> <li>• CAS Faculty offices;</li> <li>• Admin. 3<sup>rd</sup> floor.</li> </ul> <p>Multi-Media equipment was installed in the following areas:</p> <ul style="list-style-type: none"> <li>• 3-6<sup>th</sup> floor of SSBL Tower conference rooms;</li> <li>• Education Complex Bldg B</li> </ul>

**Additional Resources Needed (if any) that were requested for FY06 during the budget cycle: None.**