

## **Division: Administrative Services**

### ***Department: Campus Projects***

**Director or Chair:** Walter Sachau, Manager

**Program Description:** The Manager Campus Projects performs a variety of highly responsible duties related to college facilities and provides assistance and support to Facilities and Operations. Coordinate, evaluate, review, schedule and provide direction for state mandated recycling program (AB75); and assigned campus projects.

### **Activities**

Activity #1:

Improve the education of District and College faculty, staff, and students regarding the need to recycle and increase (trash diversion) recycle rate to meet the 50% mandate pursuant to AB75.

Benefits:

Increase the awareness and understanding of the state mandated recycling requirements of the college. Increase the amounts of recyclable materials collected and recycled, therefore meeting 50% (trash diversion) mandated pursuant to AB75. Increase the ecological awareness and need for recycling by the campus community.

Requirements:

Curriculum Development?	N
Equipment?	Y
Facilities?	Y
Marketing?	Y
Staffing – Classified?	Y
Staffing – Faculty?	N
Staff Development?	Y

Goals and Objectives: 3, 3.2

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Activity #2:

Secure funding for 1.0 FTES Recycling/Operations Assistant classified position to meet one of the goals developed in Grossmont College's February 2000 AB75 Plan submitted to meet the State mandates of AB75.

Benefits:

Assists the college in meeting Grossmont's AB75, February 2000 Plan commitment of adding 1.0 FTE recycle position. This position will assist the college in meeting the AB75 State mandates 2000.

Requirements:

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	Y
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 3, 3.4

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Activity #3:

Support Prop R and college projects by providing necessary expertise during planning, and design phases.

Benefits:

A better integrated, efficient, standardized, building infrastructure. Decreased construction costs due to a standardized, well planned furniture placement and coordination.

Requirements:

Curriculum Development?	N
Equipment?	N
Facilities?	Y
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 5, 5.3

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Activity #4:

Learn Resource 25 and look at options for the campus to better utilize the program to meet campus needs related to facilities used and rentals. This will be done in conjunction with the Dean, Administrative Services and Business Communications staff.

**Benefits:**

Improve on the usefulness of Resource 25.

**Requirements:**

Curriculum Development?	N
Equipment?	N
Facilities?	Y
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 3, 3.2

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**Activity #5:**

Assist Carrier Johnson, the new district interior design group, by providing information to them regarding furniture.

**Benefits:**

Bring Carrier Johnson up to speed quickly with the campus furnishing standards and open lines of communication.

**Requirements:**

Curriculum Development? N

Equipment?	N
Facilities?	Y
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 5, 0

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**Additional Planning Activities**

none

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## **Accomplishments**

### Accomplishment #1:

Met the required 50% recycle (trash diversion) rate State mandated for 2004 under AB75 and expanded the program.

Goals and Objectives: 5, 5.6

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### Accomplishment #2:

Increased the numbers of recycle containers to increase the recyclables and trash diversion under AB75 Recycle Mandate.

Goals and Objectives: 5, 5.6

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### Accomplishment #3:

Assisted in the coordination of converting the following lab spaces into lecture rooms: 356,376, 523, 524, 524, 533, 534, 570, CTC-1 and CTC-2.

Goals and Objectives: 5, 5.3

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### Accomplishment #4:

Assisted in the coordination of the remodeling of 533 and 534.

Goals and Objectives: 5, 5.3

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### Accomplishment #5:

Assisted in the coordination of the relocation of Labs CTC-1 and CTC-2 to Rooms 533 and 534.

Goals and Objectives: 5, 5.3

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### Accomplishment #6:

Assisted in designing a furniture plan for the Math Study Center that improved accessibility for study groups and allowed for eleven computer stations to be relocated to the Open Mall in the LTRC.

Goals and Objectives: 5, 5.3

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### Accomplishment #7:

Assisted in designing a furniture plan for the new Digital Arts and Sculpture Buildings.

Goals and Objectives: 5, 5.3

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Accomplishment #8:

Assisted in the planning activities and selection of the new furniture for the new Science Building.

Goals and Objectives: 5, 5.3

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Accomplishment #9:

Continued to improve campus signage.

Goals and Objectives: 5, 5.3

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Accomplishment 10:

Assisted Design Options in updating their web site under \"Case Studies\" ([www.designoptions.com](http://www.designoptions.com)) to include a photo of the south entrance of the Learning and Technology Resource Center and layout of the Printing Service Department.

Goals and Objectives: 5, 5.3

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**Additional Accomplishments:**

11. Assisted in the draft of a new District Tobacco Use Policy that is going through the District Committee approval process.