

**Sacramento City College
Strategic Planning System
Cross-Divisional Program Plan**

Planning years: 2025-26 through 202-28

Plan Type: Program Plan

Planning Area: Safety, Security, and Environmental

Primary Division: Campus Operations

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SECTION I: OVERVIEW & REVIEW OF PREVIOUS ACCOMPLISHMENTS

A. PROGRAM DESCRIPTION

Briefly describe your program and state the overall mission of the program and its role(s) across the college.

Sacramento City College is committed to creating a healthy, safe, and welcoming environment for our students, employees, and visitors. The College has a comprehensive directory of policies, procedures, resources and general information related to the many facets of health, safety, and environmental management. Our programs strive to promote a safe and secure working and learning environment, identify un-secure areas, procedures, or actions, and provide an action plan for correction.

B: REVIEW OF ACCOMPLISHMENTS OVER THE PREVIOUS PLANNING CYCLE

1. **Outcomes assessment.** Briefly state the objectives you worked on last year and the progress you have made on those objectives since the last time the plan was updated. Provide assessment results for [Administrative Unit Outcomes \(AUOs\)](#) and/or [Student Learning Outcomes \(SLOs\)](#) from the 2023-2025 cycle, as applicable.

2023-2025 AUO and SLO Assessment Results			
College Strategic Goal	Administrative Unit Outcome (AUO)/Student Learning Outcome (SLO)	Assessment Measure/Target	Outcome
	AUO #1:	Target: Take the targets established in the previous program plan (if they exist), and insert them here. Baseline year: This is the first year of the planning cycle, or the first year within the cycle	

		<p>that baseline data is available. Compare data from your most recent year of data collection with data from the baseline year.</p> <p>Measure(s): Your measures will depend on the outcomes and targets you set. Measures could include student utilization, student satisfaction, or employee satisfaction, among others</p> <p>Data Source(s): Surveys, data dashboards, focus groups, or other systematic approach</p>	
C3	AUO #1: Safety Equipment Inspections	<p>Target:</p> <p>Baseline year:</p> <p>Measure(s): To keep the date from expiration.</p> <p>Data Source(s): Periodic inspections.</p>	Conducted inspections of Fire Extinguishers Monthly (383), Shower and eye stations monthly (28).
C3	AUO #2. Safety Supplies	<p>Target:</p> <p>Baseline year: 2023-24</p> <p>Measure(s): Keeping supplies current (not expired)</p> <p>Data Source(s):</p>	Purchased bloodborne pathogen spill kits for various departments. Also, we purchased fire blankets and cabinets for the science building.
C3	AUO #1.Safety Training	<p>Target: Annual</p> <p>Baseline year: Annually</p> <p>Measure(s): Employees Completed Training.</p> <p>Data Source(s):</p>	Reach out to employees' campus wide to renew their training on forklift and scissor lift training. Provided funding for CPR/AED employee training (92 employees).
C3	AUO 4. #77 Non-Instructional Equipment and Infrastructure Plan-Elevator Timers at Parking Garage	<p>Target:</p> <p>Baseline year: 2023</p> <p>Measure(s): On-going</p> <p>Data Source(s):</p>	Added elevator timers to the four parking garage elevators to reduce vandalism, used as housing and restroom. Timers are set to lock out elevators in the late evenings.
C3	AUO 4. Evacuation Maps	<p>Target:</p> <p>Baseline year: 2024</p> <p>Measure(s): One time.</p> <p>Data Source(s):</p>	Ordered and installed evacuation maps for the NAS and Mohr buildings. 14 maps in total.

C3	AUO 4. Hazard waste pick up.	Target: Baseline year: Annually Measure(s): Ensure waste is picked up before 180 days. Data Source(s):	Contract with vendors to pick up instructional hazardous and medical waste throughout the year. Medical waste monthly pick up.
Narrative:			

2. Review of last year's resource use: Briefly explain how resources were used during the previous cycle to support the work of the plan.

- Staffing resources include operations full time employees. Since campus opened, hired a few temporary classified employees.
- Use outside vendors/contractors to complete compliance items.
- Used Type 2 funds for the new buildings to cover safety supplies and evacuation maps.

3. Factors affecting the work of the program. Provide an overview of the major factors affecting the work of the Program. You may choose to describe the internal (within the college) and external (e.g. outside of the college) environment as they affect the program. Alternatively, you may organize the information by discussing the Program's strengths, weaknesses, opportunities, and challenges.

Internal Factors:

- For this plan we do have funding to ensure we can provide safety supplies and complete the vendor driven programs such as Fire extinguisher inspections, hazardous waste pick-ups.
- We have VPA support to have temporary classified employee who can take on the monthly inspections campus wide for elevators, fire extinguishers, eye wash and safety showers, and AED doors.
- Limited staffing resources to support both program plans (Safety Plan and Non-Instruction Equipment and Infrastructure plan).

External Factors:

- Manage, review, and update at least 16 Local and State compliance plans.
- Any new laws or regulations passed would require additional plan development and staffing resources.

SECTION II: FUTURE GOALS, DIRECTIONS, AND STRATEGIES

A. MULTI-YEAR DIRECTIONS AND STRATEGIES

Describe the general directions in which you see the Program moving over the next 3 years. Include any multi-year initiatives in your Program Plans. Describe how these directions and initiatives align with the College Goals.

- The Safety, Security & Environmental program plan encompasses issues which are consistent and ongoing from year-to-year. The Plan is in direct support of College Goal C3: Promote health, wellness, and safety throughout the institution.

- EOC Training – District police department has updated the emergency management binders and is providing a three-day training. Based on the training, Operations would update campus specific information, review and replenish EOC supplies, and provide training to other employees if needed.
- Work with professional development to increase training opportunities for AED/First Aid training, and the use of building evacuation equipment (chairs that descend down stairs).
- Review and reduce cost of hazardous waste disposal.
- Provide guidance to assist departments with completing safety inspections.
- Notify staff on transportation requirements and trainings (i.e., vehicles, carts, fork/scissor/boom lifts).
- Add additional temporary classified staff to complete maintain compliance programs.

B. UNIT OUTCOMES: ADMINISTRATIVE UNIT OUTCOMES (AUOs) or STUDENT LEARNING OUTCOMES (SLOs) FOR THE PLANNING CURRENT CYCLE

Using the templates below, list the AUOs and/or SLOs that will result from the work of the program in the planning year. These outcomes should align with and support the College Goals. Please feel free to add or delete additional rows as needed.

Examples of possible AUOs, SLOs, and expected outcomes/targets are provided below. These are intended to be illustrative, and not necessarily the AUOs or SLOs that you develop for your program plan.

2023-2026 AUOs and SLOs		
College Strategic Goal	Administrative Unit Outcome (AUO)/Student Learning Outcome (SLO)	Expected Outcomes/Targets
	AUO #1: <u>Example</u> : Increase faculty participation in the Online Teaching and Learning Academy (OTLA).	By 2026, x% of all currently employed faculty will have successfully completed the OTLA.
	AUO #2: <u>Example</u> : Ensure that individuals who submit IT requests via Service Central receive a timely response and quick resolution to their issue.	By 2026, 85% of individuals who submitted requests via Service Central receive a response and status update within 24 hours.
C.4	AUO #1 Continue to review, update, and implement compliance programs as needed.	
C.4	AUO #2 Assist departments to complete periodic lab inspections.	Evaluate the response and number of department inspections.
C.4	AUO #3 Emergency Operations Center	Review and replace supplies and update program

		documents.
C.4	AUO #4 Equipment inspection such as washers, dryers, exercise equipment, bleachers, playground structure, etc.	Review inspection calendar and schedule inspections that are due.
C.4	AUO #5 Waste Management and Reduction Plan focusing on organic recycling and bin use.	Increase the number of events that use organic bins.
C.4	AUO #6:	

NOTE: Some Program Plan areas may only have AUOs, and not have SLOs. Include SLOs only if your area is able to directly measure student learning.

SECTION III: ANNUAL PROCEDURES AND RESOURCE REQUESTS FOR THE PLANNING YEAR

Program Strategies: Explain the overall strategies that the program uses to fulfill its purpose and implement its objectives. List the timeline and responsible persons for procedures.

AUOs/SLOs: Include the AUO/SLO(s) that the program strategy is designed to address.

Resource requirements: State the resources (human, financial, facilities, and IT) needed to implement program objectives.

Previous funding sources: State the sources of funds your program received during the previous planning cycle. This may include grants, categorical funds, and CCCCCO allocations, as well as general fund dollars.

SECTION IV: APPENDICES

Include appendices as needed in order to provide more information and context to the main plan. Some examples of appendices are suggested below:

Appendix A: List of Local and State Compliance Programs

- ADA Transition Plan
- Injury and Illness Prevention Plan (IIPP)
- Hazard Communication Program (HAZCOM)

- Emergency Procedures Plan
- Exposure Control Plan for Blood-borne Pathogens
- Chemical Hygiene Plan
- Hazardous Material Business Plan
- Hazardous waste operations and Emergency Response Plan
- Spill Prevention Control and Countermeasure Plan
- Underground Storage Tank Reporting Requirements
- Respiratory Protection Plan
- Ergonomic Safety Program
- Medical Waste Management Plan
- DMV Program Plan Module
- Integrated Pest Management Plan
- Closed Medical Point of Distribution Plan
- Waste Management and Reduction Plan
- Food Service Permit
- Forklift/Scissorlift Safety Plan

Best Management Plans:

- NCS4 National Center for Spectator Sports Safety and Security, Best Practices for Intercollegiate Athletics Safety and Security.
- Bi-Annual Safety Inspection conducted by SWACC (Insurance Company)

2025 - 2026 Program Plan Resource Requests

Program Strategies	AUOs/SLOs (include number from above tables)	Timeline	Responsible persons	Resource Requirements		Previously funded? (Yes/No)	Previous Funding Source(s)
Injury and Illness Prevention Plan	AUO#2	Ongoing	OPS/Odipo	\$ 17,100.00	Annually (Precision striping, pest control, Ecolab, air testing)	Yes	GENFD
Emergency Procedures Plan	AUO#3	Ongoing	OPS Odipo	\$ 12,000.00	Annually (Cell phones, Fire Ext, EOC Supplies, firehose replacement/ins	Yes	GENFD

					pection)		
Exposure Control Plan for Blood-Borne Pathogens	AUO#1	Ongoing	OPS/Odipo	\$ 5,000.00	Annually (custodial supplies)	Yes	GENFD
Chemical Hygiene Plan	AUO#1	Ongoing	OPS/Odipo	\$ -		Yes	GENFD
Hazardous Materials Business Plan	AUO#1	Ongoing	OPS/Odipo, Cruz, Ngassam		County Fee	Yes	GENFD
Hazardous Waste Operations and Emergency Response Plan	AUO#1	Ongoing	OPS/Odipo	\$ 65,000.00	Annually (Ingenium, Safety Kleen, Roto Rooter)	Yes	GENFD
Respiratory Protection Plan	AUO#1	Ongoing	OPS/Odipo	\$ 2,000.00	Annually	Yes	GENFD
Spill Prevention Control	AUO#1	Ongoing	OPS/Odipo	\$ 1,000.00	Annually	Yes	GENFD
Ergonomic Safety Program	AUO#1	Ongoing	OPS/VPA	\$ 5,000.00		Yes	GENFD
Medical Waste Management Plan	AUO#1	Ongoing	OPS/Odipo	\$ 3,000.00	Stericycle	Yes	GENFD
Non-Instructional Equipment and Infrastructure Plan-window coverings	AUO#2	Ongoing	OPS Turner	\$ 20,000.00		No	GENFD
Hoos Phase 3, Slip Resistant Mats	AUO#2	Ongoing	OPS Turner/Hanson	\$ 15,000.00		No	GENFD

Equipment Inspection-Washer/Dryer	AUO #4	Fall 2025	OPS Turner/Odi po	\$ 3,000.00		No	GENFD
Equipment Inspection-other	AUO #4	Ongoing	OPS Turner/Odi po	\$ 4,000.00		No	GENFD
Food Health Permit	AUO#1	Ongoing	OPS Turner	\$ 600.00	Annually	No	GENFD
Sustainability	AUO #5	Ongoing	OPS Turner/Wh eeler	\$ 10,000.00		Yes	GENFD
Safety Consultant Agreement (SWACC)	AUO #4	Fall 25	OPS Turner	\$ 5,000.00		No	GENFD
ACM Testing	AUO #4	Ongoing	OPS	\$ 5,000.00		No	Genfd
			Total Cost: \$	\$ 172,700.00			