

**SUNY Potsdam  
Administrative Unit  
Assessment Summary Form**

**Administrative Unit:** Physical Plant

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**Assessment Year:** 22-26

**PURPOSE**

This annual assessment summary form provides the opportunity for units to follow-up on their assessment plans, track progress toward goals, and to highlight actions taken to improve processes and/or efficiencies in functioning that lead to outcomes that benefits students, staff, or the college. These could be process changes or improvements in efficiency, skill level of staff, opportunities for the college, or other aspects over which the unit has a certain amount of control.

**SECTION 1: ASSESSMENT PLAN FOLLOW-UP**

A key component of the continuous improvement assessment process is regularly following up on [your assessment plan](#). Please review your plan and select one-third of your unit goals, along with related desired outcomes and objectives to report on the progress made.

**Selected Goal**

Adjust the culture of Physical Plant to be proactive versus reactive in the identification of deficiencies on campus.

**Desired Outcomes/Objectives**

- 1A. Audit deficiencies campus wide.
- 1B. Maintain deficiencies list in order to educate constituencies on operational concerns.
- 1C. Develop a system for Physical Plant to prioritize projects in order to work proactively on deficiencies.
- 1D. Train supervisors on expectations in maintaining deficiencies list.

**Related Targets/Measures**

- 1A/1C. Develop list of deficiencies of the entire campus within 12 months.
- 1A. On a weekly basis, review deficiency list in order to complete at least 50 percent of identified deficiencies by anticipated projected completion date.
- 1B/1C/1D. Add to 100% of Physical Plant performance programs standard language in reporting and acting on deficiencies.
- 1D. Director of Physical Plant, Director of Facilities, and Associate Vice President will perform training with 100 percent of Physical Plant supervisors within two months of the execution of this assessment

**Describe the progress made toward the selected goal and the related desired outcomes and objectives. Be sure to include steps taken and any information/data collected and results.**

1A/1B/1C/1D. Each Physical Plant supervisor brought their deficiencies to the group within a month of our first supervisors meeting on February 1, 2023. At each weekly meeting, we review the deficiencies lists to prioritize and determine next steps to complete the project. During this meeting we track any updates or the completion of the deficiency. We identified 109 deficiencies across campus. To date 32 have been completed. Of those 32, 28 were completed on or before the anticipated completion date. This list is accessible to all physical plant supervisors within Teams. The training is on a weekly basis because it is an active working group that are learning the different needs of the campus. The deficiency list was also created as a group so all supervisors are on the same page.

**Based on the assessment data and information shared above, what planned actions were or will be taken as a result?**

There were many actions taken based on the deficiency list, those actions were to repair the issue on campus. We also used this data to prioritize items based on what could be done, severity of the deficiency, life safety, as well as what was happening on campus such as commencement. With this process we have learned that the deficiency list is living document that needs to be adjusted based on the prioritization discussed in the previous statement. For example, we have a milling and paving project which was put into Jagger on April 7, 2023 and the project was not bid until June 6, 2023. The project has been resubmitted to OSC on July 17, 2023. Our processes have affected how we proceed with addressing the deficiencies. A future next step will be to discuss alternate methods of a procurement process for physical plant. In addition, another action that needs to be taken is as we have gone through this process over the past six months, there are external factors such as procurement, lead time, and other emergencies taking away personnel that make it unrealistic to meet the anticipated completion dates. Therefore, we need to assess by overall completion during the assessment cycle versus by dates.

## **SECTION 2: ADDITIONAL ASSESSMENT ACTIVITY**

Please use this space to share an example from this past year when you used assessment and data to plan and/or take action. Be sure to include any available information relating to the results and impact. Your example for this section does not need to be directly tied to your previously submitted administrative unit assessment plan.

Facilities will be overseeing a major capital project for the student union. In order to make informed decisions of what the student body would like to see in this space, a survey was submitted to the entire student body. Roughly 30% of students responded. The data was organized by a member of the institutional effectiveness team. The data was reviewed by a committee that included facilities employees. As a result of that data, it guided the project request and concept drawings.