
 Dept FCO - (CO) Grounds 

AUO 1.A. Department/Division Name: Grounds

AUO 1.B. Name(s) of the author(s) of this report:: Joe Cooke

AUO 1.C. What is the primary focus of your department/division?: The Grounds Department functions as the keepers and stewards of the 112 acres that comprise the De Anza College grounds. As such the unit is tasked with the following service functions; picking up trash, *garbage collection, *recycle collection, cleaning storm drains, planter beds as well as planting, pruning, trimming, mowing and the general care and maintenance of the campus plant life.

The Grounds Department also performs tasks that are not explicitly within the scope of the department yet are important to college life, such as hanging banners, pulling out bleachers and equipment setup for the PE Department.

2017 Update: The DA Grounds department functions as the keepers and stewards of the 112 acres that comprise the De Anza College grounds. As such the unit is tasked with the following service functions; picking up trash, *garbage collection, *recycling collection, cleaning storm drains, planter beds as well as planting, pruning, trimming, mowing and the general care and maintenance of the campus plant life.

The DA Grounds department also performs tasks that are not explicitly within the scope of the department yet are important to college life, such as hanging banners, pulling out bleachers and seasonal equipment setup and storage for the Athletic Department.

The Grounds department takes a major role in the annual commencement ceremony, preparing campus grounds to look it's best for the students and families taking part in graduation and preparing the stadium field by laying a special flooring over the field to protect the artificial turf from the construction of the stage, seating setup and several thousand visitors.

*Grounds working in cooperation with the Custodial Department and our refuse hauler 'Recology'. We have streamlined our recycling process composting and waste disposal methods to maximize recycling using 'single-stream', increasing the diversion percentage from our waste stream. Using compactors rather than roll-off containers or dumpsters significantly reduces the carbon 'footprint'. Enhancing the composting program by transferring the process from on-campus collection and composting to Recology's offsite composting, significantly increases the type and amount of material we compost from approximately 2 tons of kitchen scraps per month diversion, to a much larger percentage of the overall waste stream, while allowing for the incorporation of compost mulch from Recology into the campus landscape.

AUO 1.D. How many customers are served annually and is number trending up,

even, or down?: whole campus. 22000 students, 1300 full and part-time faculty, staff and administrators. Although enrollment has declined over the last years overall the numbers are even.

AUO 1.E. Who are the typical customers served by this department/division? :

Grounds Gardener/Maintenance staff members maintain a total of 81.8 acres for students, full and part-time faculty, staff, administrators, facilities rentals customers and special events

AUO 2.A. What is the department/division Mission Statement?: The Mission of the Grounds Department is to provide safe, clean, aesthetically pleasing and professionally well maintained campus grounds;

grounds that are environmentally safe, , conducive to life-long learning and user friendly to students, faculty, staff and visitors.

AUO 2.B. Ways and to what extent do your services support your Mission

statement: Management of campus grounds along with the services the Grounds Department provides supports the college's strategic initiatives to increased retention of new and returning target-group students. This includes maintaining aesthetically pleasing and safe landscape areas that are conducive to the learning environment. Grounds also uses sustainable procedures and processes in its operations that support current trends that help to empower students and staff to remain informed of prominent issues of present day society, as well as, the future needs of industry and potential employers. Grounds' also provides the athletic field maintenance necessary for the promotion of physical education activities not only for college students, but also for specialty sports programs and community events.

AUO 3.A. Number of classified employees: 5

AUO 3.B. Number of management employees: 1

AUO 3.C. Number of student employees: 0

AUO 3.D. Position(s) Needed: 2

AUO 3.E. Justification for Position(s):: During the last budget crisis the ground department had to eliminate two positions:- Head Ground/Gardener and Irrigation Specialist. The campus has continued its environmental sustainability focus with landscaping being replaced with native plants. The reduction of grounds staff impacts the aesthetics of the campus and hinders campus sustainability goals. Previous staffing reductions dictate the level of attention the De Anza Grounds Department can provide. Diligent organization prioritizing "high traffic areas" and supervision assigning regular work schedules to a cohesive team of dedicated staff can support a higher level of service, particularly in areas where recent construction and landscape renovations have developed more sustainable native plant species with designs developed with low or minimal maintenance requirements incorporated into the campus infrastructure. Overall De Anza Grounds continues to maintain the landscape at a "Level 3" with regard to APPA standards. In some instances maintenance of Grounds related functions are at a "Level 2", due to previous infrastructure upgrades such as our computerized irrigation system with automatic weather station adjustments. Any significant degree of absenteeism or further reductions in staffing dictate that certain areas are maintained closer to a "Level 4" APPA



standard.

AUO 3.F. If additional position/s were hired did it result in the expected

improvement? How so? : 1 additional ground/maintenance worker was hired in 2016. Five Grounds Gardener/Maintenance staff members maintain a total of 81.8 acres or 16.4 acres per Grounds Gardener/Maintenance staff member. although this is less than the xx.xx acres the crew previously cleaned it is still up from an original 9.09 acres per staff member prior to budget cuts and staff reductions.

Although the Grounds Department has a supervisor with both field experience and horticultural education background, the department has lost its Head Grounds-Gardener position, an Irrigation Specialist as well as 2 Grounds Gardeners with long term familiarity of campus grounds. With additional landscaped areas brought on line through Measure C building and renovation projects the impact from the loss of these positions becomes more obvious, leading to the re-instatement of one intermediate level Grounds Gardener position using one-time funds for 3 years.

AUO 4.A. Have there been any facility changes in the last five years?: A new corp yard was built in 2013 which has.....write positive impacts here

AUO 4.B. Are there any significant facility changes that will be needed over the next five years?: Completion and implementation of a campus-wide computerized irrigation system, along with native landscape additions for all Measure C expansion and improvement projects.

Continue planting native and adaptive plant species that are drought tolerant and more suited to the campus' micro climate.

Change landscaping practices and techniques to those that are more environmentally sensitive and supportive of academic programs.

Move away from pesticides and herbicides with the development and implementation of an Integrated Pest Management program.

Move to artificial turf, promoting water conservation, lower maintenance athletic fields.

Move toward better waste management practices so that more solid and green waste is composted and a greater amount of nutrients are maintained within the campus landscape keeping the cycle in balance.

AUO 4.C. Give justification for facility requests :

AUO 4.D. If additional facility changes occurred, did it result in the expected improvement? How so?:

AUO 5.A. Have there been any equipment purchases in the last five-years. If so what was purchased?: Certain key equipment purchases can have the affect of partially offsetting the loss of FTE's by helping to increase the productivity level of remaining staff. Investing in new electric carts will improve our safety and labor productivity by more efficient transport of equipment and supplies as well as greater functionality in the hauling and disposal of garbage and compostable yard debris such as leaves.

Historically DA Grounds has been limited to using blowers to clean leaves and debris from walkways and patios. Measure C added a significant number of large-leaf deciduous trees, i.e., the sycamore trees throughout the Main Quad, Parking Lot C and Parking Lot A. This seasonally increases the amount of leaves, pollen and other debris in and around





several patios and campus walkways. Purchasing industrial outdoor vacuums will aid in the cleanup and disposal of leaves, pollen and other debris particularly on and at the perimeter of these patios having a significant number of new trees. The use of a walk behind industrial outdoor vacuum in conjunction with leave blowers will help keep these areas cleaner and allow for more efficient hauling and disposal.

Some equipment formerly supplied through the District is no longer available. For instance, several landscape repair and installation projects related to Measure C landscape renovations require a plate compactor, no longer available through the District. Irrigation installation and repair projects increasing due to Measure C renovations require the use of a demolition hammer to aid in the excavation of broken irrigation pipes and valves, replacement of an antiquated demolition hammer and the purchase of a plate compactor is a high priority for DA Grounds.

AUO 5.B. Are there any equipment purchases that will be needed over the next five years?: Purchases of replacement and state-of-the-art landscape equipment will better serve our department and the needs of the college, i.e., new carts with specifications for use specifically for landscape maintenance will increase flexibility and overall productivity especially given continual staffing limitations.

Equipment purchase and replacement program incorporating routine maintenance and repair program...need to list items here

AUO 5.C. Justification for equipment(s)::

AUO 5.D. If additional equipment was purchased, did it result in the expected improvement? How so?:

AUO 6.A. Amount of Department/Division discretionary (B) budget or explain.:

AUO 6.B. Does the department/division need additional discretionary funding? If so, why?: Yes, the campus has over 2400 trees of various species, ages and size. Removals, along with seasonal and structural pruning is necessary to maintain these trees to reduce hazards and properly manage this important resource. Larger and older trees typically require outside contractors to maintain and prune various species throughout the year and on a rotational basis over several years using International Society of Arboriculture (ISA), pruning and maintenance standards.

AUO 6.C. Additional discretionary budget requests:

AUO 6.D. Justification for additional discretionary budget:

AUO 6.E. If additional discretionary budget was allocated, did it result in the expected improvement:

AUO 7.A. Have there been any significant organizational alignment changes over the last five years?: The Grounds department worked closely with the Custodial department to add a new position named Grounds Maintenance. This is equivalent of a Grounds III position with custodial training.

AUO 7.B. List any significant organizational alignment changes needed over the next five years.:

AUO 7.C. Justification for significant organizational alignment changes:



AUO 7.D. If organizational alignment changes were made did it result in the expected improvement?: Explain how the grounds maintenance position helped the college

AUO 8.A Have there been any significant changes in regulations/laws/policies over last five years?: Grounds is now working in cooperation with the Custodial Department and our refuse hauler 'Recology'. We are streamlining our recycling process composting and waste disposal methods to maximize recycling using 'single-stream', increasing the diversion percentage from our waste stream. Using compactors rather than roll-off containers or dumpsters significantly reduces our carbon 'footprint'. Enhancing the composting program by transferring the process from on-campus collection and composting to Recology's offsite composting, significantly increases the type and amount of material we compost from approximately 2 tons of kitchen scraps per month diversion, to a much larger percentage of the overall waste stream.

AUO 8.B. List changes in regulations/laws/policies affecting department/division over next five yrs.:

AUO 8.C. List any additional resources needed to meet the new regulations/laws /policies.:

AUO 8.D. Justification for additional resources:

AUO 8.E. If additional resources were made provided did it result in the expected improvement?: Some future equipment needs of the department have been met with new equipment purchases including a new mulching mower. Coordination with Recology (Campus Waste Hauler), in the replacement of collection receptacles i.e., dumpsters and roll-off containers for composting, recycling and waste to "single-stream" compactors decrease the overall campus "carbon footprint", with increases in education for campus community in recycling and composting procedures through single-stream waste removal will enable the Grounds department to increase the effectiveness of recycling and composting efforts, redirecting the flow of a greater percentage of our waste stream to reuse and recycling and away from landfills. Improvements in service levels with the expansion of sustainable practices e.g. composting, integrated pest management, water conservation will all help to support grounds that are environmentally safe, conducive to life-long learning and user friendly to students, faculty, staff and visitors.

AUO 9.A. List any significant professional development activities over the last five years.:

AUO 9.B. List any significant professional development needs over the next five years.: Ongoing CEU's to maintain California Department of Pesticide Regulation Applicator licensing and certification is necessary for the the Administration of the Integrated Pest Management program, especially for the safe and appropriate use of herbicides.

AUO 9.C. Justification for significant professional development .: Staff training to increase knowledge of horticultural, plant husbandry and landscape maintenance techniques that support a more natural and environment friendly urban landscape

environment.

Implementation of the campus Sustainability Management Plan in correlation with comparisons to similar educational institutional program successes will allow for a gage in the success of our Grounds Department support services. Comparisons can be made through membership in organizations such as the Association for the Advancement of Sustainability in Higher Education

Maintaining LEED certification standards for all Measure C expansion and improvement projects will also identify the quality of our landscaped areas in support of safe, life-long learning and user friendliness to students, faculty, staff and visitors.

AUO 9.D. If additional professional development was provided did it result in expected improvement?:

AUO 10. List other Needed Resources & Justification:

AUO 11.A. What are the current/active department/division outcome statements?:

Grounds_AUO_1 - Students and employees will report the campus grounds are aesthetically pleasing and walkways are clear of garden debris.

AUO 11.B. How many AUO statements have been assessed since the last program review?: 1

AUO 11.C. Summarize the outcomes assessment findings and resulting department/division enhancements.: Target : Target Met

87% of respondents "agree" or "strongly agree" that the campus grounds are aesthetically pleasing. (10/16/2015)

Reflection (CLICK ON ? FOR INSTRUCTIONS): After meeting with our management team we determined that the service level we are achieving is appropriate with the current staffing levels. Enhancement: Target met. Continue to ensure campus looks pleasing and free of garden debris

AUO 11.D. What are the department/division outcome assessment plans for the next five years?: The division are currently meeting to discuss various suggestions.

