The following is an excerpt from the Business and Administrative Procedure Manual (Aug 2026). Individuals are advised to review the current handbook for updates.

VI. FACILITIES AND TECHNICAL INFRASTRUCTURE PLAN

A. FOUNDATION FOR PLAN

Appropriate and safe facilities with a solid technical infrastructure are integral to accomplish Jersey College's mission and meet its educational commitments. As such, facility services and the technical infrastructure of the College must be continuously managed, evaluated and modified. The purpose of this plan is to outline procedural requirements for assessing and identifying required changes in existing facilities, technical infrastructure or their usage.

B. FACILITY AND TECHNOLOGICAL INFRASTRUCTURE GOALS

Jersey College's primary goal with respect to facilities and technical infrastructure is to manage and develop facilities with technological infrastructure that support quality instruction and services. The focus of the plan is what is needed to accommodate programs, respond to maintenance needs and how can we create a safe, pleasant physical environment, and efficient, supportive and manageable technical infrastructure. All these requirements must be accomplished within limited resources. The institution must continuously explore what type of facilities and technical infrastructure it should have and collectively evaluate the effectiveness of our resource decision-making process. Activities that should be undertaken in this evaluation include:

Facilities:

- Reviewing, assessing and redesigning facilities to (i) improve and expand offerings, (ii) combine academic spaces, and (iii) create space for new and evolving curriculum.
- Identifying facility needs with respect to adaptation to future community needs
- Creating classroom and laboratory environments that improve teaching and learning by matching current learning theory with facilities and technology design.
- Improving accessibility.
- Increasing utility/energy efficiency.
- Creating work environments that improve efficiency and community (students, faculty and staff) satisfaction.
- Providing space that is safe and secure.
- Ensuring cost effective improvement plans for physical facilities.

Technical Infrastructure:

- Reviewing, assessing and addressing the technical infrastructure of the College for (i) privacy, safety and security, and (ii) computer system and network reliability.
- Understanding classroom (in-person or distance education) and laboratory environments and their current and future technological needs.
- Identifying, evaluating and planning for the implementation of innovative infrastructure solutions.
- Creating a technical infrastructure that improve efficiency in learning (both in-person and distance education) and community (students, faculty and staff) satisfaction.
- Providing a technical infrastructure that promotes the privacy, safety, and security of data contained within institutional networks.
- Evaluating and assessing the technological capabilities of contractors and their offerings.

- Ensuring that the technology used by the College to deliver services and, if applicable, program content to students meets the needs of the students without creating barriers to student support or learning.
- Reviewing and revising institutional policies and procedures to promote the preservation and protection of student coursework, testing, and records.

C. TYPES OF FACILITY AND TECHNOLOGICAL IMPROVEMENTS

The evaluation and assessment of facilities and technical infrastructure should include a review and recommendation in two areas general improvements and modernization/renovation projects.

General improvements include renovation and repairs of existing facilities and IT networks. Modernization and renovation projects include upgrading facilities and information systems to improve (i) privacy, safety, and security, and (ii) reliability, access and utilization. In all cases, the evaluation and assessment facilities and technical infrastructure must consider both on-campus and distance education needs.

D. MANAGEMENT OF FACILITY RESOURCES

The Campus Director is responsible for overall facility management and facility services. This includes corrective maintenance requests, maintenance inspections, minor renovation projects, and obtaining professional expertise on building operations and equipment. In addition, the Campus Director is charged with ensuring the optimum use of facilities and the best solution to overall campus space needs. Part of this responsibility, includes reviewing requests for changes in existing facilities or their usage. The Campus Director should consider alternatives, prioritize needs, and makes recommendations to the executives of Jersey College, if funding is required. For purposes of this plan, facility management and facility services encompass all services and space related to facilities, including, among other things, the following: heating, ventilation and air conditioning, electrical, plumbing, carpentry, painting, locks and keys, wall and floor repair, roofs services, and technical infrastructure and equipment and supplies.

E. MANAGEMENT OF TECHNICAL INFRASTRUCTURE

The Director of Information Technology is responsible for overall technical infrastructure of the College. Campus Directors are charged with gathering and providing to the Director of Information Technology recommendations for upgrades, improvements and changes to campus-based technological infrastructure. The Director of Information Technology should consider alternatives, prioritize needs, and makes recommendations from both Campus Directors, the general community and the IT staff to the executives of Jersey College, if funding is required. For purposes of this plan, technical infrastructure encompasses physical, software and support services relating to and necessary to maintain, support and ensure the privacy, safety and security of the College's computer network and associated infrastructure.

F. EVALUATION AND FUNDING PROCESS

Jersey College's facility and technical infrastructure mission is to operate and maintain facilities and a technical infrastructure that is easily accessible, reliable, safe, efficient and relevant. To ensure this facility mission, the following procedures have been established for facilities and technical infrastructure:

Facilities:
Department supervisors in the fourth quarter of each year should assemble a list of the campus' facility maintenance and improvements needed for the next calendar year. The departments should submit their lists to their Campus Director who will review and prioritize requirements for the entire campus. This review should incorporate an analysis of current and projected student growth and new programs, identification of proposed changes in programs and their impact on facilities. The Campus Director will then present a proposed facility improvement plan to the executive team for consideration and funding. Jersey College recognizes that not all facility needs can be anticipated, and as such, the College allocates and maintains an adequate reserve fund for emergency facility repairs, necessary, but unidentified facility improvements and unforeseen capital expenditures.

Technical Infrastructure:
The Campus Directors and IT staff should submit to the Director of Information Technology in the fourth quarter of each year a list of proposed maintenance and improvements projects to the network, infrastructure and other related information technology assets (hardware, software, contractors, etc.) needed for the next year. The Director of Information Technology will review the recommended improvements and evaluate those improvements against future College plans (current and projected student growth and new programs, identification of proposed changes in programs and their impact on IT infrastructure, etc.). The Director of Information Technology will then present a proposed IT infrastructure improvement plan to the executive team for consideration and funding. Jersey College recognizes that not all IT infrastructure needs can be anticipated, and as such, the College allocates and maintains an adequate reserve fund for emergency technical repairs, upgrades, etc.

G. COMPLIANCE WITH REGULATIONS

The utilization, maintenance and modification of facilities and technical infrastructure must comply with relevant local, state and federal laws, codes, procedures and regulations, as applicable.