Physical Facilities Plan

Mission Statement:
The mission of Immokalee Technical College is to provide rigorous and relevant real-world educational experiences using both traditional and distance learning models in order to qualify students for employment and career advancement.

Vision Statement:
The vision of Immokalee Technical College is to be the leading Technical Training College for 21st century workforce education in Southwest Florida- ever changing and continually seeking to meet the dreams and expectations of our entire school and business community.
1. Physical Facilities
2. Major Maintenance
3. Major Steps Planning Process
4. Technical Infrastructure
5. Student Network and Internet Use Guidelines
6. Inspections
7. CCPS Work Order System
8. Capital Improvement Plan
9. Board Policies
10. Annual Review
Physical Facilities

The maintenance of facility is managed through the CCPS Facilities Management department and the iTech Facility Manager. The Facilities Department is dedicated to maintaining educational facilities which support student learning through a safe, clean, and healthy environment utilizing a team of maintenance professionals dedicated to continuous improvement and service excellence.

The Facility Manager is responsible for the maintenance of our campus and has the primary responsibility of the improvements, operation, and maintenance of the campus. The Facility Manager is responsible for planning, coordinating, and supervising the improvements & operation of the facility and the property that surrounds the facility with the direction of the Director. The Facility Manager performs minor maintenance of a routine or preventative nature. Any major maintenance or repair issues are then assigned to the CCPS Maintenance Department through a Work Order system.

All Immokalee Technical College employees have the ability to identify any maintenance or repair using the CCPS Work Order system directly from their computer detailing the location and nature of the issue. The Facility Manager will receive notice of the Work Order, physically communicate with the employee concerning the Work Order, and then determine if it can be resolved in house or must be sent to the CCPS maintenance.

Major Maintenance Program

Buildings and their major components have a limited life cycle that begins with the opening of a new school and culminates in a modernization or replacement. As building components reach the end of their useful life, they become operationally unreliable, often energy inefficient and require extensive maintenance time and money. CCPS provides for the maintenance of school buildings through the support of the Operating and Capital Budgets. District-wide projects ensure the routine maintenance, repair, and replacement of building components such as roofs, and HVAC systems.

CCPS supports iTech with campus improvements with a Capital Improvement Plan. This plan provides for the maintenance, repairs, and updates to the campus out to the year 2040.

Major Steps in the Annual Planning Process include:

- Preparing an updated 5-Year enrollment forecast on a school by-school basis
- Updating school facilities and program information, as warranted
- Comparing enrollment projections to available capacity
- Developing / confirming capital and non-capital solutions to meet facility needs due to growth and class-size reduction
- Assesses the fiscal environment
- Adjusting the 5-Year CIP, as required
- Finalizing the CIP
- Adopting the Capital Budget for the next fiscal year

**Technical Infrastructure**

All technology Work Orders are submitted using the CCPS Work Order System and are routed directly to the CCPS System Support Technician (SST) who will communicate with the employee as to the issue and either work to resolve the issue or assign it to other SST support staff at the district level.

Immokalee Technical College has developed a plan to addresses and maintain the adequacy and improvement of the school’s technical infrastructure. In order to maintain adequate technical infrastructure, CCPS employs one Support Systems Technician (SST) to manage and maintain iTech’s computer hardware and network. The SST’s main responsibilities are to set up computers and printers on CCPS network.

All servers and technology infrastructure is maintained and supported by the IT department of the Collier County Public Schools (CCPS). Physical resources are located at the Administrative Center for CCPS. The network connection between the iTech campus and the CCPS Administrative Center is a dedicated district owned fiber connection. All data and resources are protected by enterprise-level next-gen firewall and web application devices. Encryption is utilized on all data, both at-rest and in-transit. File shares are secured with NTFS file security. The Canvas LMS, used for content delivery, has their privacy policy provided here: [https://www.instructure.com/policies/privacy](https://www.instructure.com/policies/privacy) and their security policies here: [https://www.instructure.com/canvas/security](https://www.instructure.com/canvas/security).

The district uses a SAN backup solution as well as redundant hardware and software. The district co-locates a redundant hot site through Layer 3 Communications who is also the ISP for the district. This ensures availability in case of system failure. iTech uses the Canvas LMS to deliver curriculum. Students can access resources 24/7 with any internet connected device. Canvas is hosted by Amazon Web Services and features a guaranteed 99.9% Service Level Agreement (SLA).
**Student Network and Internet Use Guidelines.**

Students must respect and protect the privacy of others by:

1. Using only assigned network and user accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Students must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a school administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Not creating ad-hoc, peer-to-peer, or other wireless networks with district or student owned devices including the use of wireless hotspots or other similar devices.
6. Having a limited expectation of privacy when using district or student owned devices on the CCPS network.
7. Only using the CCPS network for instructional and school related purposes.
8. Notifying a school administrator or teacher of computer or network malfunctions.

Students must respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of content, eBooks, music, games, or movies).
2. Citing sources when using others’ work (not plagiarizing).

Students must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Students should have a limited expectation of privacy when using district or student owned devices on the CCPS network.
3. Reporting threatening or discomforting materials to a school administrator or teacher.
4. Not intentionally accessing, transmitting, copying, or creating mobile apps, websites, or other material with inappropriate information, content, ads, or any material that is not age or school appropriate.
5. Not intentionally accessing, transmitting, copying, or creating material that violates the school’s code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
6. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

7. Not using the resources to further other acts that are criminal or violate the school's code of conduct.

8. Use of another student's device only when specifically permitted by that student and with the permission of a school administrator or teacher.

9. Following the District's social media policy by only using the Edmodo social media platform and only for a teacher approved assignment. Please see the social media policy at: http://www.collierschools.com for more information.

10. Avoiding spam, chain letters, or other mass unsolicited mailings.

11. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Students may, if in accord with the policy above:

1. Design and post materials in approved locations from school resources.

2. Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher’s permission).

3. Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).

4. Use the resources for educational purposes.

Inspections

Regular inspections are conducted annually of the iTECH campus facilities to ensure federal, state, and local codes are met. If recommendations or deficiencies result from inspections, iTECH staff works closely with CCPS Maintenance and/or Outside Contractors to meet the requirements.

CCPS Work Order System

Report maintenance problems through the online work order system. If you require immediate assistance, contact the receptionist or other office staff. Any request for special assistance from a custodian should be cleared through the Facility Manager.
## Capital Improvement Plan-CCPS

Facility Maintenance Plan - 10 Years Immokalee Technical College

<table>
<thead>
<tr>
<th>Item Description</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
<th>FY 2026</th>
<th>FY 2027</th>
<th>FY 2028</th>
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<td>Repl Kitchen Teaching Camera System</td>
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<td>Repl Multipurpose Rm Sound System</td>
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<td>Replace Banquet Hall Sound System</td>
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<td>Replace Ext Building Lights</td>
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<td>Replace Intercom/Clock System</td>
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<td>Repl Culinary Arts MAU &amp; Exhaust</td>
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<td>Seal/Repair Parking Lot</td>
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## Board Policies

PL 7100
PL 7300
PL 7410
PL 7540
Annual Review

The Immokalee Technical College and iTech Center for Manufacturing Excellence Placement and Follow-up Plan shall be reviewed and updated annually as necessary by iTech administration and faculty at the start of each new school year. During the review of this plan, all data information will be shared with iTech faculty in order to plan and make adjustments for the new school year.

- Reviewed and Approved- 8/17/2020
- Reviewed and Approved- 8/6/2019
- Reviewed and Approved- 8/8/2018
- Reviewed and Approved- 8/9/2017
- Reviewed and Approved- 8/8/2016
- Reviewed and Approved- 8/10/2015