

FORT MYERS TECHNICAL COLLEGE
OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES,
TECHNICAL INFRASTRUCTURE, AND DISTANCE EDUCATION PLAN
2023

FMTC Personnel

Operation and Maintenance of the Physical Facility:

Director:	John Roszell
Building Supervisor:	Thomas Fletcher
Sites Worker:	Quillie Jones
Head Custodian:	Greg Hogan
Custodians:	Orlando Dejesus Alvarez, Alejandro Morales, Yei Sua

Technical Infrastructure:

Director:	John Roszell
Technical Support Specialist:	Tim Cayton

Distance Education:

Associate Director:	Katie Scoville
Technology Specialist:	Tim Cayton
Distance Ed. Instructor:	Judy Smith

Financial Needs:

Director:	John Roszell
Bookkeeper:	Lori Capps
Senior Admin. Assistant:	Denisse Figueroa

SWFPSA Personnel

Operation and Maintenance of the Physical Facility:

Director:	Todd Everly
Building Supervisor:	Daniel Sanchez Figueredo
Head Custodian/Sites Worker:	Keith Kelly
Custodians:	Martha Chavez, Jamie Ramos, Loida Valdes

Technical Infrastructure:

Director: Todd Everly
Technical Support Specialist: Jorge Corral

Financial Needs:

Director: Todd Everly
Bookkeeper: Toni Bickford
Senior Admin. Assistant: Rosa Henshaw

The custodial staff is the foundation for maintaining a safe and operational campus. The Director works with the Building Supervisor to develop a work schedule to maintain each building and the exterior areas of the campus.

FMTC Custodial and Maintenance Staff Schedule:

Employee Name	Title	Assignment	Work Days	Schedule
Thomas Fletcher	Building Supervisor	All Campus	Monday-Friday	6:00 a.m.-2:00 p.m.
Quillie Jones	Sites Worker	All Campus	Monday-Friday	6:00 a.m.-2:00 p.m.
Gregory Hogan	Head Custodian	Bldg: H	Monday-Thursday Friday	12:00 p.m.-8:00 p.m. 9:00 a.m.-5:00 p.m.
Orlando De Jesus	Custodian	Bldg: C, D, J	Monday-Thursday Friday	12:00 p.m.-8:00 p.m. 9:00 a.m.-5:00 p.m.
Alejandro Morales	Custodian	Bldg: A, B, G	Monday-Thursday Friday	12:00 p.m.-8:00 p.m. 9:00 a.m.-5:00 p.m.
Yei Sua	Custodian	Bldg: G, F	Monday-Thursday Friday	12:00 p.m.-8:00 p.m. 9:00 a.m.-5:00 p.m.

SWFPSC Custodian and Maintenance Staff Schedule:

Employee Name	Title	Assignment	Work Days	Schedule
Daniel Figueredo	Building Supervisor	All Campus	Monday-Friday	6:00 a.m.-2:00 p.m.
Keith Kelly	Head Custodian/ Sites Worker	All Campus	Monday-Friday	1:30 p.m.-9:30 p.m.
Jaime Ramos	Custodian	Bldg: 1, 2, 3, 4, 10, 11	Monday-Friday	11:00 a.m.-7:00 p.m.
Martha Chavez	Custodian	Bldg: 1, 2, 5, 7, 8, 12	Monday-Friday	1:30 p.m.-9:30 p.m.
Loida Valdes	Custodian	Bldg: 1, 2, 5, 6, 9, 13	Monday-Friday	1:30 p.m.-9:30 p.m.

Equipment and Supplies

The general care of classroom and laboratory equipment is the responsibility of each instructor. Requests for repairs to technology equipment are made by accessing the School District of Lee County (SDLC) [Help Website](#) and completing a Help Request Ticket. Repair requests for non-technology equipment are emailed to the building supervisor and copied to the director.

Purchases of new or replacement equipment and supplies at FMTC are made using the [FMTC Requisition Google Form](#) which is available in the Bookkeeping folder in the FMTC Shared Google Drive. All requisitions are reviewed by the Senior Administrative Assistant and submitted to the Director for approval.

Each lead instructor at the SWFPSC has the ability to go directly to the Bookkeeper for everyday supplies needed for their programs. Any classroom and/or laboratory equipment needed that are not of everyday use must be approved by the Director. All requisitions are reviewed by the Senior Administrative Assistant and Bookkeeper and then submitted to the Director for final approval.

The acquisition or disposal of property with a value of a least \$1,000 must be reported using a Report of Acquisition or Disposition of Property form, MIS 048. These forms, as well as program inventory lists are maintained by the Technology Specialist. Completed forms requesting the disposal of property should be forwarded to the Technical Support Specialist in order to obtain

District approval for disposition of property. This must be done before equipment can be removed from the District inventory and disposed of. In an effort to support continuous instruction, requests for emergency purchases must be made directly to the Director so that replacement can be completed in the least possible amount of time.

The Technical Support Specialist is responsible for:

- Reviewing and investigating help request tickets.
- Completing repairs initiated through the help request system and arranging technology repairs from an outside source when needed.
- Reimaging, replacing, and/or refreshing campus technology in compliance with the School District's Technology Refresh Plan.

The Instructor is responsible for:

- Maintaining classroom/laboratory equipment.
- Submitting a help request when repairs/assistance with technology equipment is needed.
- Emailing the building supervisor when repairs/assistance with non-technology equipment is needed.
- Completing and submitting a Requisition for Purchases Form to purchase needed equipment.
- Completing a Report of Acquisition or Disposition of Property Form and submitting it to the Technology Specialist when property with a value of at least \$1,000 is acquired or needs to be disposed of.

The Director is responsible for:

- Reviewing and approving/disapproving equipment requisitions.
- Reviewing, processing and storing submitted MIS 048 forms.

The Bookkeeper is responsible for:

- Processing approved equipment orders.

Relevant State Law and Federal Codes and Procedures

As a state of Florida public education facility, FMTC is required to comply with State Requirements for Educational Facilities (SREF), which is chapter 6A-2 of the Florida Administrative Code. The School District of Lee County, Florida's Safety and Security Office performs this comprehensive SREF inspection annually and identifies any needed corrections. Copies of these inspections are maintained in the administration office and posted to the FMTC website under Consumer Information. Items inspected include ventilation, emergency lighting, exit lights, storage rooms, and fire extinguishers.

While the entire campus is inspected annually under the SREF process, specific programs receive additional inspections throughout the year. The State of Florida Department of Health inspects the Professional Culinary Arts and Hospitality program's kitchen and the Early Childhood Education program is inspected by the Department of Children and Families (DCF) to ensure compliance with state and federal laws designed to ensure the safety of the Voluntary Pre-Kindergarten (VPK) students that attend the Fort Myers Tech Tots program. Both the Health Department and DCF Inspection reports are maintained by the individual program instructors and posted to the FMTC website under Consumer Information.

Distance Education

Only one program on FMTC's campus is offered via Distance Education: Medical Coder/Biller. The Medical Coder/Biller program utilizes Blackboard, which is cloud-based and hosted offsite.

Availability of Plan to Employees and Students

This plan is available to employees in the FMTC Shared Google Drive. Students can access the plan on the FMTC website: www.FortMyersTech.edu.

Annual Evaluation of Plan

This plan is evaluated annually at a faculty meeting and revised as necessary. Minutes are kept of the meeting to document suggested changes, and the updated plan is posted in the FMTC Shared Google Drive and the FMTC website.