

Improvement of Facility and Technical Infrastructure Plan

Objectives

Carver Career and Technical Education Center's (CCTEC) goal is to ensure all students, staff, guests and visitors are safe when in our facility. It is our duty to not only ensure their physical safety but to also protect the privacy, safety and security of data relating to all faculty, students and staff.

Personnel Overseeing the Plan & Responsibilities

The ongoing day-to-day operation, maintenance, and improvement of the physical facility and technical infrastructure are under the guidance and direction of the school principal. The school principal must work with the Kanawha County Facilities Planning (Maintenance) Department for intensive physical and technical improvements or projects needed for the school.

The Kanawha County Schools Facilities Planning (Maintenance Department) is responsible for the maintenance of the building structure and infrastructure. That Department is responsible for the following:

Roofing	Floors	Lighting
Plumbing	Heating	Doors/Locks
Painting	Cooling	Phone/Network Cabling
Ceilings	Electrical	

Activities to Achieve Objectives

If the facility has a need covered by the Kanawha County Maintenance Department, a work order is placed electronically by the school secretary. Maintenance workers then come to the school, assess the needs, and address them.

If staff or students have technology issues that the computer specialist cannot fix, then a KCS Technology Work Order is placed by either the staff member or the computer specialist. The county Technology Specialist will then come to the school, assess the situation, and address them.

Protection

Kanawha County Schools (KCS) Technology Department sets the firewall protections, monitors and maintains the network, and is responsible for protecting student's online data. The technology department ensures the safety, privacy, and security of data contained within the institutional network. They are also tasked with ensuring that the computer system and network operates reliably and all information is backed up daily. All staff and students are required to fill out a new Computer and Telecommunications Acceptable Use Policy (AUP) annually and staff are required to follow FERPA guidelines when handling student information.

Improvement

While the major objectives regarding the facility are safety and proper maintenance, the school is always planning for the future. We continually work with business and industry professionals to ensure that our programs are current and relevant to workforce needs. Improvements are discussed at Faculty Senate, staff meetings, safety meetings, LSIC meetings, and Advisory Committee Meetings. Maintenance and Improvements are made as needed by the county and the institution. While funding can sometimes be an issue, grants and available funding from county, state, or federal agencies will continue to be utilized for improvements and updates to our campus.