



## **Plan for Physical Resources and Technical Infrastructure**

### **Purpose**

The purpose of this plan is to ensure adequate operation, maintenance, and improvement of our facilities and Technical Infrastructure. The Plan is evaluated by the Program Advisory Committee (PACs) and Institutional Committees once a year.

SABER College is housed in a building located at 3990 W. Flagler St., Miami, Florida. The campus occupies 15,273 square feet of physical space; it has access to convenient public transportation and parking facilities. The School is centrally air-conditioned and contains all needed modern equipment. It is made up of eight classrooms, one nursing skills lab/nursing simulation lab, two physical therapy labs, a library information resource service area with 40 laptops, and an adjoining library area where students can study that contains accessible paper books, an admissions office, a financial aid office, a reception area, a faculty working area, and administrative space. Currently SABER College is housed in a leased building.

### **Scope of Services**

SABER College wants to ensure that it is critical that appropriate facilities are available in requisite quality and quantity. The recruitment and retention of students, faculty, and staff are affected by the condition of the facilities. Facilities are also important factors for all who visit the campus, for a lasting impression and a concept of the school's image may stem from a single visit. We must anticipate growth and provide facilities conducive to learning and academic maturation. The Institutional Advisory Committee voted a

budget for year 2024-2025 which covered Janitorial Staff, Parking Attendant, general Maintenance Repair and Technical and Network Infrastructure, including security.

Following is a description of each service.

1. Janitorial Staff: At the moment janitorial services are supervised by the Dean of Academic Affairs. There are two employees that form our janitorial staff, they both offer the same services, and more will be hired as we grow. Janitorial services provide comprehensive cleaning, sanitation, and general upkeep for building, covering daily tasks like dusting, mopping, trash removal, and restroom cleaning, all aimed at maintaining a healthy, safe, and presentable environment for the college at a projected cost of Budgetary Resources of \$31,680.00 per year. The college provides the equipment necessary for the janitorial staff to complete their job.
2. Parking Attendant - At the moment parking attendant services are supervised by the Dean of Academic Affairs. There is one employee that serves as a parking attendant and more will be hired as we grow. The parking attendant plays a central role in managing the parking lot. He is responsible for monitoring parking areas, coordinating vehicle flow and maintaining safety and cleanliness at a projected cost per year of Budgetary Resources of \$35,000.00.
3. General Maintenance and Repairs: The Dean of Academic Affairs is responsible for supervising this service. One person is responsible for general maintenance and repair and more will be hired as we grow however, he is not an employee of the school and is called as needed. His job involves performing diverse repair, upkeep, and installation tasks in the school, covering general maintenance, painting, minor plumbing/electrical fixes, carpentry, requiring skills with various tools, and customer service for efficient, safe facility upkeep. The projected budget for maintenance and repairs is \$ 35,624.00 in Budgetary Resources.
4. Technical Infrastructure: IT Department assures that all technical equipment is up to date and in working order weekly. The projected budget for Technical Infrastructure is Budgetary Resources of \$100,171.26, and The PAC meetings discusses plans and if there exists a suggestion for upgrade or maintenance for any technical equipment it is brought up to the Institutional Advisory Committee

annually. If the suggestion merits a faster approach, it is discussed either with the Dean of AA or the Assistant to the CEO.

5. Network and Security: This service is handled by the IT Department. The service includes checking that mainframe and network systems run efficiently, IT Department has established a schedule for performing preventive maintenance, system upgrades, installing new hardware and/or software. This includes monitoring our networks, inspecting hardware, performing prescheduled shutdowns for maintenance and upgrades and keeping up with any troubleshooting and repair needs.

To protect the network functionality from unwarranted malicious Internet attacks intrusion detection and monitoring systems are in place for threat mitigation. The latest network security technologies are deployed utilizing secure protocols to strengthen and eliminate threats against network assets.

Protecting intellectual property, specifically against copyright infractions is a top concern for our team. That is why uploads and downloads of such materials is strictly limited and supervised. We have put in place safeguards to prevent infringements of national and international intellectual properties including software, books in digital format, audio and video materials, etc. Some of these safety measures include the following:

- 1) Blocking and/or disabling USB ports for student stations in classrooms and labs.
- 2) Enabling automatic antivirus scan before programs are loaded into our system.
- 3) Automatically deleting “cracking” software that attempts to violate copyright protection.
- 4) Limiting system administrative privileges to only key personnel and the IT department.
- 5) Never granting network administrative roles to students or staff outside those related with the IT department.

## Security - Secure Wireless Network Access

Secure protocol wireless technologies are also deployed in school classrooms and administration offices. This solution offers flexible wireless network access and security at a level similar to the traditional (wired) network.

## Network Management Services

Using sophisticated tools, the IT staff monitors and manages the entire network in real-time. Infrastructure problems are alarmed and can therefore be observed as they occur. Ideally, the appropriate automated or manual solution is then dispatched before users become aware of a problem. This kind of automated systems management is critical for school operation.

The IT department logs, assigns, and tracks requests for assistance from inception to completion. Everyone has access to this support mechanism which has worked very well in resolving technology issues related to both software and hardware.

A very important part of our maintenance and troubleshooting protocol is to ensure, maintain and upgrade the skills and expertise of our team as well as the ongoing research and testing of new technologies and innovative software, systems strategies and tools.

The projected cost of the Technical and Network/Security Infrastructure has Budgetary Resources of \$100,000.00

## **Safety:**

All inspections and compliance with fire, health, and safety laws and regulations must be passed on a yearly basis. Any accidents are reported and investigated by the Dean and or the Director; they submit a full report to the administration.

## **Methodology (Damage and Safety)**

In the event of damage:

1. Students are to report the incident to their teacher.
2. Teacher is to immediately contact their director, who will contact the Dean of Academic Affairs (DOAA) and let her know about the damage. If a teacher is

not present then the student must notify the director.

3. The program director or the DOAA will then contact the administrative offices so they can conduct the procurement procedure.
4. SABER's DOAA keeps a record of all our furnishings and equipment. We take a look at areas that students use, to see if anything is damaged or needs to be replaced. If it does it is immediately reported to administration.
5. Any equipment that needs to be fixed or replaced will be in an appropriate time frame.
6. If a student is not happy with equipment, allow student to express his/her thoughts.

Plans are evaluated annually by the PAC and the Institutional Advisory Committee in the meeting conducted during the first part of the year. Plans are shared by posting them in the school's website.

Reviewed April 2006 by Committee

Reviewed / Revised by Inst. Advis. Comm., April 17, 2007

Reviewed / Revised by Committee on April 10, 2008

Reviewed / Revised by Committee on May 19, 2009

Reviewed / Revised by Committee on April 28, 2010

Reviewed by Committee on April 2011

Reviewed by Committee on May 2012

Reviewed by Committee on April 2013

Reviewed/Revised – November 2013 – Preventive maintenance, system upgrades, installation of hardware/software included. Plan for maintaining mainframe and network systems developed.

Reviewed by Committee on May 2014

Reviewed by Committee on Feb 2015

Reviewed by Committee on March 2016

Reviewed by Committee on May 2017

Reviewed by Committee on April 2018

Reviewed by Committee on May 2019

Reviewed and revised by Committee on March 2020

Reviewed on April 2021

Reviewed on June 2022

Reviewed on June 2023

Reviewed and Revised – March 2024

Reviewed on March 2025

Reviewed and Revised – January 2026