

Selkirk College Trail Campus: November 2022

OWNERSHIP TRANSITION INFORMATION FOR EMPLOYEES

- Through partnerships with the Regional District of Kootenay Boundary (RDKB) and the provincial government, Selkirk College has taken ownership of the Greater Trail Community Centre.
- The Trail Campus building, the Trail & District Arts Council, the Bailey Theatre, VISAC Gallery and the Trail Gymnastics Club are vitally important to the community, and so the negotiations to acquire the facility have required a careful and thoughtful process.
- Selkirk College has transitioned final purchase details and securing of current long-term license agreements, which come into effect on **November 7, 2022**.

BUILDING ACCESS

Hours of Operation:

- Monday to Friday: 7:30 am–3:30 pm. After this time, access will be via fob only.
- Saturday: 8 am–2 pm (fob access only)

Entrance: Please access the building through the Helena Street entrance, which will be unlocked on Monday to Friday from 7:30 am–3:30 pm. The Cedar and Portland street entrances will remain locked while the college works with staff, security and the building tenants to expand access.

Security: Security will be stationed at Helena Street entrance on Monday to Friday from 7:30 am–3:30 pm. The door will be unlocked while security is present but will be locked when security is completing their rounds.

Accessible access: Accessible access will continue via Cedar Street entrance. Details to follow.

Weekend/evening access: Details about weekend and evening access will evolve as transition plans continue

COLLEGE SERVICES

Facilities and Campus Management

- College employees have shadowed RDKB employees to understand building nuances to support transition for custodial and maintenance operations.
- Transition planning and execution will continue throughout the fall semester with a phased approach.
- Security and access continue to be a priority, considering;
 - Key fob access for students and employees
 - Consistent hours of access
- A centralized campus management model, mirroring Castlegar and Nelson Campus locations, is to be implemented. Maintenance requests should be submitted to maintenance@selkirk.ca or through the [Work Order Request Form](#). Urgent requests should be made by phone to the facilities coordinator, director of facilities, campus manager or project manager, routine capital projects.
- Custodial workplans will continue to include the kitchen facilities as a health-inspected venue. Custodians will provide general cleaning of kitchen facilities (e.g., mopping the floor, emptying the garbage), but cleaning dishes, fridges, countertops, etc., is the responsibility of those that use the space.
- Campus Management and the front office team will continue to administer keys, fobs, parking passes, etc. Front desk/entrance area improvements are a priority for renovations.

Information for employees on the maintenance request process, team members, contacts, and a link to the maintenance request form can be found at: <https://my.selkirk.ca/staff/dept/facilities/>

Health and Safety

- Compliance with WorkSafeBC and the Occupational Health & Safety Regulation (OHSR) will remain a top priority.
- Transition is in place for first aid coverage at the Trail Campus. Tenants will be required to provide separate first aid coverage to meet individual requirements.
- In BC, workplace first aid attendants must have a certificate that is recognized by WorkSafeBC. There are three levels of occupational first aid (OFA) and one OFA certificate endorsement. The level of first aid services required for a workplace depends on the number of workers, distance to medical aid and industry hazard rating.
- A campus first aid signage update is underway.
- The communication of new procedures will be ongoing.

- The RDKB fire plan is being updated and transferred to a Selkirk College fire plan, including fire drills, warden bags and clear evacuation/assembly points.
- Community stakeholder consultation continues.

Information for employees on first aid and reporting, emergency preparedness, campus security and health and safety resources can be found at: <https://my.selkirk.ca/staff/dept/safety/>

Human Resources

- RDKB employees affected by the transition were offered employment with Selkirk College; however, all chose to remain employees of the district.
- Facilities teams, including maintenance, custodial and groundskeeper staffing at the Trail Campus will mirror the Castlegar and Nelson campus structure and staffing levels. Maintenance work orders will be assigned and managed through the facilities department on an as-needed basis.
- Other positions for the Trail Campus are under consideration.

Information for employees on job postings, benefits and HR policies and resources can be found at: <https://my.selkirk.ca/staff/dept/hr/>

Information Technology

- Significant investment is being planned for the Trail Campus to modernize the technical infrastructure of the building.
- This investment will result in improved wired and wireless internet connectivity.
- The IT team will be working with key stakeholders to transition RDKB infrastructure to Selkirk College systems.

Information for employees on IT support, including how to submit an IT request/ticket and self-serve resources, can be found at: <https://go.selkirk.ca/>

Benefits of Campus/Building Ownership for Selkirk College

- The transfer of ownership of the Trail Campus to Selkirk College allowed for the Ministry of Advanced Education & Skills Training (AEST) to invest \$1 million into technological and space upgrades now that the college owns the building.
- Being able to bring structured cabling for network connectivity up to code will result in improved internet access and performance across the campus.
- Other improvements include updated reception and classroom areas, as well as signage and security upgrades.

Owning this building, not just leasing space, gives Selkirk College the ability to manage its cross-campus spaces more efficiently and provide expanded programming and improved technology.

As the building owner, the college in partnership with the province can make necessary capital investments to bring the building up to current technological standards, and to ensure efficient and effective use of facilities.

Ownership allows the college to articulate a shared identity and long-term benefits for the built and connected environment of the college through:

- The development of new student housing and childcare centre**, and the creation and enhancement of open spaces and the public realm.
- The integration of engaging student spaces throughout the campus.
- The establishment of an overall vision for the future planning and development of Selkirk College.

A campus that offers a range of amenities, services and experiences will create and contribute to a lively and vibrant environment on campus.

The desire is to strengthen the campus by creating a sense of place, encourage connections within the campus and with the surrounding neighbourhoods.

*** In alignment with the [Selkirk College Campus Master Plan](#), a submission to the Ministry of Advanced Education & Skills Training (AEST) is currently underway for student housing and childcare adjacent to the Trail Campus.*

SELKIRK COLLEGE VALUES

- Community at Selkirk College means delivering education that builds relationships, culture, belonging, empowerment and opportunity. Selkirk College students and employees are part of an educational community that is integral to the well-being of the West Kootenay and Boundary regions and has provincial, national and global connections.
- Access at Selkirk College means an educational experience should be attainable to all, regardless of who or where they are or what challenges they face. Accessibility defines a culture of inclusion, considers the services provided to learners, develops innovations to program and course delivery formats and timing, and supports technological and physical infrastructure required for student success.
- Respect at Selkirk College means we treat ourselves, each other, members of our college community and the world around us with respect, dignity and integrity. Respect builds trust and includes respect for diverse people, ideas and perspectives, cultures and traditions, respect for the environment, and the modelling of respectful discourse and conversation in our work.
- Excellence at Selkirk College means everyone strives for the highest level of quality, accountability and professionalism. Excellence includes aspiring to the highest quality of instruction, services and operations for students, our employees and communities. Excellence promotes creative and growth mindsets and approaches to our work that inspires innovation.