

**OPTIMIZATION OF FACILITIES AND INFRASTRUCTURE MANAGEMENT IN
IMPROVING THE QUALITY OF LEARNING AT SMA NEGERI 2 MAKASSAR****Jepri Utomo¹, Ibadurrahman^{2*}**¹University of Madako Tolitoli 1, Indonesia²University of Eastern Indonesia 2, Indonesia

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Abstrak

This study aims to determine the optimization of facilities and infrastructure management in improving the quality of learning at SMA Negeri 2 Makassar. This research is of a descriptive qualitative type. The data collection techniques used are observation, interviews, and documentation. The data sources used are primary and secondary. The data analysis stages used consist of three activity flows, namely data reduction, data presentation, and drawing conclusions or verification. The results showed that the management of facilities and infrastructure carried out at SMA Negeri 2 Makassar includes: planning, procurement, inventory, storage, structuring, use, maintenance, and elimination. The implementation of facilities and infrastructure management has been running well and smoothly. Optimization of facilities and infrastructure management in learning activities carried out by means of procurement, use, and maintenance of the arrangement of learning facilities and infrastructure.

Keywords: Optimization; Management; Means; Infrastructure; Improve; Quality of Learning

INTRODUCTION

Management or management is an integral component and cannot be separated from the educational process as a whole, without management it is impossible for educational goals to be realized optimally, effectively, and efficiently. The concept is applicable in all educational institutions or institutions that require effective and efficient management. The purpose of effectiveness and efficiency is to be successful and effective. That is, that successful management achieves the goal by saving effort, time and costs. A good educational process requires adequate facilities and infrastructure or facilities, either directly or indirectly. In this case, it is directly related to the educational process such as buildings, classrooms, educational tools / media, tables, chairs and so on. While those that are not directly related such as courtyards, gardens, parks and roads to schools.

School facilities and infrastructure must meet the minimum standards in this case can be seen and permendiknas Number 24 of 2007 Article I states that the standards of facilities and infrastructure for Elementary Schools / Madrasah Ibtidaiyah (SD / MI), Junior High School Madrasah Tsanawiyah (SMP / MTs), and Madrasah Aliyah Senior High School (SMA / MA) include minimum criteria for facilities and minimum criteria for infrastructure Assessment for school

accreditation regarding facilities and infrastructure must meet the standards minimum facilities and infrastructure.

Facilities and infrastructure are one of the parts and management that exist in educational institutions, facilities and infrastructure have a very important role in an organization, institution or educational institution. Without the existence of supporting facilities and infrastructure, the educational process does not run as it should.

Mulyasa in school-based management stated that educational facilities are equipment and equipment that are directly used in supporting the educational process, especially the teaching and learning process, such as buildings, classrooms, tables, chairs, as well as teaching tools and media As for educational infrastructure, it is a facility that indirectly supports the course of the educational or teaching process, such as courtyards, gardens, parks, roads to learning places, but if it is used directly for the teaching and learning process, such as a garden used for teaching biology, a courtyard as a sports field, these components are educational facilities. A good process requires a device of equipment (instruments) or facilities. Even if it is passed on to equip the equipment device it requires adequate funds. But the existence of tools or processes are equally important with instrumental inputs and environmental inputs. All of them will be decisive in achieving educational outputs and outcomes.

Related to the above, the management of absolute facilities and infrastructure should be held in the educational process. The management of educational facilities and infrastructure is in charge of regulating and maintaining educational facilities and infrastructure in order to contribute optimally and meaningfully to the course of the educational process. In order for all facilities to be used optimally in the educational process, the facilities should be managed properly. Management activities include planning, procurement, supervision, storage, inventory, and deletion and structuring activities.

SMA Negeri 2 Makassar is located in the south of the Metropolitan City of Makassar, precisely on Jalan Baji Gau 3 No.17, Baji Mappakasunggu, Kec. Mamajang, Makassar City, South Sulawesi. From the point of view of the location of SMA Negeri 2 Makassar won 3rd place in the choir, Zetizen National Challenge Let's go to New Zealand was won by Dewi M. Fortuna Class XII IA-1, 1st place in the National Challenge from November 25 to December 5, 2016 to New Zealand representing South Sulawesi. Zelfkon is the revolution of the Keker Koding Exhibition (KKE) the largest competition in Eastern Indonesia involving 2200 participants and 6000 visitors in 2016. Currently, zelfkon raises a theme entitled The New World to invite students to think, produce ideas and works that are futuristic. The main competition is 3-Dimensional Coding and accompanied by 5 other companion competitions, namely Cerdas Cermat, Artsensation, Journalist, Mading Digital, and Duta Zetizen won the overall champion.

The description above shows that the achievement of academic and non-academic achievements that have been successfully achieved by students at SMA

Negeri 2 Makassar is inseparable from the management of facilities and infrastructure used in creating pleasant conditions for both teachers and students to be in school. In addition, the availability of adequate learning tools or facilities quantitatively and qualitatively. The relevance of needs can be optimally utilized for the benefit of the educational and learning process, both by teachers as teachers, and students as learners. However, complete facilities and infrastructure do not necessarily support the improvement of academic quality without proper management or management, especially facilities and infrastructure that are directly related to the learning process.

RESEARCH METHODS

This research is of qualitative type. The qualitative approach in this study is descriptive. The location of this study is at SMA Negeri 2 Makassar. Data collection techniques are used to obtain the necessary data, both related to literature studies and data generated from empirical data. The data collection techniques used in this study were observation, interviews, and documentation.

The data sources used in this study are primary and secondary. Data analysis techniques used descriptive analysis. The data analysis used consists of three activity flows, namely data reduction, data presentation, and drawing conclusions or verification.

RESULTS AND DISCUSSION

1. Planning

A good management activity certainly begins with a careful and good planning, so that in carrying out activities in accordance with the goals that have been set effectively and efficiently. In the framework of developing an educational management, basically it must be able to analyze every aspect related to its educational institution. In this case, planning is the initial activity in the management. Planning facilities and infrastructure at SMA Negeri 2 Makassar always looks at existing needs, both office needs and learning needs and also looks at existing facilities and infrastructure by checking or checking the remaining goods for the purchase or use of past goods, and adding them according to needs.

SMA Negeri 2 is only as a technical implementation unit. Just plan and propose the desired needs. The final decision is on the part of the National Education Office of South Sulawesi Province. For the needs of goods whose price is below one million per unit can be directly fulfilled, but for the purchase of goods above one million, it is directly handled by the National Education Office of South Sulawesi Province. Coordination Meetings to make plans are carried out at the beginning of each academic year.

The planning of facilities and infrastructure at SMA Negeri 2 is checked first and sees the remaining items that have been past, adding them according to needs. Thus, the planning carried out at SMA Negeri 2 is adjusted to the analysis of needs, determination of the priority scale, and the level of



importance. Procurement Procurement of infrastructure is an effort to realize the plan for procurement needs of equipment that has been prepared previously. In the business of procurement of goods must be planned.

2. Procurement

Procurement of infrastructure is an effort to realize the plan for procurement needs of equipment that has been prepared previously. In the business of procurement of goods must be carefully planned, so that the period is in accordance with what is expected. The procurement of infrastructure at SMA Negeri 2 is carried out carefully, namely in accordance with the analysis of the needs of goods. Thus there will be no waste of funds.

3. Inventory

Inventory is an initial activity after receipt of goods. The inventory is carried out in order to improve the effective management and supervision as well as goods owned by the unit and the South Sulawesi Office. Inventory also provides very valuable and useful input for the effectiveness of the management of facilities and infrastructure. Items in the classroom are recorded with a DIK (Class Inventory list) such as chair desks, LCD projectors, computers, and all items in the classroom. As for immovable goods, all are recorded in the inventory buku. If in the inventory there are a number of equipment that is no longer suitable for use, then removal or repair is carried out. The inventory conducted at SMA Negeri 2 aims to save finances, maintenance, and supervision.

4. Storage of goods

Contained in SMA Negeri 2 after being distributed to several sections (Program Coordinator, Homeroom Teacher, and so on) to be stored and equipped with news of the handover ceremony. To store goods belonging to SMA Negeri 2, of course, it is not stored in any place. The storage of these items is also accompanied by an inventory code that aims to facilitate the maintenance and checking of goods for storage, facilities and infrastructure are stored according to their respective places, for ATK they are stored in the kitchen and in the warehouse as well as others. The storage carried out at SMA Negeri 2 can be carried out properly..

5. The arrangement

of facilities and infrastructure at SMA Negeri 2 is carried out neatly and orderly, so that the items stored are not disturbing to other personnel, easy to recognize and easily affordable. The items in the room or office already have their own inventory list, if the item is moved then the room inventory list is also changed because the existing items must match the list made. The arrangement at SMA Negeri 2 is also always controlled periodically in this way, which will make it easier if there is a replacement of goods or materials.

6. Use

There are two principles that must be considered in the use of equipment, namely effectiveness and the principle of efficiency. The principle

of effectiveness of use must be aimed solely at facilitating the achievement of school educational goals, either directly or indirectly. The principle of efficiency means the use of all educational facilities and infrastructure in a frugal and careful manner, so that existing facilities and infrastructure are not easily exhausted, damaged or lost.

7. Maintenance

Maintenance is a continuous activity to strive for facilities and infrastructure to remain in good condition or ready for use at any time. Reviewed and the nature of maintenance there are four types, namely maintenance that is checking, preventive, light repair, and heavy repair. If you look at the repair time, there are two kinds, namely, daily maintenance (sweeping mopping the floor and so on), said maintenance (precarious control, air conditioning and so on).

For maintenance at SMA Negeri 2, especially the household / infrastructure department, always maintain the existing goods properly. If there are damaged items, the relevant party tries to repair them if they are likely to be repaired, but if they cannot be repaired, the goods are warehoused and replaced with new ones. For daily maintenance related to cleanliness either sweeping or cleaning others which are always carried out every day well by the cleaners. The cleaners also carry out checks on the components in the building such as glass doors, roofs, and bathrooms.

For facilities and infrastructure such as computers, LCDs, air conditioners and other items are also well maintained and routine. Periodic maintenance such as wall control and others are carried out by looking at local or incidental conditions. The maintenance carried out at SMA Negeri 2 can run well, but there are still a few obstacles, especially in computer maintenance. Computer damage in this laboratory often occurs because students do not pay attention to the instructions present at the time of use.

8. Abolition

Abolition Of deletion is the activity of removing the belongings of the institution from the inventory list based on applicable laws and regulations and guidelines. The abolition carried out at SMA Negeri 2 is carried out with a simple process not as complicated as that carried out by state educational institutions. Removal is carried out so that there is no accumulation of unusable items. Although the removal was done simply, the implementation still went well.

Optimization of the management of facilities and infrastructure in improving the quality of learning carried out at SMA Negeri2 Makassar by means of procurement, use, maintenance, arrangement of learning facilities and infrastructure, namely holding "smart classes", computer laboratories, languages, science, chemistry, biology, and physics to facilitate learning, so that learning is more enjoyable. All areas are equipped with closed circuit television, there are local network areas and hot spot areas, procurement of copiers, procurement of honesty cooperatives, procurement of music rooms, procurement of libraries



plus hotspots, visual media and educational game media, use of mosque facilities as moral laboratories, procurement of sports equipment, procurement of computer answer sheet scanners and papers, and procurement of natural science practicum equipment. Maintenance is carried out once a week twice for learning tools, such as: computers, liquid crystal displays, projectors, and liquid crystal displayscreens. As for building maintenance and painting, it is carried out once a year, but if you check every one month something is damaged, repairs will be carried out immediately. Maintenance of the school environment is carried out every day by cleaners and every classroom and room is given a trash can. Every day, students before going home carry out class hygiene pickets, and before going home, they are encouraged to arrange the neatness of class equipment.

There are advantages and disadvantages in optimizing the management of facilities and infrastructure in improving the quality of learning at SMA Negeri 2 Makassar. The advantages are: 1) the procurement of smart classes will make it easier for teachers to deliver material to students and understand students and learn more interestingly. 2) with the existence of computer laboratories, languages, science, chemistry, biology, and physics, students can directly practice the theories that have been obtained in class 3) with the presence of cameraclosed circuit television, learning and student behavior can be monitored. 4) the existence of hotspot areas will make it easier for teachers, and students to get the latest information related to education. 5) with the existence of a copier, it is easier for teachers to duplicate questions and materials that are not in the package book. 6) with the existence of a library equipped with audio-visual media, students are more interested in visiting the library and increasing students' interest in reading. 7) with the existence of honesty cooperatives, students are taught to practice honesty and instill an anti-corruption spirit from an early age. 8) with the scanner of computer answer sheets and papers, teachers can carry out tests such as the national examination system at any time. 9) the existence of a music studio makes it easier for students to develop their talents. 10) the completeness of sports equipment and practicum makes it easier for teachers and students to carry out practical learning activities. 11) with the maintenance of the school environment every day by cleaners and students the classroom environment and outside the classroom is always clean and there is not a single piece of garbage scattered. 12) with the attachment of class equipment every day of students, the condition of the class is always in a neat state. 13) with the maintenance of the building carried out once a year will minimize the cost of the shortage, namely: a) in the use of the laboratory method, sometimes students do not pay attention to laboratory regulations or instructions from teachers, so that the tools in the laboratory are often damaged; b) in borrowing learning tools sometimes forget to write back in the re-borrowing procedure book, so that if there is a lost or damaged tool, it cannot be controlled; c) the use of existing facilities and infrastructure cannot be fully controlled, because the person in charge of the facilities and infrastructure is a

teacher and sometimes not always in place; and d) in the use of copiers teachers and staff photocopied themselves, so that machine damage often occurs.

CONCLUSION

The management of facilities and infrastructure is an effort directed at creating an effective and pleasant learning atmosphere and can motivate students to learn well in accordance with the ability and completeness of existing facilities and infrastructure. The management of facilities and infrastructure carried out at SMA Negeri 2 Makassar includes: planning, procurement, inventory, storage, structuring, use, maintenance, and deletion. The implementation of facilities and infrastructure management has been running well and smoothly. Optimization of facilities and infrastructure management in learning activities carried out by means of procurement, use, and maintenance of the arrangement of learning facilities and infrastructure.

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