With input from the Cabinet, the President makes final approval of program review recommendations. A progress report toward implementation of recommendations must be drafted one year following completion of the task force report by the chairperson. The report will be sent electronically to the Special Assistant to the President for Strategic Planning & Analysis for college-wide distribution and archiving. Recommendations not achieved within a year are to become “objectives” in the corresponding unit plan to ensure a continued focus on their achievement.

Approved Recommendations

1. (a) Implement the Cabinet approved Facilities Operation and Maintenance Manual college-wide. Facilities Managers will be held accountable to the Campus President for the consistent implementation of the Facilities Operation and Maintenance manual.
   (b) Implement a biennial tactical unit plan for Facilities Maintenance college-wide.

   (a) The Facilities Managers at each Campus acknowledged the Cabinet Approved Operations and Maintenance Manual as the guidelines for all of their respective operations.

   (b) The Facilities Managers, with the assistance of the College’s V.P. of Administrative Affairs, have begun biennial meetings (coinciding with the College’s academic calendar) to produce a College-wide unit plan for Facilities.

2. Purchase and implement turn-key, tested software dedicated specifically for a facilities work request system for multi-campus higher education institution to track all work-orders college-wide.

   2. The College has purchased the School Dude product for Maintenance reporting and tracking. We are currently in the process of Management training and data entry. The target is for BETA use in November of 2010 and Live operation in January 2011.
3. Hire a minimum of 18 additional Facilities workforce to transition from a “reactive” management level to “managed care” as set by APPA Maintenance Staffing Guidelines for Educational Facilities as resources are available among prioritized institutional needs. In addition consideration should be given to identifying alternate funding sources and alternate means to accomplish the same end not requiring additional personnel.

3. Each Facilities Manager is working with their respective Campus President or Administration to expand the Facilities workforce at each Campus.

4. Require and provide ongoing training for Maintenance staff and the associated Management/Supervisory team. The training should include specific, applicable technical training, as well as, ADA training, safety training, and training in environmental/sustainability issues related to Facilities.

5. Create a monthly meeting schedule required for all Facilities Management personnel to attend. To begin to establish continuity across the college, to account for implementation of the Facilities Maintenance and Operations Manual.

5. The Facilities Managers will begin the MONTHLY Meetings ...at varying Campus’...as we start the implementation of the School Dude Initiative.

6. Recommend that Human Resources engage a consultant to conduct a salary study of all Professional/Managerial and Classified positions.