

**FIRST FOLLOW-UP REPORT:
A RECORD OF PRESIDENTIAL APPROVAL
TO TASK FORCE RECOMMENDATIONS FOR
Facilities Planning & Construction, 5/5/09**

With input from the Cabinet, the President makes final approval of program review recommendations. This report articulates those decisions. Approval of task force recommendations requiring funds beyond the base budget of the reviewed unit is not tantamount to receipt of additional funds. Those funding requests must be channeled through the institutional budget process. Nonetheless, special consideration will be given to requests stemming from 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.

The President accepts the recommendations of the task force with modifications to 3a and 5a as indicated in **bold and underline**. An additional recommendation was added designated as 3b.

Recommendations

Recommendation 1: Facilities Managers and supervisors should institute a more proactive approach in identifying and addressing maintenance requirements. Campus Facilities need to appoint a facility review team to conduct quarterly facility and site condition assessments of their campus to identify un-reported maintenance requirements and develop a maintenance project priority list to be incorporated into their maintenance schedule. Major items outside of Campus capabilities or those that are impacted by renovation or remodeling need to be reported to District Facilities Planning and Construction for resolution.

Recommendation 2: Consider hiring temporary project coordinators to oversee major projects until the budget situation improves at which time increasing full time staff should be seriously considered.

Recommendation 3a: **Planning for major construction projects must consider all ancillary costs to the project, such as moves and temporary space requirements, and funds should be identified for these needs as part of the project planning. Also**, consider using other estimating tools such as RS Means construction manuals and software and other construction industry estimating tools to supplement State provided guidelines.

Recommendation 3b: Develop a process whereby the orders of large equipment be reviewed by Facilities to determine infrastructure requirements such as power/technological needs, structural support of dead weight, etc.

Recommendation 4: Explore other possible sources of funding, such as lease buy programs, for consideration in construction of parking structures. Research other institution's parking solutions such as revenue from private sources and for the term or daily parking charges.

Recommendation 5a: Facility space use changes need to be coordinated with the department for evaluation and validation prior to being implemented. Requests for changes in space use should be submitted **in consultation with** Facilities Planning & Construction through the Campus Facilities office.

Recommendation 5b: Consider establishing Campus space use planning committees to identify and evaluate minor renovation and remodeling requirements.

Recommendation 6 & 7: Coordinate and work with Management Information Systems and Information Technology to develop custom screens that are functional and user friendly. Maximize the use of the Datatel forms (screens) to fully populate site, building and room information. Standardize the room coding process and use of current reporting codes. Research the feasibility of implementing other Datatel delivered modules that link to facilities data.

Recommendation 8a: Campus Administration should place emphasis on scheduling classes in proper instruction spaces to improve utilization as well as provide support for additional space funding requests.

Recommendation 8b: Work with Department of Management Information Systems to develop and implement training workshops for current and new schedulers; evaluate options available within in Datatel to prevent or further restrict classroom scheduling in invalid spaces or rooms.

Recommendation 9: Evaluate a Preventative Maintenance Program software package for implementation and update the College Preventative Maintenance Program manual to incorporate use of the software. Research Datatel's Maintenance Work Order process within the Physical Plant Module and the ability to track the workflow through Workflow Management System (WFMS).

Recommendation 10: Campus Unit Plan objectives that have impact on facilities be coordinated with Facilities Planning & Construction prior to being accepted in the biannual Unit Plan.