FIRST FOLLOW-UP REPORT:  
A RECORD OF PRESIDENTIAL APPROVAL  
TO TASK FORCE RECOMMENDATIONS FOR  
Campus Facilities Maintenance and Plant Operations, 3/22/10

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 approves the recommendations of the task force with modification to recommendations #3, 5, and 6. Additions are underscored and deletions are strikethroughs.

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.

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.

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.

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 campus college, to account for implementation of the Facilities Maintenance and Operations Manual.

6. Evaluate current personnel and increase flexibility in hiring scale to reflect the current industry standards. Recommend that Human Resources engage a consultant to conduct a salary study of all Professional/Managerial and Classified positions.