

12-month Work Plan—January 2014 to June 2015

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Student Success

- Participation and planning with the Facilities Committee.
 - Identifying areas where facility upgrades can contribute to student success.
- Development of an M&O schedule for maintenance and repairs around class schedules.
 - Grounds schedule early morning or Fridays late (mowing, blowing, and trimming)
 - Custodial schedules change to team cleaning in evenings after hours.
 - Custodial rotation for afternoon cleaning

Facilities and Infrastructure

- Strategically plan, budget and implement for campus upgrades.
 - Work with Facilities Committee to identify and prioritize areas of improvement on campus.
- Facilities Committee participation and working on the committee goals.
 - New construction.
 - Summer Projects.
 - Schedule Maintenance Projects

Integration:

- Administrative Council, Chair Facilities Committee.
- Work with the District Facilities Department for campus prioritized construction projects.
- Grant support – Facilities up grade support for various grants.
- Review and prioritize with the Facilities Committee the facility requests from the Annual Program Review.
 - Partner with Technology Committee (ISIT).
- Participation in college re-org team.
 - Development of a recommendation for a new administrative structure to support the college.

Communication

- Coordinate construction projects with Office of Instruction and Facilities & Events for minimal impact to staff, students and community.

- Update Facilities Committee site.
 - Minutes, Agenda's and supporting documentation.
 - Update the department of Marketing and Public Affairs (Amber). For any construction or possible disruptions to campus.

Oversight and accountability

- Implementation of work order system (School Dude). So campus sees full potential.
- Implementation of preventative maintenance system (School Dude).
- Implementation of electric maintenance carts and new cart safety policy.
- Implementation of campus-wide Card Key Lock program.
- Complete HAZMAT Business Plan.
- Continue to work towards achieving BC strategic goal five (5) looking for sustainability opportunities.
 - Prop 39 energy savings exterior lighting
 - Campus wide irrigation water conservation
- Assessment of new upgrades on campus.
 - Coordinate with Facilities Committee.

Professional Development

- Identify and utilize professional development opportunities for M&O Support staff.
- Utilize OSHA & HAZMAT Safety Program with M&O department.