

# **18-month Work Plan—January 2013 to June 2014**

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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.

## **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.

## **Integration:**

- Administrative Council, Co-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**

- 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**

- Development of work order system (School Dude). So campus sees full potential.
- Assessment of new upgrades on campus.
  - Coordinate with Facilities Committee.

### **Professional Development**

- Identify and utilize professional development opportunities for M&O Support staff.