**MEMORANDUM**

**TO:** See Distribution List Below

**FROM:** Mojdeh Mehdizadeh, Interim President, CCC

**DATE:** March 4, 2016

**SUBJECT:** Final Recommendations, Fall 2015 Program Review, Buildings and Grounds

The President’s Cabinet met on March 4, 2016 and reviewed your program review for Buildings and Grounds.

Commendations:

1. We commend you for your dedication to innovative strategies like low-maintenance landscaping and maintaining a safe and clean campus with limited staffing.
2. We commend you for the results of your department satisfaction survey, which illustrates a generally favorable view of the department.
3. We commend you for the large number of maintenance project and otherwise which the department is managing.

Recommendations:

1. Given the limited full-time staffing, we recommend that you assess alternative means to augment campus beautification efforts such as engaging the campus in a clean-up drive quarterly, and/or adding hourly or contract staff during season-critical times to augment internal efforts.
2. We recommend that you continue to reassess and reprioritize Prop 39 and other maintenance projects based on updated plans on Measure E implementation.
3. We recommend that you continue to assess the District’s newly implemented project bid process, document potential barriers that have led to negative impacts on campus projects, and communicate those to senior campus leadership in order that they can be addressed at the District level.

Self-Study and Validation teams need a Meeting with President’s Cabinet: 🞎 Yes 🗷 No

**Distribution List:**

**President’s Cabinet Self–Study Team Validation Team**

Beth Goehring Bruce King Robert Chan

Nakari Syon Julie Skoler

Erika Greene Alma Cardenas

Tammeil Gilkerson Darlene Poe

Mariles Magalong

Mojdeh Mehdizadeh