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Physical Plant - Unit Action Plan 2015-2017

Division of Administration & Finance

Unit Strategies Supporting Divisional Strategic Initiatives

This page lists unit strategies that directly support achievement of the divisional initiatives. The plan in its entirety includes additional unit-specific operational strategies (see the table “Operational Excellence.”)

Divisional Initiatives	Unit Strategies
1. Initiative 1 Staff Development	1.
2. Initiative 1 Master Plan	1. Strategy 1 – Assist in the development of the Facilities Master Plan update for the Big Rapids campus. 2. Strategy 2 – Assist in the development of a new vision for Housing facilities and planning for design and construction program to replace existing facilities on the South East portion of the campus. 3. Strategy 3 – Complete Swan Annex project preconstruction services. Construction phase is dependent upon State of MI Capital Outlay approval. 4. Strategy 4 – West Campus Apartment complex construct 3-4 new buildings. Complete RFP process, select professional services and complete preconstruction services in anticipation of completing the construction of the new buildings in time for Fall 2016 occupancy. 5. Strategy 5 – Complete renovation of Top Taggart Field track surface. 6. Strategy 6 – Complete the demolition of Helen Ferris Hall and associated site redevelopment.
3. Initiative 1 Stewardship/Sustainability	1. Strategy 1 – Assist as directed in the development of a stewardship and sustainability philosophy statement. 2. Strategy 2 – Participate as appropriate in the development and implementation of initiatives that further strategy 1 within allocated resource limitations.

Initiative 1: STAFF DEVELOPMENT					
1. Strategy					
a. Action Steps		Target Date	Responsible	Collaboration Needed	Status
1. Strategy 1 – Encourage staff to utilize Staff Center					
a.	Action step – Managers attend evaluation/merit pay training	March 2015	All PP managers that have admin staff reporting to them	Staff Center/HR	On schedule
b.	Action step – AVP direct reports attend at least one professional development opportunity during the year	Annual Performance Evaluation	AVP Direct Reports	Direct reports	
2. Strategy 2 –					
a.	Action step –				

Initiative 2: MASTER PLAN				
1. Strategy				
a. Action Steps	Target Date	Responsible	Collaboration Needed	Status
1. Strategy 1 – Facilities Master Plan update BR Campus				
a. Action step - AVP assist VP in updating the Facilities Master Plan for the Big Rapids Campus	Spring 2015	AVP-Physical Plant	VP-A&F, Consultants & Campus Community	On schedule
b. Action step - Complete Facility Condition Assessments	2015	AVP – Physical Plant	IT Support for AiM system	BOT approved on 2/20/15
c. Action Step				
d. Action Step				
2. Strategy 2 – Implement approved MP Initiatives				
a. Action step– Complete Swan Annex Renovation Pre-construction Services	Summer/Fall 2015	AVP-Physical Plant	COET, Consultants, State of MI	Ongoing but dependent on State of MI Capital Outlay process
b. Action Step – Plan & implement hundreds of approved projects totaling millions of dollars	Ongoing	AVP – Physical Plant	VP-A&F, Resources Limitations for PM staff will be an impediment, IT group, PC, Campus Community	Ongoing & dependent on human and financial resource allocations and how aggressive administration is in pursuing project implementation
3. Strategy 3				
a. Action step				

Initiative 3: STEWARDSHIP/SUSTAINABILITY				
1. Strategy	Target Date	Responsible	Collaboration Needed	Status
a. Action Steps				
1. Strategy 1 – Assist as requested in the development of a stewardship and sustainability philosophy statement	TBD	TBD	VP-A&F, Campus Community	Need direction – Who will lead this effort for the campus?
a. Action step - TBD	TBD	TBD	VP-A&F	TBD
b. Action step				
2. Strategy 2 – Develop a more visible Recycling Program				
a. Action step – Launch a pilot building recycling program with the opening of the University Center	January 2015	Custodial Manager	UCB manager, Campus community	Complete
b. Action step – Develop and enhance campus awareness of current and ongoing sustainability efforts through use of WEB site & other means	Ongoing	Custodial Manager	Student intern, Physical Plant staff, Ferris student recyclers RSO, Campus community	Ongoing
c. Action Step – Look for opportunities to expand the UCB recycling model to other campus buildings	TBD	Custodial Manager	Resource availability to purchase recycle containers	TBD

Use this page to add action steps that are helpful in increasing the effectiveness and efficiency of the unit and that otherwise do not directly support achievement of the divisional or college initiatives.

Operational Excellence				
1. Strategy				
a. Action Steps	Target Date	Responsible	Collaboration Needed	Status
1. Strategy 1 – Address Student Recruitment/Retention Facility Issues				
a. Action step - Develop organizational staffing structure that can be responsive in support of aggressive project work load demands of the campus	ASAP	AVP	VP-A&F, President & PC, human resource allocation dependent	ASAP
b. Action step – Focus on “Cash Walk” facility improvements	Ongoing	PP Director, Grounds Manager, Custodial Manager	Student Affairs, VP-A&F for Resource Allocations	Ongoing
c. Action step - Implement Grounds, Roads & Walks projects with extra focus on 11/4/14 suggestions made by Noel Levitz	Summer 2015/2016	Grounds Manager	Purchasing Dept., Campus Community	Planning
2. Strategy 2 – Implement other Operational Excellence initiatives				
a. Action step – Continue deployment of mobile computing devices to Physical Plant staff for efficient work management	Ongoing	Manager of Work Control, Director	VP-A&F and IT support for AiM system	Ongoing
b. Action step – Continue enhancement and use of GIS system	Ongoing	Plant Engineer	IT support	Ongoing
c. Action step – Continue to implement Capital Renewal and Deferred Maintenance (CRDM) program	Ongoing	AVP	Physical Plant staff & Campus Community	Ongoing
d. Action step – Identify and implement additional energy cost reduction initiatives (part of CRDM funding)	Ongoing	Plant Engineer, Energy Conservation Manager	Campus Community	Ongoing
e. Action step -				