Mike Giacomini  
Vice President, Finance and Administrative Services  
Accomplishments 2019-20

Maintenance, Operations and Measure J

1. Successfully implemented year 4 of Measure J, including the completion of Memorial Stadium Phase 1, Vernon Valenzuela Veterans Resource Center, Delano HVAC Lab, Bakersfield College Southwest temporary campus and the construction start of their permanent campus
2. Another 18 Measure J projects are successfully moving along in various phases of progression
3. Began the design stages for the Gymnasium, Welcome Center, Administrative Services Building, Delano LRC and Memorial Stadium Phase 3
4. Completed 126 Capital Improvement projects on the main campus and satellite campuses
5. Got Board approval for both a Main Campus and Delano Campus solar projects
6. Adjusted Measure J Schedule to save the district $28 million of the Bond Funds

College Safety

1. Purchased radio equipment and repeaters for all campuses so that all campuses will be in contact with each other for daily operations as well as emergency situations
2. Enhanced department’s protocols by completing projects such as “At A Glance” Fire Alarm response guide, department report writing manual, revision of fleet maintenance processes and working on a Student Safety Manual draft
3. Draft of Emergency Notification/Timely Warning procedure with scripts was created
4. Hired new Dispatcher position and instituted dispatching protocols
5. Worked to deepen safety on the campus, with the community in mind, by presenting 4 CPR/BSI/SED trainings, reestablished Safety advisor Committee meetings, held Rape Aggression Defense (FAD) training, participated in the Great Nationwide Shakeout
6. Worked with multiple community agencies to prepare for an emergency such as an active shooter. This included 8 active shooter response trainings, monthly meetings with local law enforcement agencies and hosted a tabletop exercise
7. Successful transition to secure all BC campuses for COVID 19 pandemic
8. Hired newly created Executive Director Position

Food Services

1. Successfully developed and implemented Bakersfield College Food Services Sanitation and Food Safety Guidelines
2. Transitioned to biodegradable and sustainable cups and to-go containers
3. Introduced new healthier options on a daily basis in the Huddle
4. Developed BC’s Food Services Catering guidelines, catering agreement form, booking procedures and improved service and delivery
5. Ongoing implementation of recipe and inventory programs
6. Initiated in-service training for all staff
7. Supported Bakersfield College during the COVID 19 pandemic and worked collaboratively with other departments

**Budget and Administration**

1. Fully changed over to work at a distance due to COVID 19 pandemic including transitioning from paper forms to all electronic approvals
2. Continued to work on improving communication between the District and Bakersfield College
3. Continued training for support staff in Roundtable Training sessions
4. Established FOAPAL review process for all forms affecting a budget
5. Developed process with Human Resources with forms related to labor budgets
6. Created internal tracking for budget-related items to ensure record keeping and efficiency of internal research and developed tracking of internal BC grants for allocation and carryover
7. Finance participated in a compliance role for Starfish, Concentrics Sky and Phytorion
8. Continuing to build relationships outside of the college with community members
9. Submitted a balanced budget for 19/20 and 20/21
10. Received Board approval to move forward with a housing project in collaboration with the Housing Authority