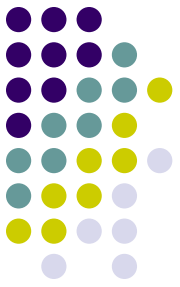


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COMMUNITY COLLEGE DISTRICT

**Facilities Planning & Operations  
3<sup>rd</sup> Annual General Session  
June 27, 2003**



# New Staff



- ❖ **Cañada College**
  - ❖ Alejandro Andrade
  - ❖ Tatiana Degai
- ❖ **College of San Mateo**
  - ❖ Pam Emmons
  - ❖ Tim Granillo
- ❖ **Skyline College**
  - ❖ Larisa Cosmineanu
  - ❖ Manny Granillo



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# Departing Staff



- ❖ **Cañada College**
  - ❖ Bob Whitehead
  - ❖ Mike Miraglia
  - ❖ Jasman Singh
- ❖ **College of San Mateo**
  - ❖ Juventino Rodriguez
- ❖ **District Office**
  - ❖ Nellie Leong
  - ❖ Ashka Simpson



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# Service Awards



- ❖ **District Office**
- ❖ Nellie Leong



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# Mission Statement



**To provide professional, responsive & quality facilities planning, construction & maintenance service to the San Mateo County Community College District**

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# Vision Statement



**Develop a quality & professional facilities team that will provide first rate custodial, grounds, engineering maintenance, and project management services to the college community**



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# Goals



- ❖ **To be the facilities service provider of choice for Cañada, CSM and Skyline**
- ❖ **To be a team of inspired professionals that has attained internal and external distinction**
- ❖ **To earn a facilities achievement award by 2008**
- ❖ **To successfully implement the Capital Improvement Program**



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# Teamwork



## team-work

Pronunciation: 'tEm-"work

Function: *noun*

Date: circa 1828

work done by several associates with each doing a part but all working collaboratively towards a common goal



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# Organizational Chart



**José D. Nuñez**  
Executive Director  
Facilities Planning & Operations

**Administrative Support Staff**  
Arlene Calibo, Nellie Leong, Ashka Simpson

**Linda da Silva**  
Director  
Facilities Maintenance & Operations

**John Baker**  
Program Manager  
Swinerton Management & Consulting, Inc.

**Danny Glass**  
Supervisor of Campus Facilities  
Cañada College

**Diane Martinez**  
Supervisor of Campus Facilities  
College of San Mateo

**Paula Bray**  
Supervisor of Campus Facilities  
Skyline College

**Anne Daley**  
Construction Manager  
Cañada College

**Ellen O'Leary**  
Construction Manager  
College of San Mateo

**Doug Henry**  
Construction Manager  
Skyline College

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# Cañada College – FPO Team



**Campus Supervisor**  
**Danny Glass**

**Supervisor of Custodial & Grounds Operations**  
**Ignacio Carlos**

**Lead Custodian**  
**Joe M. Rodrigues**

**Office Assistant**  
**Tatiana Degai**

**Lead Groundskeeper**  
**Joel Rivas**

**Custodians**  
**Jimmy Chow**  
**Eduardo Gonzalez**  
**Miguel Gonzalez**  
**King Lau**  
**Guadalupe Mendoza**  
**Ruben Ortega**  
**Juan Rico**  
**Alejandro Toscano**  
**Robert Whitehead**



**Groundskeepers**  
**Daniel Gil Salgado**  
**Michael Zan**

**Sr. Maintenance Engineer**  
**Jozsef Veres**

**Maintenance Engineers**  
**Michael Miraglia**  
**Jasman Singh**

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# College of San Mateo – FPO Team



**Campus Supervisor**  
**Diane Martinez**

**Supervisor of Custodial & Grounds Operations (Interim)**  
**Bryant Evans**

## **Custodians**

**Luisa Azevedo**  
**Alvaro Benitez**  
**Francisco Carlos**  
**Luis Carranza**  
**Roberto Delgadocovarubbias**  
**Timothy Granillo**  
**Rigoberto Guzman**  
**Luis Hernandez**  
**Phen Ly**  
**Manuel Medina**  
**Huong Nguyen**  
**Robert Post**  
**Jorge Ramirez**  
**Juventino Rodriguez**  
**Pablo Santamaria**  
**Terry Tindell**  
**Alfonso Vazquez**

**Office Assistant**  
**Pam Emmons**

**Lead Groundskeeper (Interim)**  
**Brendan O'Brien**

## **Groundskeepers**

**Pat Crippen**  
**Bill Elliot**  
**Carol Reed**  
**Robert Revo**  
**José Robledo**  
**Tom Thomas**  
**Steve Zoboli**



**Sr. Maintenance Engineer**  
**Moe Garza**  
**Cliff Heap**

## **Maintenance Engineers**

**Frank Allegret**  
**Phil Fong**  
**Al Gotelli**

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# Skyline College – FPO Team



**Campus Supervisor**  
**Paula Bray**

**Supervisor of Custodial & Grounds Operations**  
**Manny Granillo, Jr.**

**Office Assistant**  
**Larisa Cosmineanu**

## **Custodians**

**Steve Bali**  
**Giao Van Bui**  
**Gordon Hairston**  
**Johnnie Henderson**  
**Dien Huynh**  
**Buu Kim Khuu**  
**James Louie**  
**Martin Morales**  
**Aubury Randle**  
**Vinesh Samujh**  
**Harold Turner**  
**Hugh Wong**



**Lead Groundskeeper**  
**Rick Jolly**

**Groundskeepers**  
**Sheikh Hussain**  
**Richard Vega**  
**Diego Zarco**

**Sr. Maintenance Engineer**  
**Tony Gulli**

**Maintenance Engineers**  
**Bob Spacher**  
**Tony Vassale**

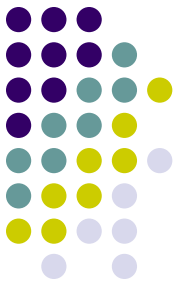
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# Demographics

## Fall 2002



	Campus Acreage	Gross Square Feet	Assignable Square Footage	Buildings	Parking	Headcount	Student FTES	Staff FTE
Cañada	132	246,431 *	156,268	10 (4 portables)	1,700	6,727	4,193	156
CSM	154	566,521 *	377,687	34	4,230	12,579	9,393	357
Skyline	125	333,162 *	234,106	13 (6 portables)	1,636	9,594	7,788	251
Chancellor's Office	N/A	25,709	15,352	1 (1 portable)	Incl. in CSM	0	0	153
Summary	411	1,171,823	786,413	58 (11 portables)	7,566	28,900	21,374	917

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# Capital Improvement Program (CIP)

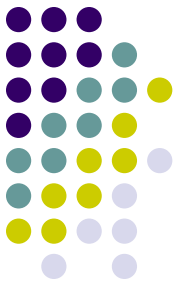


- ❖ **Facilities Needs Assessment**
  - ❖ Facilities Audit
  - ❖ Comprehensive Energy Analysis
  - ❖ Facilities Master Plan
- ❖ **Board Approved Facilities Project List**
- ❖ **Identification of Funding Sources**
- ❖ **Program Manager**



# **Swinerton Program Manager**

## **Roles & Responsibilities**

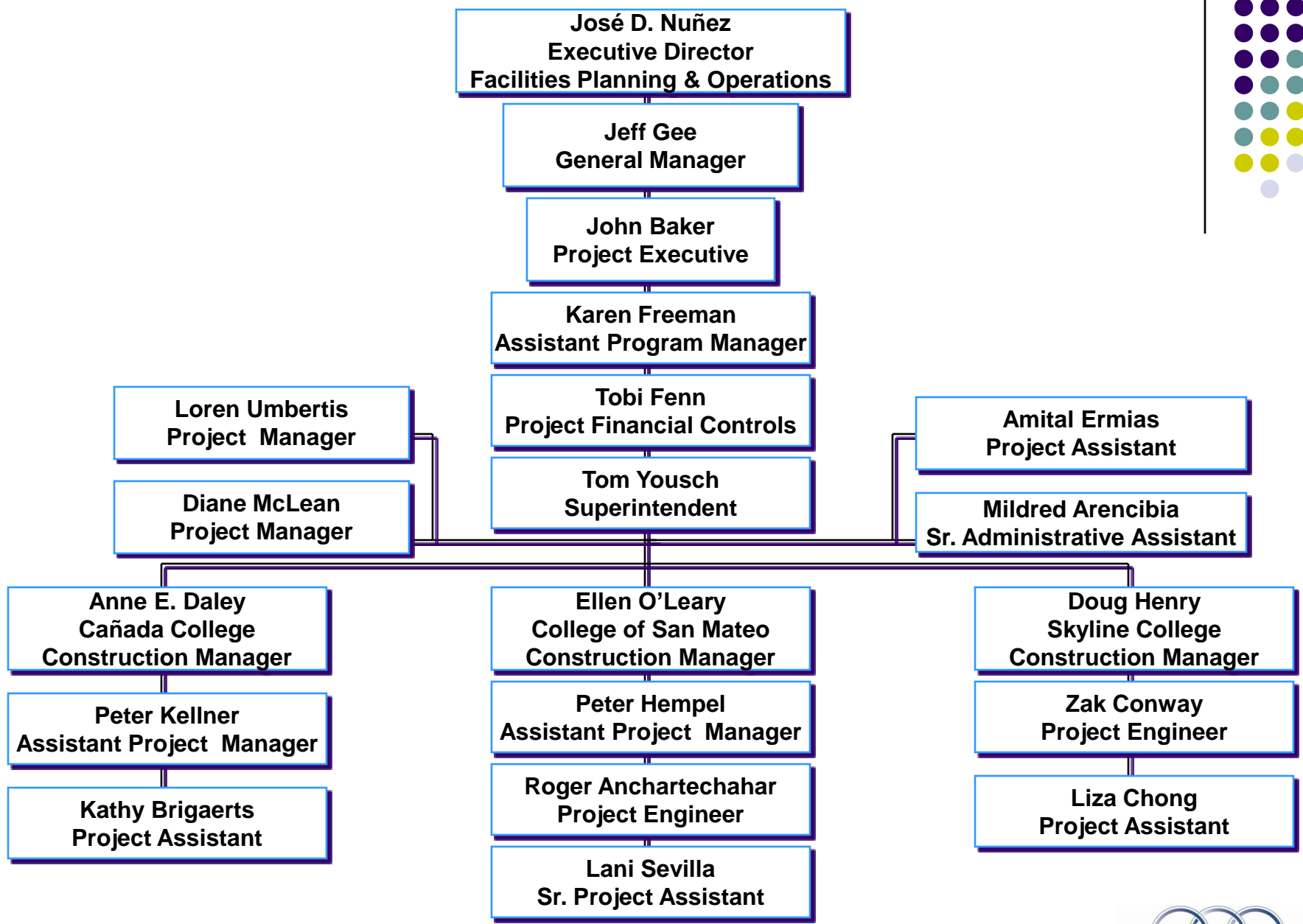


- ❖ **Program Definition**
- ❖ **Design Management**
- ❖ **Construction Procurement**
- ❖ **Construction Management**
- ❖ **Budget Management**
- ❖ **Logistics/Safety**
- ❖ **Capital Improvements Program - Communications**

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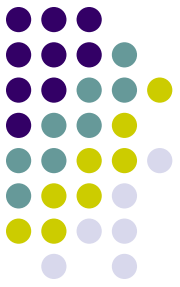
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# Capital Improvement Program

## Cañada College



### Work In Progress

- ❖ Building 22 Instructional Facility (CDC)
- ❖ Building 6 (ESL Computer Lab)
- ❖ Campus Exterior Lighting Upgrades
- ❖ Building 3, Phase 1 (Summer)
- ❖ “Smart Classrooms” (Summer)
- ❖ Building 5 Terrace (Summer)
- ❖ Paving Repair & Renovation (Summer)

### Current Design Work

- ❖ Library / Learning Resource Center
- ❖ Building 5/6 Modernization
- ❖ Building 16 Modernization
- ❖ Building 17 Modernization
- ❖ Building 18 Modernization
- ❖ Fire Alarm Upgrade (Fall)



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# Capital Improvement Program

## College of San Mateo



### Work In Progress

- ❖ KCSM Sutro Tower Digital Upgrade
- ❖ KCSM Building 9 Digital Upgrade
- ❖ Campus Exterior Lighting Upgrades
- ❖ Boiler Repair / Underground Loop
- ❖ Child Development Center Play Yard
- ❖ Building 2 Choral Room (Summer)
- ❖ Paving Repair & Renovation (Summer)
- ❖ Building 8 Asbestos Abatement
- ❖ CoGeneration Plant

### Current Design Work

- ❖ Building 6 Seismic Upgrade
- ❖ Building 9 Ground Floor Renovation
- ❖ Buildings 1/5/6 Consolidation of Student Services
- ❖ Regional Public Safety Center
- ❖ Integrated Science Center
- ❖ Building 34 Field Act Compliance
- ❖ Building 17 Modernization
- ❖ Building 18 Seismic Upgrade/Modernization
- ❖ Fire Alarm Upgrade
- ❖ Buildings 10/11/12 Conversion (FPP)

# Capital Improvement Program Skyline College



## Work In Progress

- ❖ Center for Advanced Learning & Technology (Close out)
- ❖ Campus Exterior Lighting Upgrades
- ❖ Boiler Repair / Underground Loop
- ❖ Paving Repair & Renovation (Summer)
- ❖ Exterior Painting (Fall)
- ❖ CoGeneration Plant

## Current Design Work

- ❖ Student Union / Science Wing
- ❖ Building 3 Modernization / Seismic
- ❖ Buildings 7/8 Modernization/ Seismic
- ❖ Facilities Maintenance Center
- ❖ Pacific Heights/Bldg 1 (Swing Space)
- ❖ Building 7 Allied Health (FPP)
- ❖ Nextel Cell Site Construction
- ❖ Drainage Renovation



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# Capital Improvement Program Districtwide



## Work In Progress

- ❖ Consultant Agreements
- ❖ Chevron Energy Efficiency Upgrades
- ❖ Geotechnical Reports
- ❖ CEQA Compliance
- ❖ Athletic Facilities Feasibility Study
- ❖ Infrastructure Feasibility Study
- ❖ Landscape Master Plan
- ❖ 2005-09 5 Year Capital Construction Plan  
(IPP/FPP)
  - 02-03 \$3,442,000
  - 04-05 \$14,697,000
  - 06-07 \$38,137,000

## Additional Initiatives

- ❖ District Standard Construction Specifications
- ❖ Labor Management
  - ❖ Stabilization Agreement  
(Project Labor Agreement)
  - ❖ Labor Compliance Program (AB 1506)
- ❖ Risk Management Strategy
- ❖ Design/Build (EC 81700 / GC 5956)
- ❖ Building Standards
- ❖ Furniture Standards



# Projects/Initiatives Completed



## FY 02-03 Cañada College

- ❖ Build new class/lab room for ESL program building 6 room 12.
- ❖ Up grade parking and walk way lighting campus wide.
- ❖ Completed phase one and two of energy lighting project.
- ❖ Painted exterior of buildings 13, 16, 17 and 18.
- ❖ Remodeled A&R counters and entrance.
- ❖ Relocated mail room to building 16.
- ❖ Build new office in DSPD department.
- ❖ Install new electrical service in cafeteria food service line.
- ❖ Demo coffee bar in cafeteria and relocate electrical power to cafeteria food service.
- ❖ Relandscape in front of building two.
- ❖ Campus wide parking lot improvements.
- ❖ Replace stop and no parking signs campus wide.
- ❖ Commencement
- ❖ Major College Events
  - ❖ Olive Festival
  - ❖ Kinder Caminata



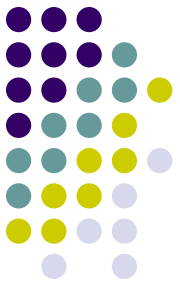
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# Projects/Initiatives Completed

## FY 02-03 College of San Mateo



- ❖ Assembled/installed new concrete tables on the mall
- ❖ TI's:
  - ❖ Relaminated counters and cabinets in Administration Mail Room
  - ❖ New Doors in Nursing Department (Bldg 23)
- ❖ Fire Safe Grant - fire clearance of Lots 15, 15a, 16 and 17
- ❖ Overhauled Swimming Pool filtration system
- ❖ Drained, cleaned and restored lighting to Reflecting Pools
- ❖ Preventive Maintenance Schedule Project
- ❖ Fire Pump System Pressure Test
- ❖ Campus wide asphalt repairs
- ❖ Tree trimming in parking lots campus wide
- ❖ Commencement
- ❖ Major College Events
  - ❖ Jazz on the Hill!!

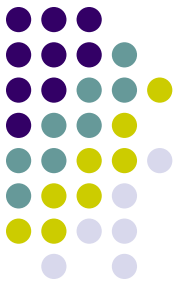
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# Projects/Initiatives Completed

**FY 02-03 Skyline College**



- ❖ **Recycling Program**
- ❖ **Pacific Heights Acquisition**
- ❖ **Classroom and Office Renovation - Bldg 2, 1st floor**
- ❖ **Cafeteria - Bldg 2, 3rd floor**
- ❖ **Storm Damage Repair**
- ❖ **Cadaver Room - Bldg 7**
- ❖ **Projector Installation - Bldg 8**
- ❖ **Gymnasium Bleachers**
- ❖ **Roofing Repairs – Theatre / Bookstore / Bldgs 7 and 8**
- ❖ **Bldg Exterior Improvements – door replacement for Bldgs 1 and 2**
- ❖ **Entrance Improvements - Bldg 8, 3rd floor, Cosmetology area**
- ❖ **Facilities Maintenance Center Upgrade - New Office**
- ❖ **Commencement**
- ❖ **Major College Events**
  - ❖ **Expanding your Horizons**
- ❖ **Theatre Stage Floor Repair (soon to be completed)**

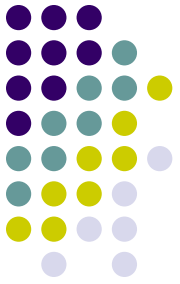


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# Facilities Website



<http://www.smccd.net/accounts/facilities/>

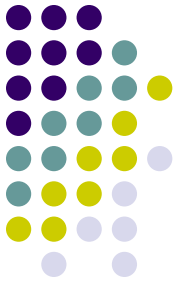
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# FPO Safety Taskforce



- ❖ Quarterly Meetings
- ❖ Bench Marking - Safety Metrics
- ❖ Representatives
  - ❖ Rick Vega, Chair
  - ❖ Al Gotelli
  - ❖ Juan Rico
  - ❖ Linda da Silva
  - ❖ Manny Granillo
  - ❖ Larisa Cosmineanu
- ❖ First meeting January, 2003
- ❖ Next meeting July 10, 2003

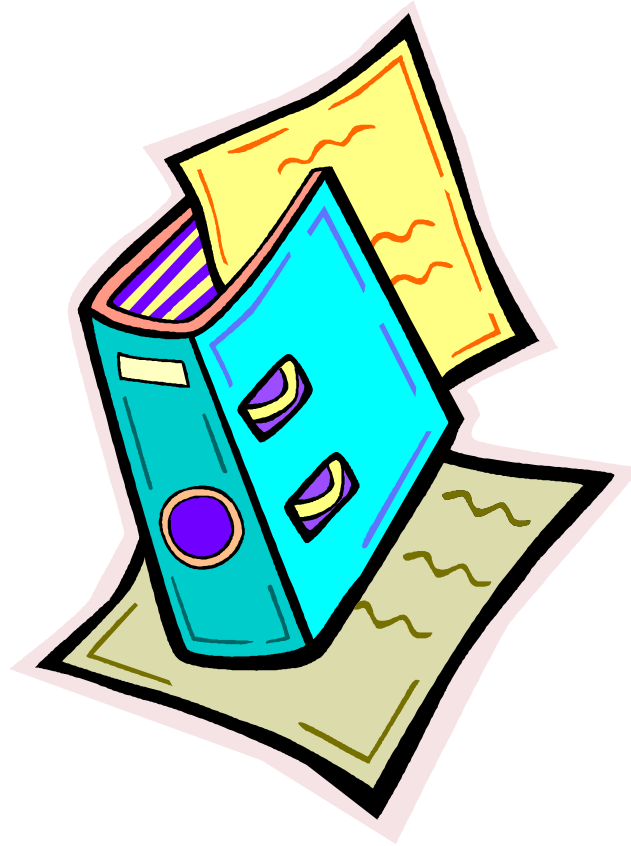


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# FPO Employee Handbook



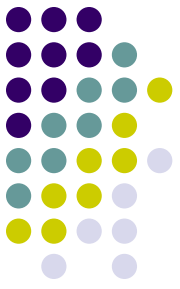
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# Training - Completed

## (FY 02-03)



- ❖ Accounting Methodology
- ❖ APPA Institute for Facilities Management Training
- ❖ AutoCAD
- ❖ Banner Basic Training
- ❖ Banner Purchase Requisition Entry
- ❖ Banner Sophomore Training
- ❖ Basic Air Conditioning & Refrigeration I
- ❖ Blueprint Training
- ❖ Building Operator Certification PG&E Training
- ❖ Carpet Cleaning
- ❖ CASH Workshop
- ❖ CCFC Annual Conference
- ❖ CCCL League Energy
- ❖ CE Excel 2000
- ❖ CE Access 2000
- ❖ CE MS Project 2000
- ❖ CE Windows / Word 2000
- ❖ Direct Digital Controls
- ❖ EMS
- ❖ Fire/Life Safety
- ❖ First Aid-Basic CPR
- ❖ Forklift Certification
- ❖ Foot Safety
- ❖ General Safety
- ❖ Grainger Energy Management Seminar
- ❖ Highly Effective Team Leader
- ❖ Hiring Procedures
- ❖ Institute for Facilities Management (APPA)
- ❖ Life Cycle Cost
- ❖ Museum of Tolerance
- ❖ MXL IOM
- ❖ Navigating DW Share
- ❖ PEC Intro to Building Commissioning
- ❖ PEC Commissioning Existing Buildings
- ❖ Performance Evaluation and Employee Discipline
- ❖ Pesticide Licensing
- ❖ Project & Program Management
- ❖ Pruning for the New Millenium
- ❖ Purchasing
- ❖ Respiratory Protective Equipment
- ❖ Safety and your Supervisor
- ❖ State Funds Claim
- ❖ Tenant Power Sweeper
- ❖ Time Sheets
- ❖ Tools for Tolerance
- ❖ WCISA Chain Saw Operation and Safety
- ❖ Workplace Violations

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# Training - Upcoming

## (FY 03-04)



- ❖ July 2003
  - ❖ Autoscrubber Usage and Applications
  - ❖ Pesticide Application
  
- ❖ August 2003
  - ❖ Roofing Systems
  - ❖ Proper Strip and Wax Procedures and Safety
  - ❖ Tree Pruning
  
- ❖ September 2003
  - ❖ Carpet Cleaning and Maintenance
  - ❖ Indoor Air Quality
  
- ❖ October 2003
  - ❖ High Speed Floor Maintenance
  - ❖ Wall/Floor/Ceiling Systems
  
- ❖ November 2003
  - ❖ Proper Usage of Graffiti Remover
  - ❖ Structural Systems
  
- ❖ December 2003
  - ❖ Common Cleaning Tools and Electrical Equipment Application



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# Budget Reduction Staffing Plan



- ❖ Budget cuts Districtwide, all departments
- ❖ FPO took a relatively smaller cut than our share
- ❖ FPO comprises 42% of District Office salaries; our budget cuts reflect 27% of District Office salary reductions



# Budget Reduction Staffing Plan



## ❖ Custodians

- ❖ FY02-03 40 positions
- ❖ FY03-04 36 positions

## ❖ Groundskeepers

- ❖ FY02-03 15 positions
- ❖ FY03-04 12 positions

## ❖ Engineers

- ❖ FY02-03 16 positions
- ❖ FY03-04 13 positions



# Budget Reduction Staffing Plan



## ❖ Round 1

- ❖ Applications due July 7<sup>th</sup> @ 5:00 p.m. to H.R. Office
- ❖ Chief Engineers (3)
- ❖ Utility Engineers (4)

## ❖ Round 2

- ❖ Applications due July 21<sup>st</sup> @ 5:00 p.m. to H.R. Office
- ❖ Lead Custodian (1)
- ❖ Lateral Transfers

## ❖ Round 3

- ❖ Lateral Transfers



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# Resume Clinics



- ❖ Here, now!
  - ❖ Virginia Padron & Griselle Fonseca-Schmidt
  
- ❖ Individual appointments
  - ❖ Tuesday, July 1<sup>st</sup>, 12noon – 6pm, CSM FMC
  - ❖ Wednesday, July 2<sup>nd</sup>, 5 – 8pm, Skyline FMC
  - ❖ Thursday, July 3<sup>rd</sup>, 5 – 8pm, Cañada FMC

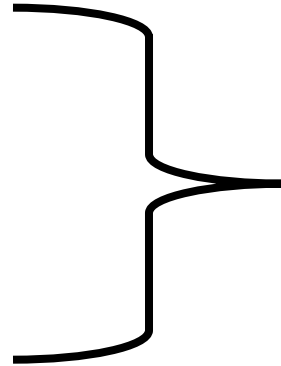




# Mantra



**Professionalism**  
**Team Work**  
**Customer Service**



**Facilities**  
**Excellence**



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