



# Facilities Planning & Operations 5<sup>th</sup> Annual General Session July 22, 2005



"Facilities Excellence"



# Agenda

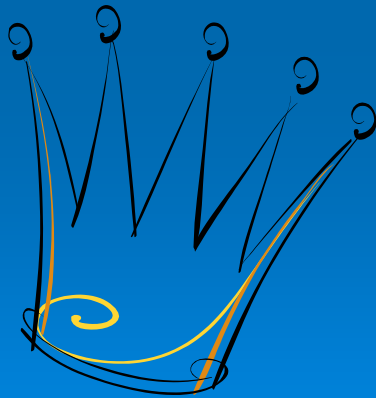
- FPO Department
- CIP
- M&O



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# Guests

- Ron Galatolo
- Jim Keller
- Harry Joel
- Paula Anderson
- Rick Bennett
- Ruben Pulido
- Mike Miraglia
- Helen Ottemann
- Juventino Rodriguez
- Bob Whitehead
- Jasman Singh
- Oscar Siguenza
- Jake Egli
- Johnnie Henderson
- Karen Freeman
- Diane McLean Ramirez
- Devitt Hartney
- Felix Huerta



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# Retirees



- Johnnie Henderson

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# New Staff

- José Ibarra
- Samuel Brambila
- Norma Vasquez
- Reyner Tantra



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# Short-Term Employees

- Ignacio Béjar – College of San Mateo
- Ruben Pulido – College of San Mateo
- Nhan Tran – Skyline College

# Service Awards

## • 10 Years

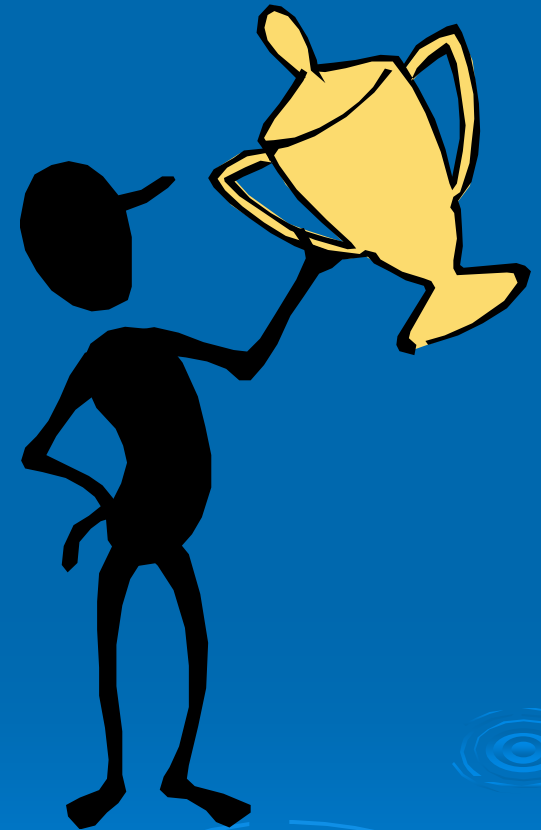
- Harold Turner
- Ignacio Carlos
- Joe Rodrigues

## • 20 Years

- Tony Gulli
- Moe Garza

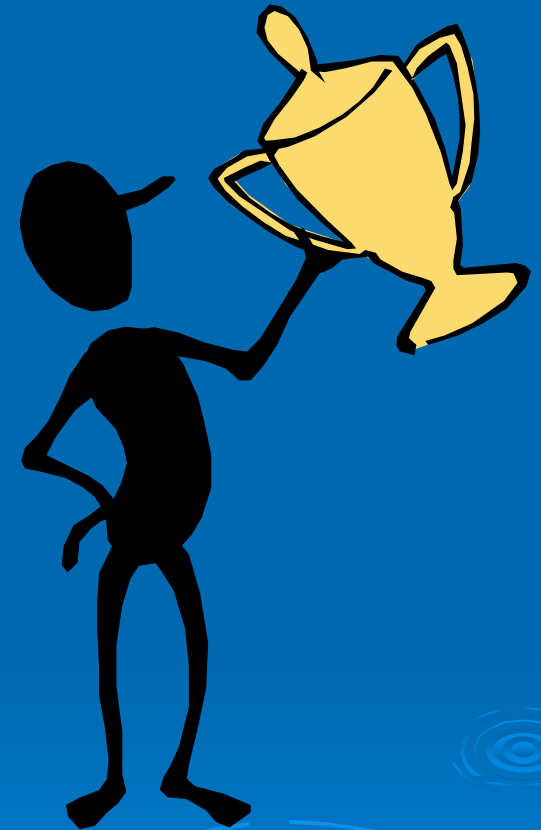
## • 25 Years

- Joel Rivas
- Manuel Medina
- Rigoberto Guzman
- Ruben Ortega
- Juan Rico



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# 25 year photo collage



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# Mission Statement

**Ensure a safe, effective, and inspiring physical environment that supports and enhances the instructional mission of the San Mateo County Community College District**



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# Vision Statement

**To enhance the existing ethos thereby strengthening a quality & professional facilities team that will continue to provide first rate custodial, grounds, engineering maintenance, facility planning, and construction 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*

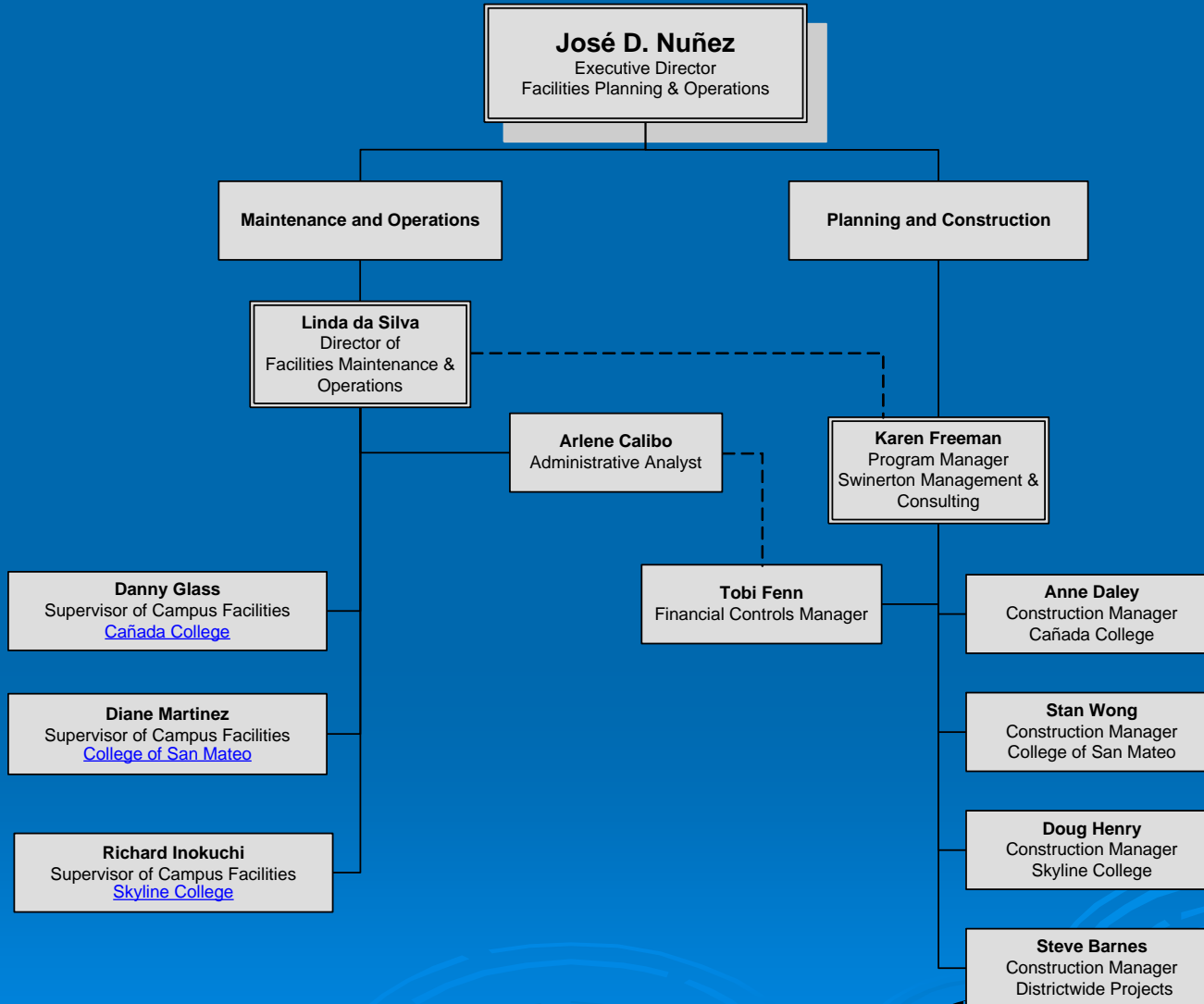
Date: circa 1828

work done by a group of people with each doing a part but all working collaboratively towards a common goal



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# Organizational Chart



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# Cañada College – FPO Team

## Facilities Manager

Danny Glass

## Supervisor of Custodial & Grounds Operations

Ignacio Carlos

## Staff Assistant

Tatiana Degai

### Custodians

- Francisco Carlos, **Lead Custodian**
- Jimmy Chow
- Eduardo Gonzalez
- Miguel Gonzalez
- Guadalupe Mendoza
- Ruben Ortega
- Juan Rico
- Alejandro Toscano
- Norma Vasquez

### Groundskeepers

- Joel Rivas, **Lead Groundskeeper**
- Pat Crippen
- Michael Zan

### Engineers

- Jozsef Veres, **Chief Engineer**
- Frank Allegret
- Daniel Gil Salgado



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# College of San Mateo – FPO Team

## Facilities Manager

Diane Martinez

## Supervisor of Custodial & Grounds Operations

### Custodians

- Luisa Azevedo, **Lead Custodian**
- Bryant Evans, **Lead Custodian**
- Samuel Brambila
- Luis Carranza
- Jimmy Chan
- Roberto Delgadocovarubbias
- Rigoberto Guzman
- Luis Hernandez
- José Ibarra
- Phen Ly
- Manuel Medina
- Huong Nguyen
- Jorge Ramirez
- Pablo Santamaria
- Alfonso Vazquez
- Ignacio Bejar

Manny Granillo

### Staff Assistant

Pam Emmons

### Groundskeepers

- Brendan O'Brien, **Lead Groundskeeper**
- Bill Elliot
- Carol Reed
- Robert Revo
- Tom Thomas
- Steve Zoboli
- Ruben Pulido

### Engineers

- Moe Garza, **Chief Engineer**
- Cliff Heap
- Phill Fong
- Al Gotelli
- Timothy Granillo
- Terry Tindell

# Skyline College – FPO Team

**Facilities Manager**  
Richard Inokuchi

**Supervisor of Custodial & Grounds Operations**  
Manny Granillo

**Staff Assistant**  
Larisa Cosmineanu

## **Custodians**

- Giao Van Bui, **Lead Custodian**
- Steve Bali
- Gordon Hairston
- Dien Huynh
- Buu Kim Khuu
- King Lau
- Martin Morales
- Joe Rodrigues
- Vinesh Samujh
- Harold Turner
- Hugh Wong
- Nhan Tran

## **Groundskeepers**

- Diego Zarco, **Lead Groundskeeper**
- Sheikh Hussain
- José Robledo

## **Engineers**

- Anthony Gulli, **Chief Engineer**
- Bob Spacher
- Tony Vassalle
- James Louie



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# Demographics (Spring 05)

	Campus Acreage	Gross Square Feet	Assignable Square Footage	Buildings	Parking	Student Headcount (Spring '03)	Student FTES (FY 03-04)	Full-Time Faculty & Staff (FY 03-04)
<b>Cañada</b>	132	257,431	180,145	11 (3 portables)	1,700	6,421	4,270	206
<b>CSM</b>	154	580,358	394,179	34 (2 portables)	4,230	11,879	10,017	463
<b>Skyline</b>	125	383,337	277,628	13 (6 portables)	1,836	8,748	7,657	317
<b>Chancellor's Office</b>	N/A	25,709	13,896	1	Incl. in CSM	0	0	153
<b>TOTAL</b>	411	1,246,835	865,848	59 (11 portables)	7,566	28,452	21,945	1,139

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# Activity

- Create a “Facilities Excellence” flag
  - 25 minutes now to create
  - Drying time
  - 5 minutes at the end of the General Session to present

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# Capital Improvement Program (CIP)



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# B9 – Library and Student Resource Center



# Live View of Site of B9 Library and Student Resource Center

Cañada Bldg 9 Fri Jul 22 9:23:37 AM 2005



# B35 - Regional Public Safety Center



# Live View of B35 Regional Public Safety Center

CSM Building 35 Fri Jul 22 9:22:48 AM 2005



# B36 - Science Center





# Live View of B36 Science Center

CSM Building 36 Fri Jul 22 9:23:40 AM 2005

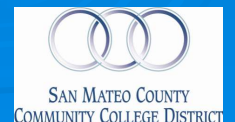


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# B6 - Student Union & B7A - Science Annex



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# Live View of B6 & 7A Student Union & Science Annex

Skyline Bldg6 Fri Jul 22 9:24:43 AM 2005



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Technical Execution



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PLUMBING EXERCISES







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## CIP2 NEEDS ANALYSIS

Project Description	Hard Cost	Soft Cost	FF&E & Technology	Total CIP2 Needs	Potential State Funding	Total Bond II Needs Assuming State Funding
Districtwide	5,000,000	0	4,000,000	9,000,000	0	
Cañada College	77,785,561	22,424,446	11,112,223	111,322,230	14,533,000	96,789,230
College of San Mateo	189,672,450	54,392,129	27,495,064	271,559,643	25,186,000	246,373,643
Skyline College	80,581,898	23,223,400	11,511,700	115,316,998	26,917,000	88,399,998
<b>2005 TOTALS</b>	<b>353,039,909</b>	<b>100,039,974</b>	<b>54,118,987</b>	<b>507,198,870</b>	<b>66,636,000</b>	<b>431,562,870</b>

	BOY Total	Ann. Expend.	EOY Balance	Esc., Exp. & CF Assumptions		
				Cost Escalations	% balance exp'd	Cash Flow
2005 Costs	\$ 507,198,870	\$ -	\$ 507,198,870	0%	0%	0%
2006 Costs	\$ 547,774,780	\$ 98,599,460	\$ 449,175,320	8%	10%	18%
2007 Costs	\$ 476,125,839	\$ 99,988,426	\$ 376,139,413	6%	15%	18%
2008 Costs	\$ 394,946,383	\$ 98,738,596	\$ 296,209,787	5%	20%	18%
2009 Costs	\$ 311,020,277	\$ 93,306,083	\$ 217,714,194	5%	25%	17%
2010 Costs	\$ 226,422,762	\$ 76,983,739	\$ 149,439,023	4%	30%	14%
2011 Costs	\$ 155,416,584	\$ 37,299,980	\$ 118,116,603	4%	20%	7%
2012 Costs	\$ 124,022,434	\$ 24,804,487	\$ 99,217,947	5%	15%	5%
2013 Costs	\$ 105,171,024	\$ 18,827,384	\$ 88,343,660	6%	10%	3%
<b>CIP2 Escalated Cost - Grand Total</b>		<b>\$ 546,544,135</b>				

**Notes:**

Potential State Funding Based Upon Submitted 2007-2011 5YCP

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# CIP2

## ➤ Board of Trustees

- Study Session – July 13, 2005
- Business Meeting – July 27, 2005

## ➤ Campaign

- Phone banking
- Mass mailings
- Public speaking engagements

## ➤ Election – November 8, 2005

## ➤ Goal: Keep the Momentum Going!

# CIP2: what does that mean to me?

- More utility shutdowns – planned & unplanned
- More construction traffic
- More dirt, dust, noise
- More controlled chaos
- More disruption to the educational mission

It could be worse...

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Photo by Vincent Laforet / The New York Times

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# Major M&O Initiatives

- **AFSCME Contract FY 05-08**
- **Grounds Program Review**
- **Administrative Program Review**
- **Supervisory Program Review**
- **Training**
  - **Weekly safety training by classification**
  - **Monthly technical training by classification**
  - **Specialty individual & group trainings**



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# Facilities Help Center & CMMS

- Track reactive and preventive maintenance
- Customer feedback on service requests



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# Facilities Excellence Rewards Program



- Awarded to employees for performance excellence
- Rewards Program Coupons are issued by Supervisors
- Coupons can be redeemed at any time for a reward
- A team of employees can redeem their individual coupons together for a team prize

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# Facilities Safety Task Force

- Quarterly FPO workplace safety inspections
- Quarterly FSTF meetings
  - Identify safety trends
  - Recommend safety improvements
  - Review safety complaints
- Members:
  - Alex, Al, Larisa, Manny, Linda

# Fleet Replacement Program

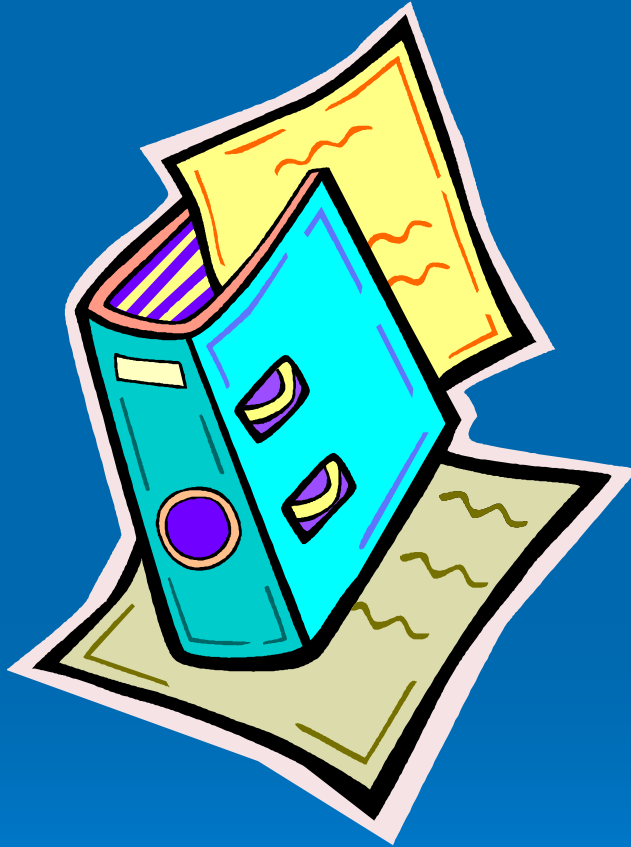


- Fleet = 112 vehicles and large equipment
- **Old** program: run them into the ground
- **New** program: replace every few years
  
- Last four years, 30 replacements



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# FPO Employee Handbook



- Purpose
- Information about the District and the Colleges
- Information about FPO
- Important Actions for New Employees
- Performance Standards
- Important Information for Employees
- Appendices

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# Facilities Excellence Quarterly Newsletter



- Purpose:
  - *current* FPO info
  - general info
- “Spotlight On . . . . “ column
- Upcoming Birthdays
- Guest contributors

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# Maintenance & Operations Issues & Challenges

- Budget
- Staffing
- CIP impacts



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# Mantra

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



**Facilities**  
**Excellence**



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