



San Mateo County Community College District

3rd SemiAnnual General Session
January 4, 2002



New Staff

- Zechariah Arndt, Groundskeeper – CSM
- King Lau, Custodian – Cañada
- Richard Rios, Custodial Supervisor – Skyline
- Jose Robledo, Custodian – CSM
- Richard Vega, Groundskeeper - Skyline
- Jimmy Chow, Custodian – Cañada
- Luis Carranza, Custodian – CSM
- Rick Jolly, Lead Groundskeeper – Skyline
- Charlie Sakamoto, Construction Manager – Skyline
- Marlin Segal, Construction Manager - Cañada
- Diane McLean, Project Manager – District
- Tatiana Degai, Operations Assistant – Cañada
- Alejandro Andrae, Custodian – Cañada
- Joseph Moncada, Groundskeeper – CSM
- Victoria Vasquez, Custodian – Skyline
- Norma Vasquez, Custodian – Cañada
- Pam Emmons, Office Assistant I – CSM



Mission Statement

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



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

“Facilities Excellence”



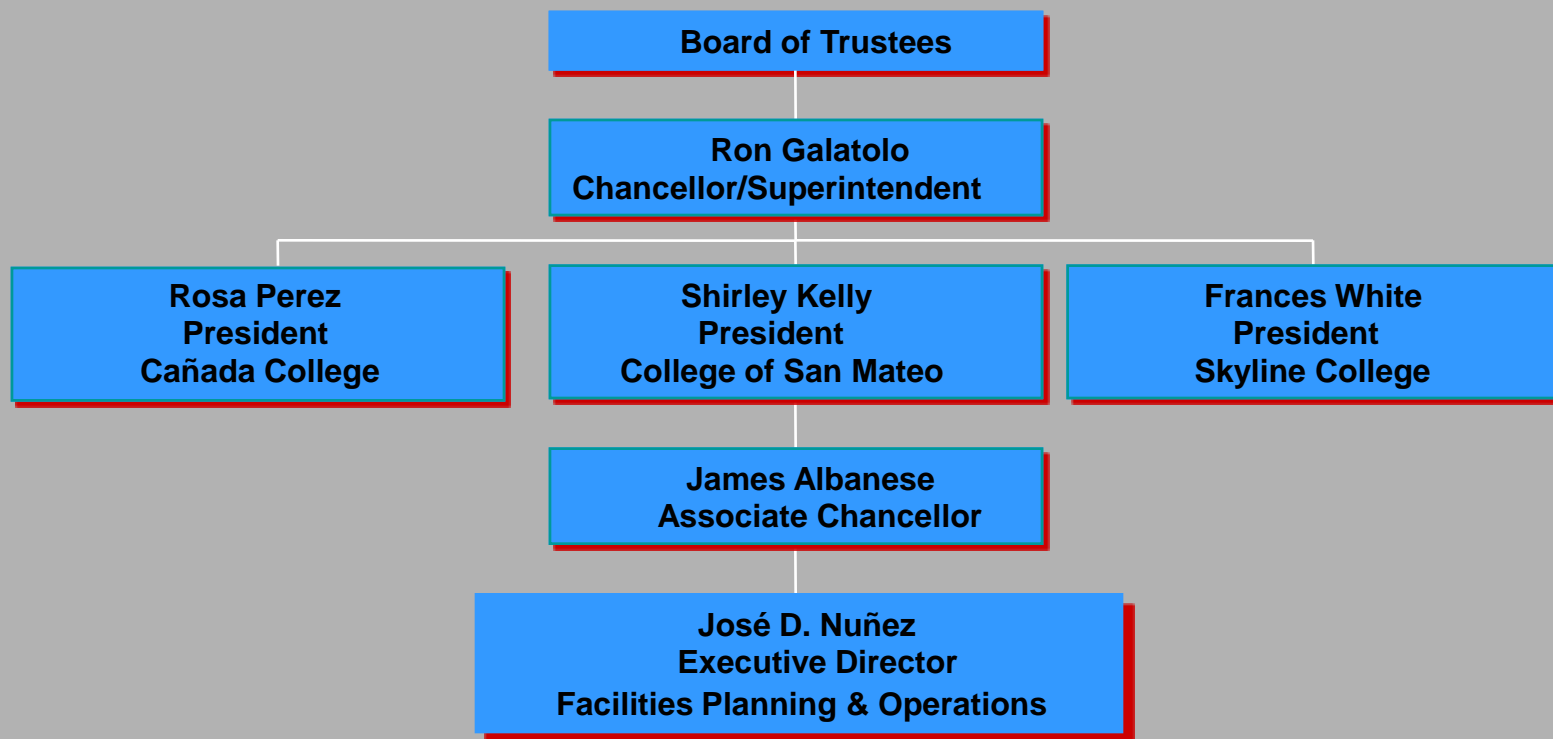


Goals

- Enhance the appearance and cleanliness of campus facilities & grounds
- Enhance the flow of facilities information to the staff and campus community
- Enhance the professionalism & training opportunities of the facilities team
- Improve the responsiveness to and completion of work orders, emergency calls and projects
- Ensure the timely and cost-effective implementation of Measure C



San Mateo Community College District



Teamwork

team-work

Pronunciation: 'tEm-"w&rk

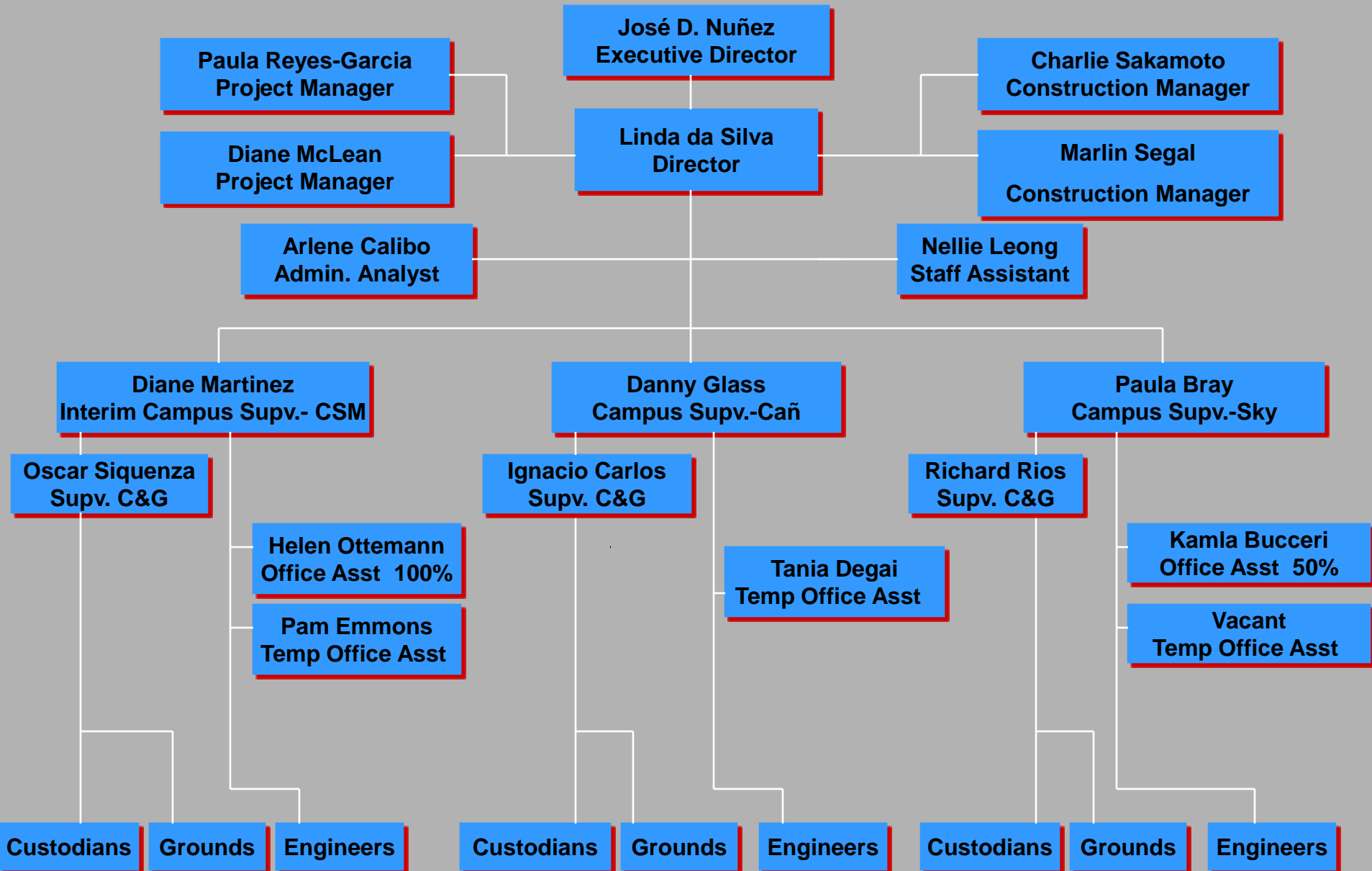
Function: *noun*

Date: circa 1828

: work done by several associates with each doing a part but all subordinating personal prominence to the efficiency of the whole



Facilities Team



Facilities Team Composition

	Cañada	CSM	Skyline	District
Directors				2
Campus Supervisors	1	1	1	
Supv. of C&G Ops	1	1	1	
Administrative Analyst				1
Staff Assistant				1
Office Assistant II		1	.5	
Temp. Assistants	1	1	1	1
Custodians	10	18	12	
Groundskeepers	3	8	4	1
Engineers	3	6	3	5
Temp. Project & Construction Managers				4
Total Staff	19	36	22.5	15

Demographics

(As of 10/11/01)

	Campus Acreage	Gross Square Feet	Assignable Square Footage	Buildings	Parking	Headcount	Student FTES	Staff FTE
Cañada	132	250,271	168,981	10 (4 portables)	1,700	5,332	3,506	209
CSM	154	579,846	394,179	34	4,230	10,872	8,388	413
Skyline	125	333,968	237,389	10 (6 portables)	1,636	8,573	6,378	318
Chancellor's Office	N/A	25,709	13,896	1 (1 portable)	Incl. in CSM	0	0	142
Summary	411	1,189,794	814,445	55 (11 portables)	7,566	24,777	18,272	1,082

* 3 Offsite Centers



Facilities Infrastructure Assessment

- Process
 - Facilities Audit
 - Comprehensive Energy Analysis
 - Facilities Master Plan



Facilities Audit - The Process

- Physical Inspection
 - Building/Infrastructure Systems
 - Structural Systems
 - Wall/Floor/Ceiling Systems
 - Roofs/Building Envelope
 - Mechanical
 - Electrical/Life Safety
 - Plumbing
 - Vertical Transportation
 - Architectural Finishes
 - Access Controls
 - Exterior Areas
 - Roadways/Parking Lots/Walkways
 - Landscape
 - Athletic Fields
- Review Maintenance Records
- Interview Facilities / College Staff
- Facilities Audit (Renovations & Repair) Report



Districtwide Renovation & Repair Summary

Cañada Renovation	\$34,310,200
Cañada Repair	<u>\$8,985,833</u>
Sub total	\$43,296,033
CSM Renovation	\$91,547,600
CSM Repair	<u>\$29,273,162</u>
Sub total	\$120,820,762
Skyline Renovation	\$49,277,300
Skyline Repair	<u>\$12,905,700</u>
Sub total	\$62,183,000
Grand Total	\$226,299,795



Utilities Expense Summary

FY98-99	TOTAL
Gas	\$428,955.68
Electric	\$886,240.25
Water	\$197,476.38
Garbage	\$123,787.68
Total Utility Expense	\$1,636,459.99

FY99-00	TOTAL
Gas	\$448,984.80
Electric	\$985,177.27
Water	\$225,781.59
Garbage	\$138,746.06
Total Utility Expense	\$1,798,689.72

FY00-01	TOTAL
Gas	\$1,153,502.19
Electric	\$872,647.19
Water	\$234,023.22
Garbage	\$138,808.68
Total Utility Expense	\$2,398,981.28



Comprehensive Energy Analysis

The Process

- Physical Analysis of Systems
 - Mechanical / HVAC
 - Environmental Controls
 - Electrical Systems
 - Water
- Interview Staff (usage / habits)
- Review Energy Data
 - Monthly / Annual Utility Expenditures & Usage
- Final Report & Recommendation (Jan. '02)



San Mateo County Community College District

Funding Sources

Local Funds	\$149,500
Bond	\$344,840
Scheduled Maintenance	\$284,840
Utility Incentives	<u>\$133,400</u>
Total Program	\$912,000

List of Energy Conservation Measures

Skyline College:

1. EMS Controls installation – Library
2. Lighting System redesign/replacement – Gym

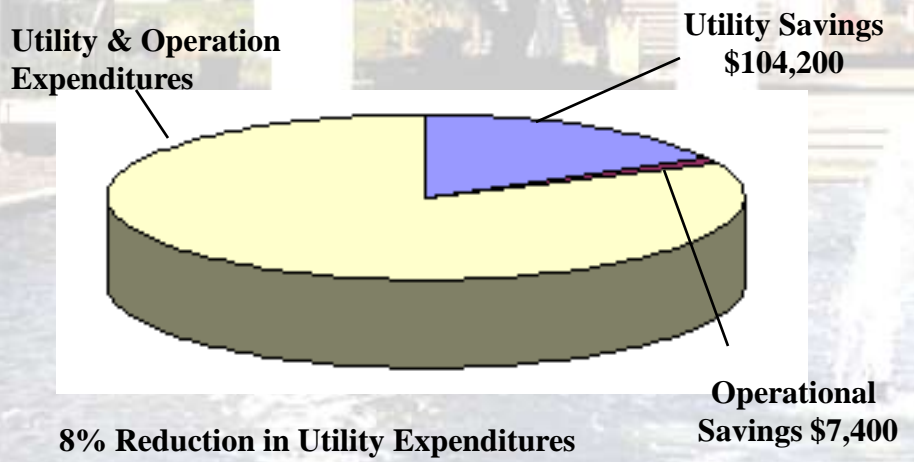
Canada College:

1. Hi-Efficiency Chiller retrofit
2. Lighting System redesign/replacement – Gym
3. T8 Lamps/Electronic Ballasts/Lens Covers
4. LED Exit Signs
5. Compact Fluorescent lamps w/ new bases
6. Occupancy Lighting Sensor Controls in Designated Spaces
7. Improved Lighting Circuits & Switching in Lecture Rooms

College of San Mateo

1. Lighting System redesign/replacement – Gym
2. T8 Lamps/Electronic Ballasts/Lens Covers
3. LED Exit Signs
4. Compact Fluorescent lamps w/ new bases
5. Occupancy Lighting Sensor Controls in Designated Spaces
6. Improved Lighting Circuits & Switching in Lecture rooms

Annual Savings

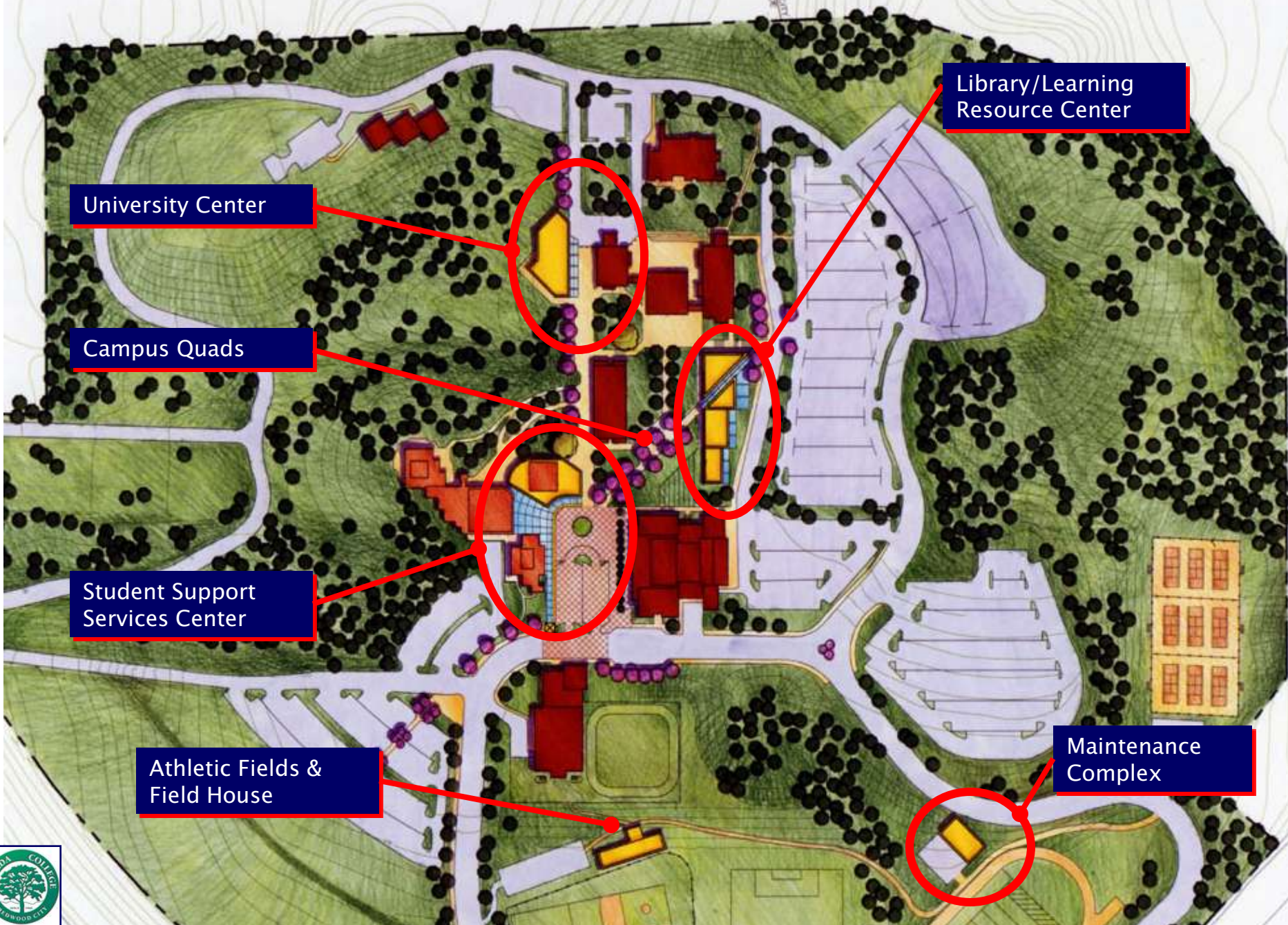


Facilities Master Plan

The Process

- Focus Groups (Shared Governance)
- Physical Assessment of Existing Campus
 - Campus Zoning
 - Pedestrian / Vehicular Traffic Patterns
- Option Development Phase
- Preferred Option Selection
- Board Approval





Library/Learning Resource Center

University Center

Campus Quads

Student Support Services Center

Athletic Fields & Field House

Maintenance Complex



Cañada College

Potential Construction Projects

Learning Resource Center (FPP)

Student Services

Campus Maintenance Complex (IPP)

Gateway Entrance

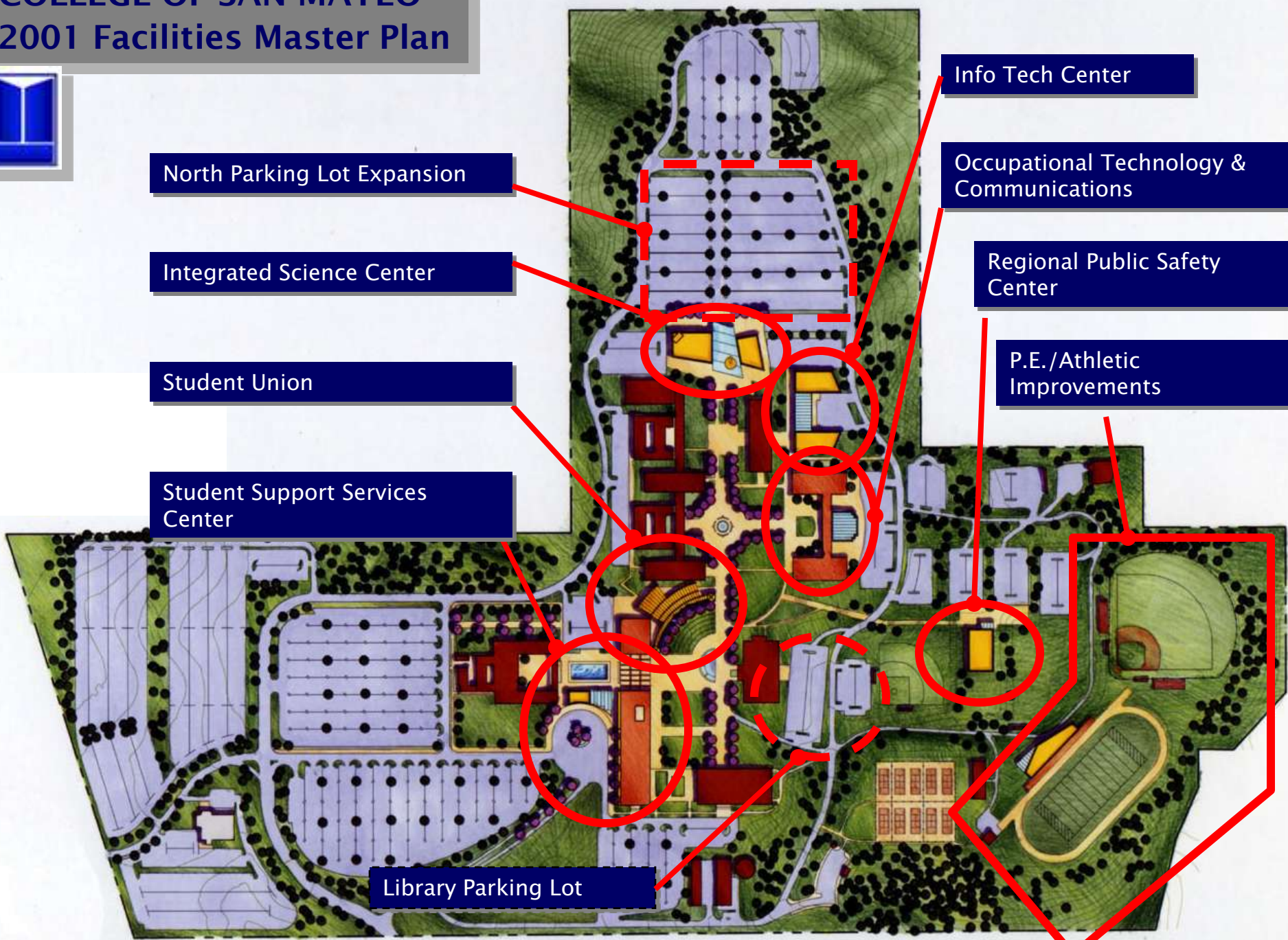
University Center (IPP)

Athletic Field Facility

Temporary (Swing) Space



COLLEGE OF SAN MATEO 2001 Facilities Master Plan



North Parking Lot Expansion

Integrated Science Center

Student Union

Student Support Services Center

Library Parking Lot

Info Tech Center

Occupational Technology & Communications

Regional Public Safety Center

P.E./Athletic Improvements

College of San Mateo

Potential Construction Projects

Integrated Science Center (IPP)

Consolidation of Instructional Support (IPP)

Regional Public Safety Center (IPP)

North Campus Parking

Occupational Technology & Communications

Gateway Entrance

Temporary (Swing) Space



Childhood Development Center

Pacific Heights Campus Redevelopment

Student Support & Community Services Center

Occupational Work Force & Development Center

Physical Education Renovation & Expansion

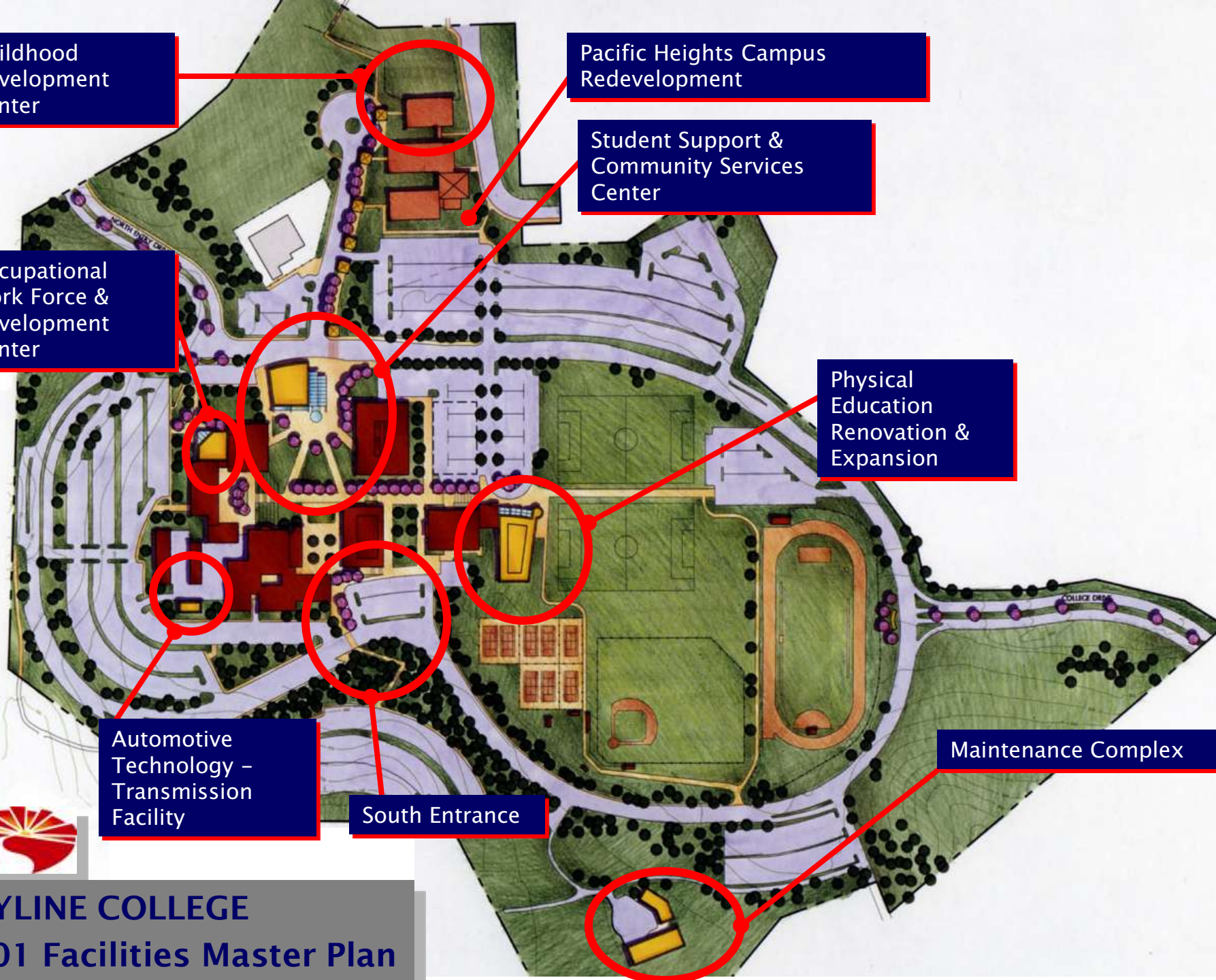
Automotive Technology – Transmission Facility

South Entrance

Maintenance Complex



SKYLINE COLLEGE 2001 Facilities Master Plan



Skyline College

Potential Construction Projects

Student Support & Community Services Center (IPP)

Pacific Heights Redevelopment (IPP)

Auto Tech (Transmission) Facility (IPP)

Childhood Development Center (IPP)

Occupational Workforce & Development Ctr (Notch) (IPP)

Campus Maintenance Complex (IPP)

Gateway Entrance

Temporary (Swing) Space



District Facilities Project List

(Board Approved- July 25, 2001)

- Repair & Renovation

- \$100 million (**\$90 million G.O. Bond**, \$10 million local and State funding)

- Technology & Equipment

-\$40 million G.O. Bond

- Master Plan Projects

- \$106 million (**\$77 million G.O. Bond**, \$29 million local and State funding)

NOTE: Total Projects Cost is \$246 million; Bond is \$207 million



Facilities Master Plan

The Next Steps

- Master Schedule & Budget Development
- Identify Funding
 - Bond (\$207 million)
 - Grants / Donations
 - Student Fees
 - Energy Savings / Rebates
 - State Capital Outlay Program
 - Scheduled Maintenance Program
 - Hazardous Substances Program
- Architectural / Consultant Selection (RFQ)
- Focus groups (College, Departmental, Program)
- Space Programming (Existing & New Structures)



MS Project Schedule



Projects Completed in 2001

- Cañada College

- West Ed Offices constructed in 3 portable buildings
- New emergency lighting system in buildings 1, 16, and 3
- New carpet in buildings 2, 5, 6, 13
- New A&R office
- New EOPS office
- Partitions installed in café
- Electrical service for HP computer cart
- Facilities office remodel
- Phase I of lighting project
- New roofs on buildings 2, 5, 8, and 13
- Exterior painting of buildings 13, 16, 17, and 18



Projects Completed in 2001

- College of San Mateo

- Renovation of Maintenance Complex
- Security Department Remodel – Bldg 1
- DSPS Remodel in Bldg 16
- Language Arts Labs Remodel in Bldg 18
- Phase II Choral Room Remodel
- Theater Renovation
- Fencing slats



Projects Completed in 2001

- Skyline College

- One-stop Student Services Center
- Physics Lab Remodel
- Center for Advanced Learning Technology –
Swing Space
- Facilities Maintenance Complex groundbreaking



New Equipment

- Truck Bed Liners
- Recycling Bins
- Garbage Dome-Top Lids
- Forklifts
- Street Sweepers
- Topdresser
- Aerator
- Printers and Desktop Computers for Facilities Offices
- John Deere Gator Utility Vehicle
- John Deere Mower
- Auto Scrubber
- Upright Vacuums
- Backpack Vacuums
- Custodial Carts and Caddy Bags
- Nextel Communications (Canada/CSM)
- Work clothes and boots



Training

- Fire Prevention Awareness
- Plumbing System
- Herbicides, Fungicides, LESCO Safety Seminar
- Accounting Methodology
- Lighting Dimmer Control
- Assoc. of Physical Plant Administrators Conf.
- PAPA Pesticide Applicator Seminar
- Grainger Energy Management Seminar
- Top Dresser/Aerator Training
- District Office Cooling Tower
- Sierra Pacific Turf Supply
- Calif Environmental Quality Act (CEQA) Workshop
- Managing the Consultant Selection Process
- Bargaining Unit Contract Review
- Personnel Law for Mgrs and Supervisors
- Management & Leadership Skills for First Time Supervisors
- Microsoft Outlook 101
- Hazardous Waste Management
- Workers Compensation Reporting
- Banner Training
- Community College Facility Coalition (CCFC) Annual Conference
- BFI Recycle Training
- OSHA 2-Day Comp. Safety Course
- Institute for Facilities Management
- Const. Contracting for Public Entities
- How to Become a Better Communicator

Facilities Team At Work

Cañada
College





Facilities Team at Work

College of
San Mateo

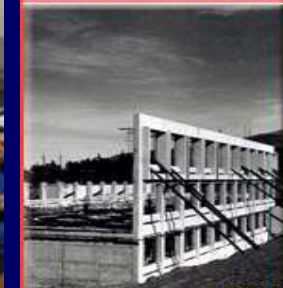




Facilities Team At Work

Skyline
College



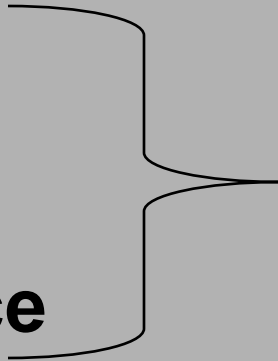


Mantra

Professionalism

Team Work

Customer Service



=

Facilities

Excellence



Questions?

