



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Facilities Planning & Operations (FPO), Construction Planning Department (CPD), Department of Public Safety (DPS), And Emergency Preparedness Overview

August 4, 2010

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College of San Mateo



"Facilities Excellence"



Mission Statement

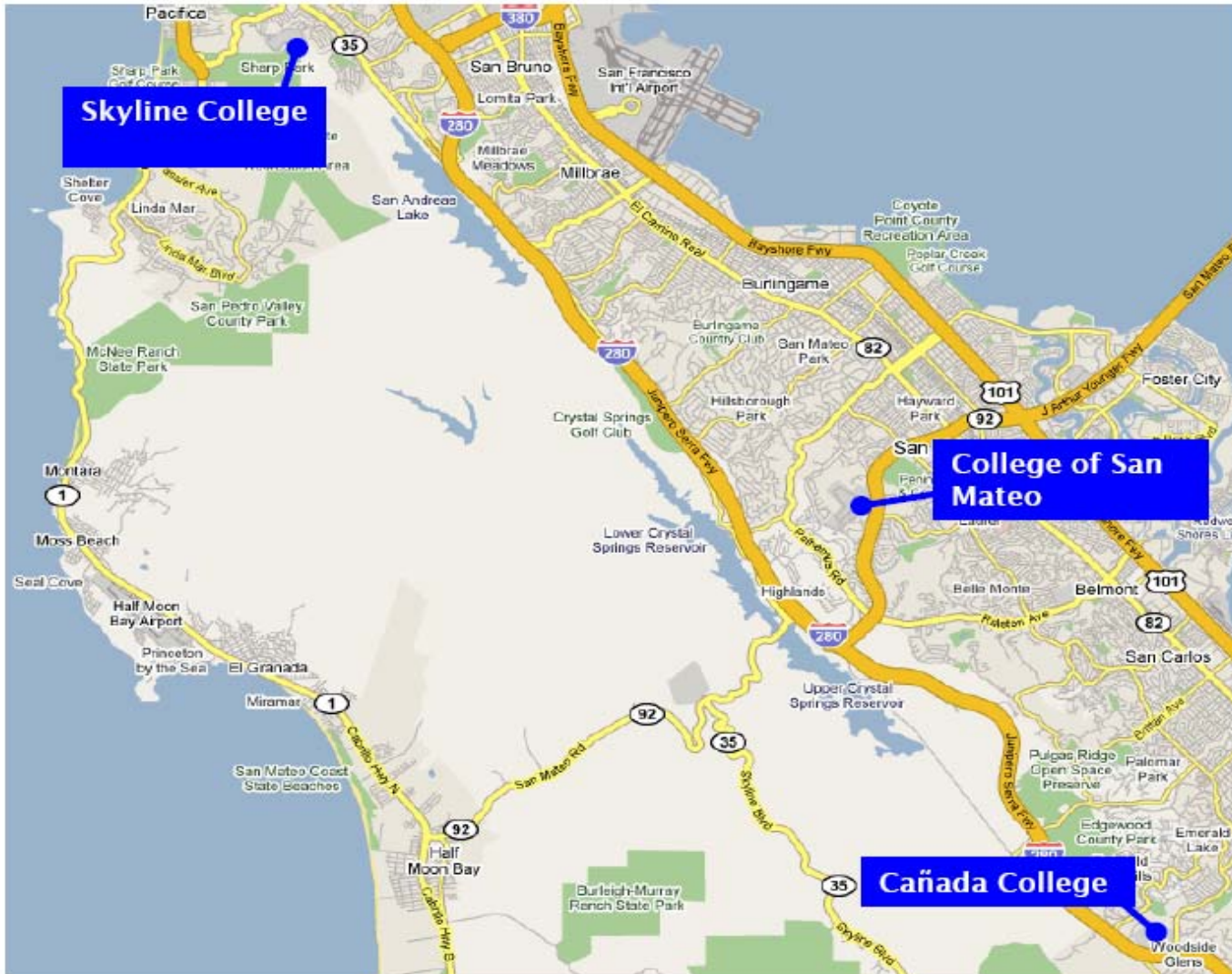
The **Mission** of the Facilities Planning & Operations Department is to ensure a safe, effective, and inspiring physical environment that supports and enhances the instructional mission of the San Mateo County Community College District.



Goals

- To be a team of inspired professionals that has attained internal and external distinction
- To continue earning commendations and awards for Facilities, Construction and Sustainability
- To earn a facilities achievement award by 2011
<http://www.smccd.edu/accounts/smccd/departments/facilities/AwardsandCommendations.shtml>
- To successfully implement the Capital Improvement Program (CIP I/II)

San Mateo County Map



"Facilities Excellence"



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT



Institutional History

- College of San Mateo – 1963*
- Cañada – 1968
- Skyline – 1969
- District Office – 1978
- Facilities service life – 25 to 30 years
- Pedagogical Methodologies
- Population & Student Changes

* CSM first opened at the Baldwin campus in downtown San Mateo in 1922.

District Demographics

(as of February '10)

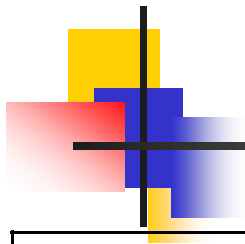
	Campus Acreage	Gross Square Feet	Assignable Square Footage	Buildings	Parking (July '09)	Student Headcount (Fall '09)	Student FTES (FY 08-09)	Full-Time Faculty & Staff (Fall '08)
Cañada	132	331,725	206,518	17 (including 3 portables)	1,474	7,248	4,291	215
CSM	154	654,155	426,155	43 (including 1 portables)	4,053	11,508	8,635	421
Skyline	110	446,412	259,948	22 (including 7 portables)	2,200	10,604	7,717	322
Chancellor's Office	N/A	24,929	13,192	1	Incl. in CSM	0	0	195
TOTAL	396	1,457,221	905,813	83 (including 11 portables)	7,727	29,360	20,643	1153

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SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

District Utilities Expenses Summary

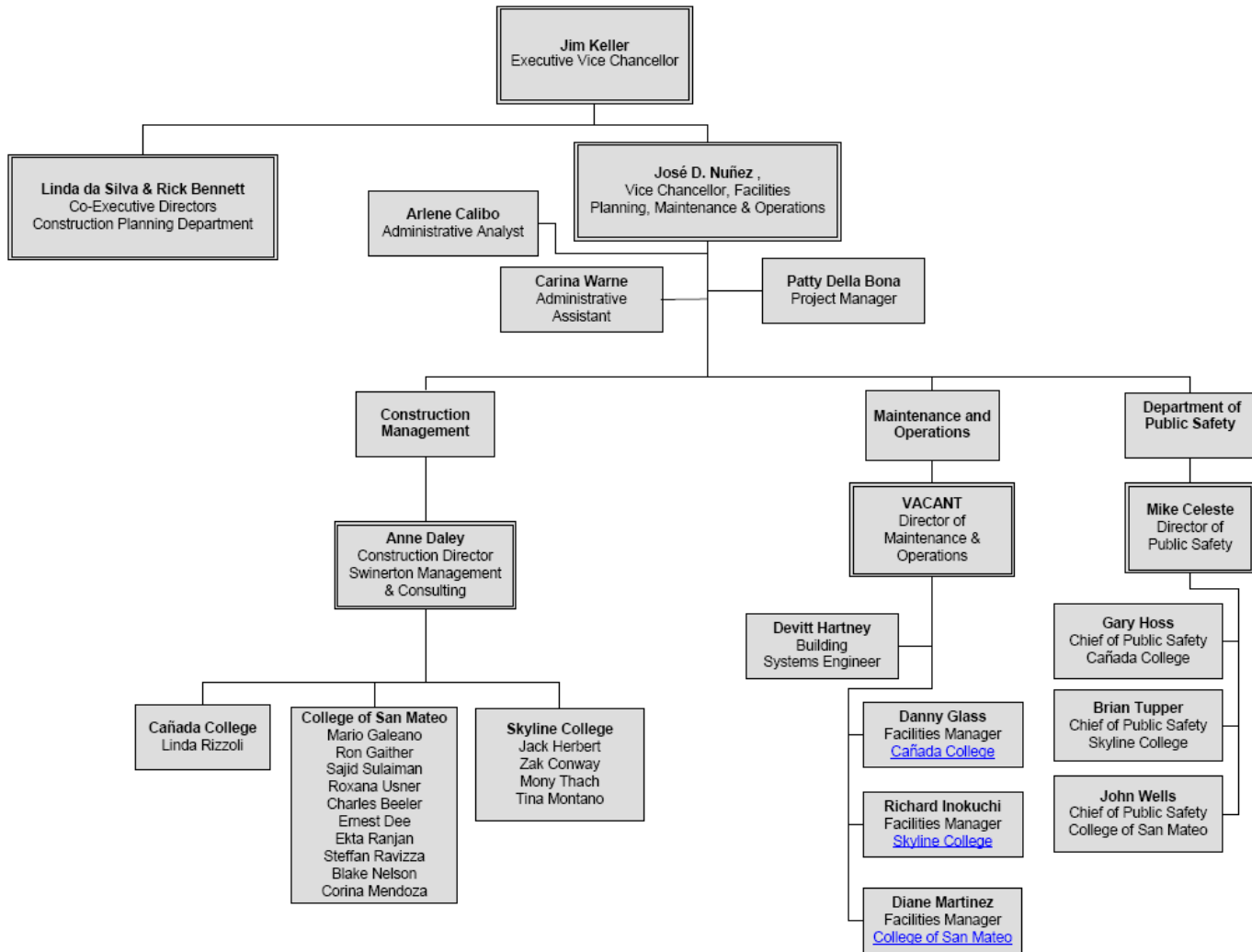


DISTRICTWIDE	FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	FY06-07	FY07-08	FY08-09
Gas	\$455,824	\$677,765	\$707,148	\$763,542	\$876,785	\$1,177,160	\$1,266,115	\$997,503
Electric	\$948,223 *	\$1,037,159 *	\$1,496,197	\$1,418,030	\$1,768,566	\$1,718,517	\$1,516,804	\$1,891,957
Water	\$280,989	\$283,286	\$317,713	\$233,166	\$208,383	\$224,392	\$255,923	\$263,139
Garbage	\$127,126	\$109,057	\$105,581	\$83,153	\$112,653	\$150,661	\$174,441	\$135,064
TOTAL	\$1,812,162	\$2,107,267	\$2,626,639	\$2,497,891	\$2,966,387	\$3,270,731	\$3,213,283	\$3,287,663

* FY01-02 & FY02-03 electricity expenses do not reflect actual expenses since the District paid Enron partially (Jan02-Aug02)

"Facilities Excellence"

FPO Organizational Chart



"Facilities Excellence"



Association of Higher Education Facilities Officers

APPA Maintenance Levels

- **Custodial** – If cleaning activities are accomplished with decreasing frequency, appearance will suffer

Level 1: Orderly Spotlessness

Level 2: Ordinary Tidiness

Level 3: Casual Inattention

Level 4: Moderate Dinginess

Level 5: Unkempt Neglect

APPA recommends Level 2 as the reasonable standard

- Standard Spaces – Not all spaces are created equal. Different space types require different cleaning approaches and effort
- All data presented in Cleanable Square Feet – an industry standard of measure



APPA Maintenance Levels

- **Engineering** – If maintenance activities are accomplished with decreasing frequency, breakdowns will increase and service will suffer

Level 1: Showpiece Facility

Level 2: Comprehensive Stewardship

Level 3: Managed Care

Level 4: Reactive Management

Level 5: Crisis Response

APPA recommends Level 2 as the reasonable standard

- **Grounds** – If grounds maintenance activities are accomplished with decreasing frequency, appearance will suffer

Level 1: State Of The Art

Level 2: High Level

Level 3: Moderate Level

Level 4: Moderately Low-Level

Level 5: Minimum Level

APPA recommends Level 2 as the reasonable standard

POST CIP2

Current Square Footage – 1,470,000

New Construction	GSF
Skyline B4N	70,300
Skyline B11N	8,800
Skyline FMC	13,500
Canada FMC	18,800
CSM B5N	88,300
CSM B10N	140,000
Total Additional GSF	339,700
Less Total Demolished SF	<u>217,000</u>
Net Added GSF (w/o Pac Heights)	122,700
Total New GSF	1,597,000
Total New GSF w/ Pac Heights	1,635,000

FACILITIES STAFFING SUMMARY

		Before FY08-09 10% Budget Cut			After FY08-09 10% Budget Cut		
ENGINEERS	YEAR	TOTAL SQ. FT	FTE's	SQ. FT PER FTE	FTE's	SQ. FT PER FTE	
	2009	1,359,155	16	84,947	17	79,950	
	2010	1,469,005		91,813		86,412	
	2011	1,623,046		101,440		95,473	
	REDUCTIONS:					-1	
	CURRENT					10%	
	CUSTODIAL	YEAR	TOTAL CSF	FTE's	CSF PER FTE	FTE's	CSF PER FTE
2009		1,093,705	43	25,435	38	28,782	
2010		1,187,023		27,605		31,237	
2011		1,331,732		30,971		35,046	
REDUCTIONS:					5		
CURRENT					10%		
GROUNDS		YEAR	TOTAL ACRES	FTE's	ACRES PER FTE	FTE's	ACRES PER FTE
	2009	379	13	29	12	32	
	2010	378		29		32	
	2011	379		29		32	
	REDUCTIONS:					1	
	TOTAL			72	67		

Facilities Maintenance Custodial Service Levels

Current Levels		Proposed Levels
Waste Removal	Daily	Daily
Restrooms	Twice Daily	Once Daily
Classrooms	Once Daily	Every Other Day
Vacuum Carpets	At least Once a Week	Every Other Week
Dust Hard Surfaces	As Needed	As Needed
Sweep/Dust Mop	Daily	Twice a Week
Damp Mop	Daily	Spot Mop Daily Full Mop Once a Week
Strip/Wax Floors	Twice Annually	Once Annually
Furniture Moves	As Requested	Longer Response Times
Service Requests	As Requested	Longer Response Times

Facilities Maintenance Grounds Service Levels

Current Levels		Proposed Levels
Mow Lawns	Winter – Every Other Week, Summer – Once a Week	Once a Month
Debris Removal in Lots/Roadways/Hardscape Areas	Daily	Three Days a Week
Trash Removal	Daily	Every Other Day
Field Grooming		
Weed Abatement	Daily, as needed in Spring/Summer/Early Fall	Twice a Week
Tree/Shrub Trimming	Daily	Three Times a Week
Watering (Spring/Summer)	Daily	Twice a Week
Irrigation Repairs	Daily	Twice a Week
Planting/Cultivating	As Needed	As Needed

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Facilities Maintenance Engineer Service Levels

Current Levels		Proposed Levels
Key / FOB Requests	72 Hours	1 Week
Interior Lighting	Replace Lamps as they Expire	Delamp Lighting Banks to Every Other Fixture
Preventive Maintenance	Per Schedule	Reduction in Frequency
Reactive Service Requests	As Requested	Longer Response Time

Facilities Planning & Operations Issues & Challenges

- Budget Reduction
- Staffing Reduction
- Service Level Reductions
- Workload
 - No Overtime
 - No Temps
- Increased Square Footage / Parking
- New Technologies (ACAMS / Video / BMS)
- CIP Coordination
 - 50 – 80% of Facilities Managers time
 - 30 – 60% of Chief Engineer's time

Capital Improvement Program Planning Imperatives

- Educational / Facilities Master Plan
- Bond Oversight Committee
- Identify Funding Sources & Uses
- Program Definition Document (PDD) / Sources & Uses
 - Scope Development
 - Budget Verification
 - Project Scheduling
- Architectural & Consultants
 - Detail Programming & Scope Development
 - Schedule & Budget Development
 - Design Standards
- Communications

Capital Improvement Program I/II

Overview

- **Facilities Needs Analysis**
 - Facilities Audit - 2000
 - Comprehensive Energy Analysis - 2001
 - Educational Facilities Master Plan – 2001/2006
- **Facilities Project List – 2001/2006**
- **Funding Sources & Uses – 2002/2006**
- **Program Implementation – 2002/2006**
 1. Scope Development
 2. Budget Development
 3. Schedule Development
 4. General Contractor Prequalification
 5. Consultant Selection



Sustainability Strategies

- LEED Categories
 - Sustainable Sites (SS)
 - Water Efficiency (WE)
 - Energy & Atmosphere (EA)
 - Materials & Resources (MR)
 - Indoor Environmental Quality (EQ)
 - Innovation & Design (ID)
- Projects
 - Cañada Facilities Maintenance Center (FMC) - Gold
 - CSM 5N Workforce / Wellness Building - Silver
 - CSM 10N Student Services Building – Gold
 - Skyline 4N Cosmetology / Multicultural Building - Certified
 - Skyline Facilities Maintenance Center (FMC) – Gold



Facilities Master Plan 2001/2006

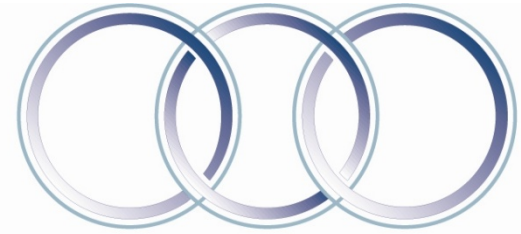
The Process

- Focus Groups
- Physical Assessment of Existing Campus
 - Campus Zoning
 - Pedestrian / Vehicular Traffic Patterns
- Option Development Phase
- Preferred Option Selection
- Board Approval
 - September, 2001 (tBP Architecture)
 - July, 2006 (Steinberg Architects)

2006 Facilities Master Plan

PLANNING GOALS

- 1. Provide spaces that accommodate a diversity of academic, social and community uses both indoors and outdoors.*
- 2. Provide an atmosphere that fosters and supports interaction among faculty, staff and students.*
- 3. Promote a stimulating environment that enhances community participation.*
- 4. Manage the interface between pedestrians and vehicles.*
- 5. Provide buildings that accommodate college enrollment and operational needs.*



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT



CAMPUS AERIAL VIEW AT DUSK



College of San Mateo



Skyline
COLLEGE
ACHIEVE



Capital Improvement Program Funding Sources & Uses

- General Obligation Bond Measure C (\$207M)
- Grants/Donations (\$2.7M+/-)
- Student Union Fees (Skyline) (\$76K+/-)
- State Capital Outlay Program (\$96.4M+/-)
- State Scheduled Maintenance & Special Repairs Program (\$358K/yr)
- State Funded Hazardous Substance Removal Program (\$345K/yr)
- Redevelopment (\$15M)
- Surplus Property Proceeds (\$12M)
- General Obligation Bond Measure A (\$468M)
- * Funding Losses (\$20M CIP / \$54M State)

State Capital Outlay

2002 - 2010

Completed Projects

	State	Bond	Total
■ Skyline B2 Secondary Effects/Learning Resource Center	\$ 4.8M	-	-
■ Skyline B2 Center for Advanced Learning	\$ 1.6M	-	-
■ Cañada B22 Child Development Center	\$ 2.7M	-	-
■ DW Fire Alarm Modernization Phase 2 (CAN & CSM)	\$ 2.0M	0.8M	2.8M
■ Skyline B3 Seismic Upgrade	\$ 1.7M	7.9M	9.6M
■ Skyline B8 Seismic Upgrade	\$ 3.6M	8.7M	12.3M
■ Cañada B9 Library/LRC & Student Services Center	\$ 22.3M	7.4M	29.7M
■ Skyline B7 Allied Health Conversion	\$ 12.3M	0.3M	12.6M
■ Skyline Facilities Maintenance Center (FMC)	\$ 4.8M	2.2M	7.0M
■ Cañada Facilities Maintenance Center (FMC)	\$ 6.9M	1.4M	8.3M
TOTAL	\$ 62.7M	28.7M	82.3M





State Capital Outlay

Under Design/Construction

	State	Bond	Total
■ CSM Demo Buildings 21-29	\$ 10.9M	1.1M	12.0M
■ Cañada B5/6 Conversion of Instructional Facilities	\$ 5.6M	6.4M	12.0M
■ Skyline Electrical Infrastructure Upgrade	\$ 1.3M	-	1.3M
■ Cañada Electrical Infrastructure Upgrade	\$ 3.8M	-	3.8M
TOTAL	\$ 21.6M	7.5M	29.1M



State Capital Outlay

Final Project Proposals (FPPs)

Approved, Not Funded (FY 11/12)

	State	Bond	Total
■ CSM B8 Gymnasium Modernization	\$ 13.0M	7.6M	20.6M
■ Skyline Center for Kinesiology & Human Performance	\$ 13.9M	6.8M	20.7M
■ Cañada B1 Fitness Center Conversion & Renovation	\$ 13.1M	1.8M	14.9M
TOTAL	\$ 40.0M	16.2M	56.2M

Pending Approval (FY 12/13)

■ Cañada B13 Multiple Program Instructional Center	\$ 8.4M	11.1M	19.5M
■ CSM B19 Emerging Technology Center	\$ 11.5M	11.3M	22.8M
■ Skyline B2 Workforce Development & Economic Prosperity	\$ 8.5M	3.5M	12.0M
TOTAL	\$ 28.4M	25.9M	54.3M

State Scheduled Maintenance

Fiscal Year	Amount Requested	Amount Granted	Funding Ratio
2009-10	Block Grant	\$0	1:1
2008-09	Block Grant	\$149,029	No Match
2007-08	Block Grant	\$463,938	1:1
2006-07	Block Grant	\$718,000	No Match
2005-06	Block Grant	\$0	1:1
2004-05	\$10,489,225	\$920,089	1:1
2003-04	\$10,392,292	\$608,344	1:1
2002-03	\$8,500,000	\$1,086,562	1:1
2001-02	\$4,921,512	\$399,710	1:1
2000-01	\$2,416,030	\$561,180	1:1
1999-00	\$2,749,982	\$930,660	1:1
1998-99	\$4,047,844	\$559,600	1:1
1997-98	\$1,856,060	\$1,510,700	3.5:1
1996-97	\$1,517,000	\$870,000	3.5:1

"Facilities Excellence"





State Hazardous Materials

Fiscal Year	Amount Requested	Amount Granted
2009-10	Block Grant	\$0
2008 -09	Block Grant	\$195,224
2007-08	Block Grant	\$0
2006-07	Block Grant	\$192,000
2005-06	Block Grant	\$0
2004-05	\$18,563,579	\$215,021
2003-04	\$18,059,447	\$128,700
2002-03	\$17,122,782	\$256,491
2001-02	\$15,470,913	\$340,420
2000-01	\$11,050,639	\$479,495
1999-00	\$10,723,391	\$327,249

"Facilities Excellence"



Construction Planning Department (CPD) Roles & Responsibilities

- Program Management
- Design Management
 - Design & Construction Standards
- Scheduling
- Construction Procurement
- FF&E Management
- Financial Management
 - Cash Flow
- Contract Management
- Facilities Transition
- Communications
- Project Labor Agreement (PLA)
- Prequalification (Builders / Designers)
- OCIP Management
- Warranty Coordination



Swinerton Management & Consulting Roles & Responsibilities

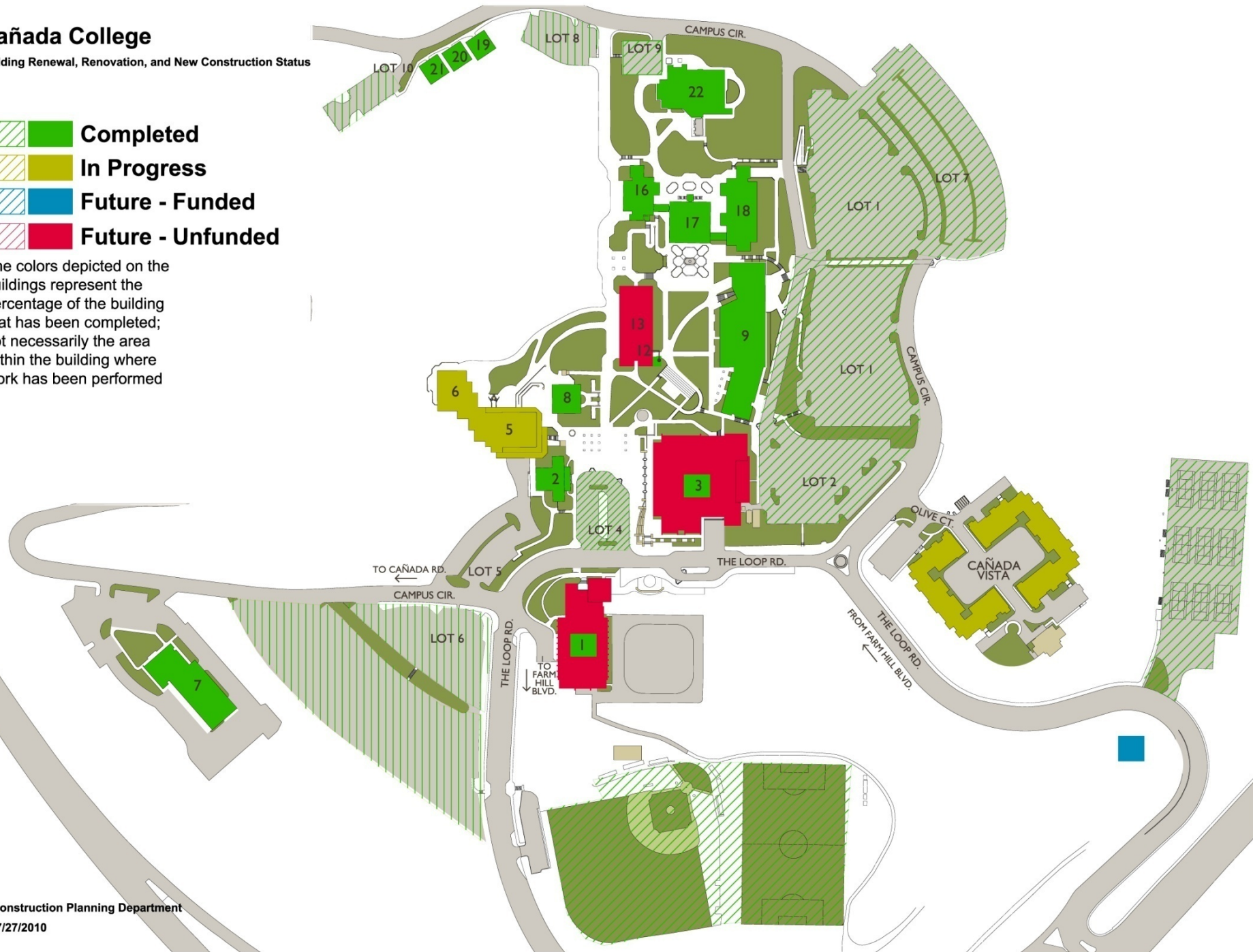
- Construction Management
- Logistics/Safety
- Scheduling (Shutdowns / Heavy Loads)
- Communications
- Construction Documentation
 - RFIs
 - CORs
 - Submittals
 - Shop drawings
- Construction Financial Management

Cañada College

Building Renewal, Renovation, and New Construction Status

-   **Completed**
-   **In Progress**
-   **Future - Funded**
-   **Future - Unfunded**

The colors depicted on the buildings represent the percentage of the building that has been completed; not necessarily the area within the building where work has been performed



College Of San Mateo

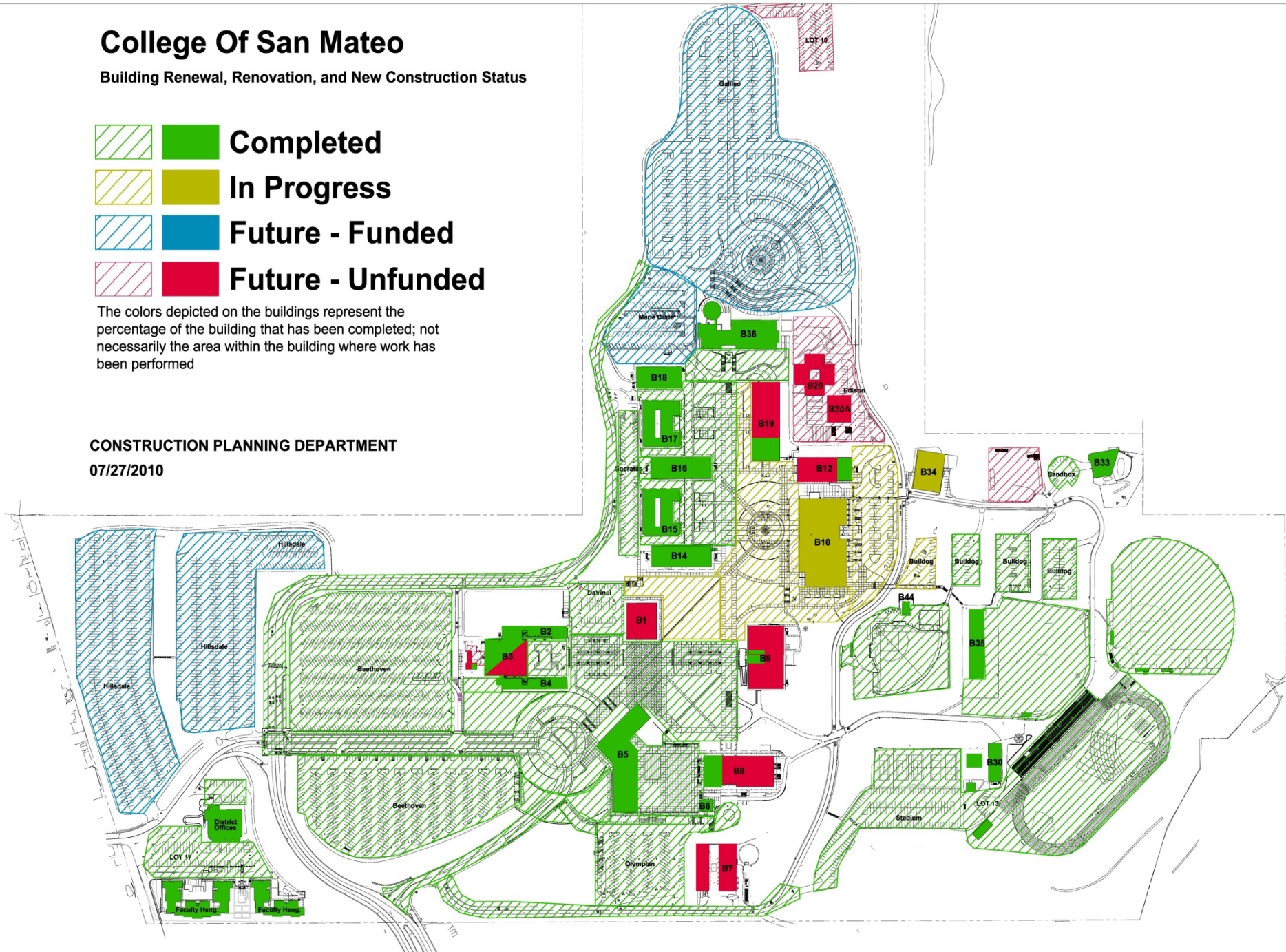
Building Renewal, Renovation, and New Construction Status



The colors depicted on the buildings represent the percentage of the building that has been completed; not necessarily the area within the building where work has been performed

CONSTRUCTION PLANNING DEPARTMENT

07/27/2010

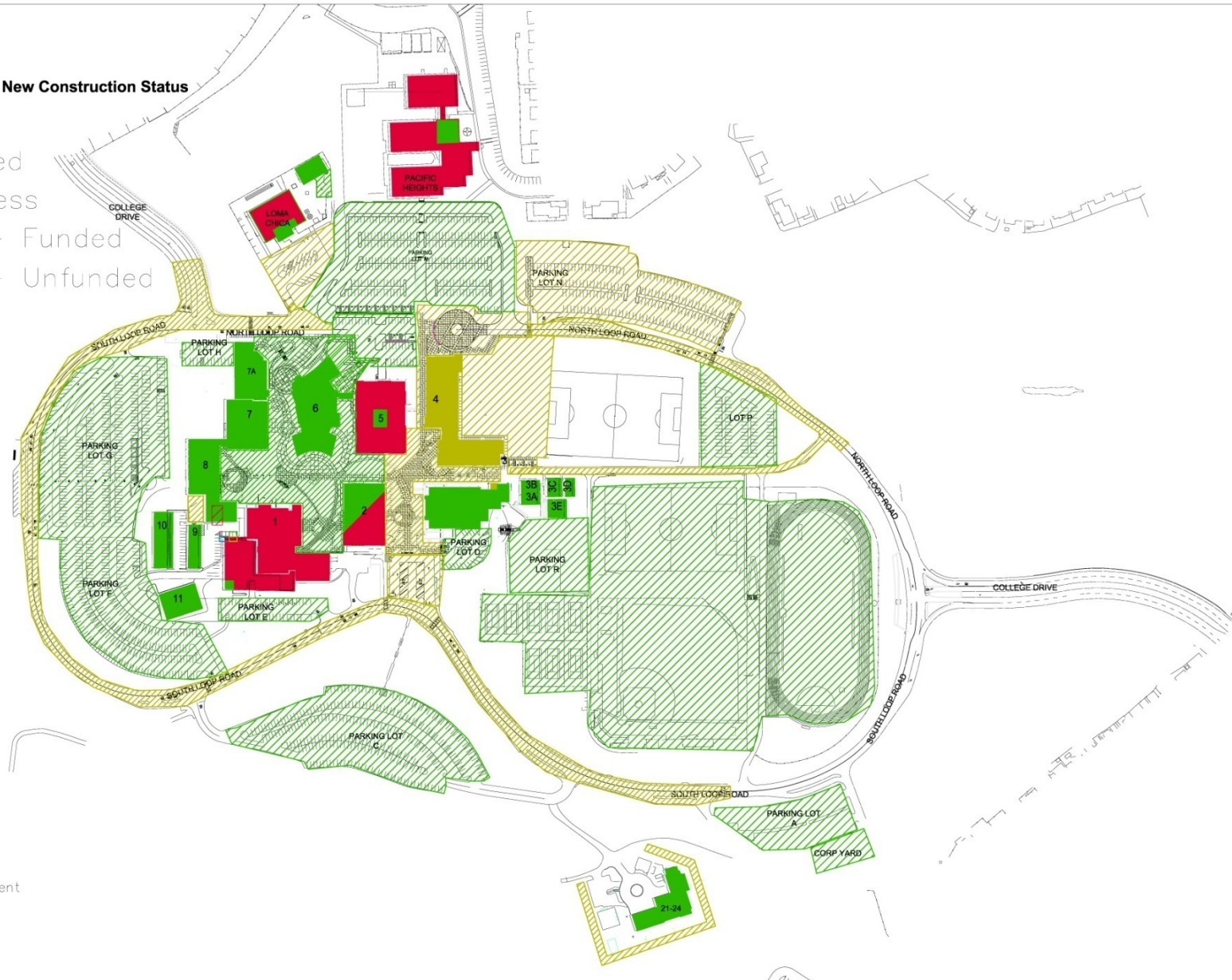


Skyline College

Building Renewal, Renovation, and New Construction Status

-  Completed
-  In Progress
-  Future – Funded
-  Future – Unfunded

The colors depicted on the buildings represent the percentage of the building that has been completed; not necessarily the area within the building where work has been performed





Construction Impacts

- Parking
- Road and pedestrian path closures / detours
- Traffic
- Dirt and Dust
- Noise (mitigations)
- Interruptions in heat, power, water, data
 - Scheduled and Unscheduled
- General Inconvenience
- Safety



Capital Issues & Challenges

- State Budget Deficit
- Educational Mission (Paramount)
 - Academic Calendar / Construction Schedule
- Financial Management
- Contract Management
- Consultant Management
- Document Controls
- Project Labor Agreement
- A & E Prequalification
- Contractor Prequalification
- Owner Controlled Insurance Program (OCIP)



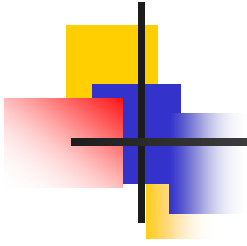
Capital Issues & Challenges

- Multiple Contractors / Designers / Schedules coordination
- Inter-Agency Coordination (DOF/CCCO/DSA/State & Local Fire Marshals/Water Board)
- Communications (Different Constituencies)
 - Campus Community
 - Design & Construction Community
 - State & Local Entities
- Difficult Choices (Not Enough Funding)
- Managing Expectations (Can't Get it All)

Total Cost of Ownership

(An Additional ~ 365,550 gsf)

- Existing Facilities 1,200,000 gsf
- New CIP I Facilities
 - Cañada Bldg 22 ~ 12,000 gsf
 - Cañada Bldg 9 Library/LRC ~ 60,000 gsf
 - CSM Bldg 36 Science Building & Planetarium ~ 65,000 gsf
 - CSM Bldg 35 RPSC ~ 11,000 gsf
 - Skyline Bldg 6/7A Student Union/Science Annex ~ 70,000 gsf
 - Athletic Facilities (Restrooms / Press Boxes) ~ 8,450 gsf
- New CIP II Facilities
 - Skyline Bldg 21-24 FMC ~ 11,000 gsf
 - Cañada Bldg 7 FMC ~ 18,800 gsf
 - Skyline FMC ~ 13,500 gsf
 - Skyline Bldg 4N Wellness/Cosmotology/Multicultural Center ~ 70,300 gsf
 - Skyline Bldg 11N Transmission Facility ~ 8,800 gsf
 - CSM Bldg 5N Wellness/Aquatics ~ 88,300 gsf
 - CSM Bldg 10N Admin/Student Center Bldg 10 ~ 140,000 gsf
 - Loma Chica ~ 11,000 gsf (CDC Modernization)
- CIP II Demolished Facilities
 - CSM 10, 11 & 13 ~ 43,500 gsf
 - CSM 5/6 ~ 74,000 gsf
 - CSM Bldgs 21 – 29 ~ 60,000 gsf
 - Skyline Bldg 4 ~ 2,900 gsf
 - Skyline Pacific Heights ~ 39,000 gsf
 - Skyline CDC Portable ~ 3,200 gsf



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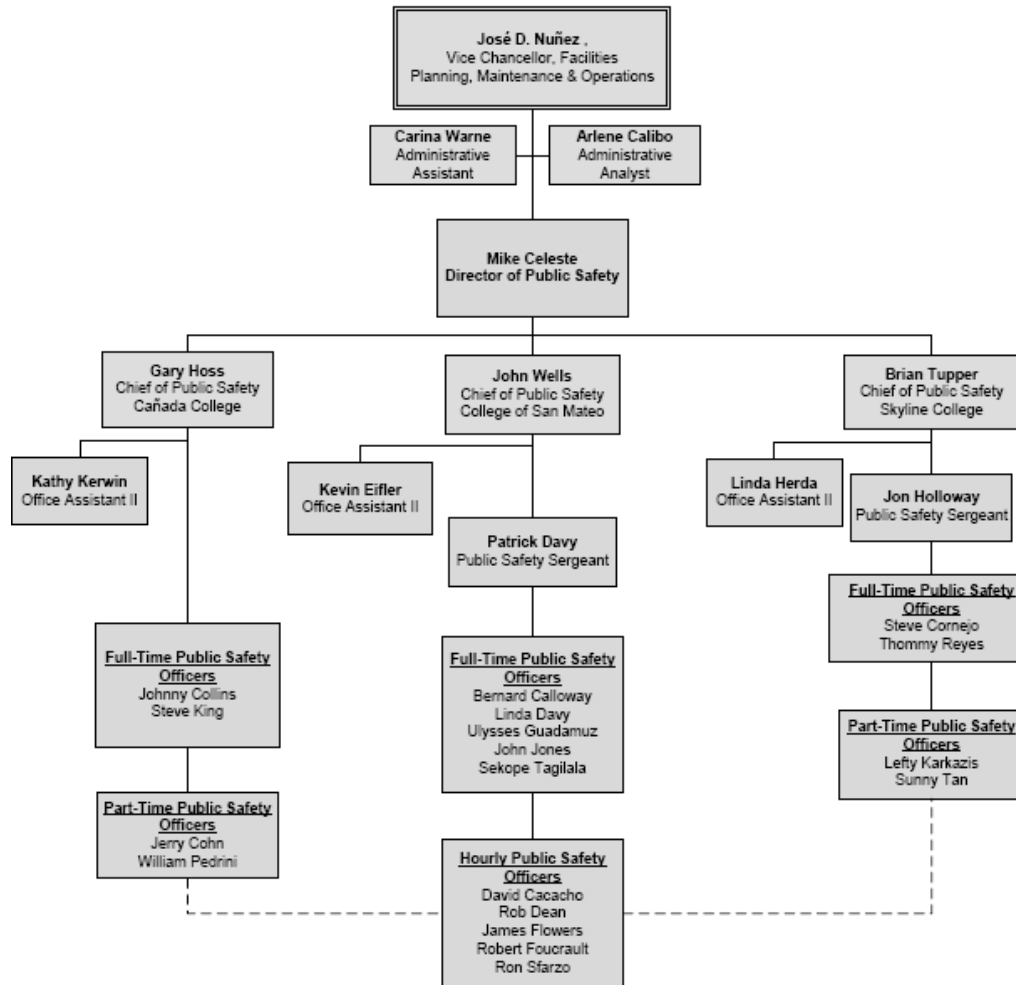
Department of Public Safety



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

DPS Organizational Chart

San Mateo County Community College District
Department of Public Safety





Department of Public Safety

Director of Public Safety: Mike Celeste

(650) 358-6840

District Office

Campus	Chief of Public Safety	Contact Info	Location
Cañada College	Gary Hoss	(650) 306-3420	Bldg. 9, Room 151
College of San Mateo	John Wells	(650) 574-6415	Bldg. 1, Room 269
Skyline College	Brian Tupper	(650) 738-4199	Bldg. 6, Room 106

Website: <http://www.smccd.edu/accounts/smccd/departments/publicsafety/index.shtml>



Department of Public Safety

- Requirements
 - Maintain and enforce Public Safety
 - Parking enforcement / Citations
 - Community Policing
 - Medical Emergencies / First Aid
 - Handle Dynamic Situations
 - Earthquake / Fire / General Emergency Evacuations
 - Liaison with Local Law Enforcement and Fire Dept.
 - Escort Service
 - Lost and Found
 - General Public Relations



Current Operations

2008 & 2009 Incident Reports

- Incident Reports 2008
 - Cañada College – 62
 - College of San Mateo – 82
 - Skyline College – 264

Total District – 408

- Incident Reports 2009
 - Cañada – 40
 - College of San Mateo – 97
 - Skyline College – 156

Total District - 293





Challenges and Responsibilities

- Vandalism
- Burglaries
- Vehicle Theft
- Illegal Dumping
- Traffic Accidents
- Physical Altercations
- Graffiti
- Threats
- Loitering
- Gang Activity
- Sexual Assaults
- Crisis Response
- Emergency Preparedness
- Community Policing
- Escort Service
- Crowd Control
- Traffic Control
- Public Information
- Medical Calls
- Access Control/non-electronic
- Campus Evacuations



Clery Act

- The Clery Act is a federal statute with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.
- The Clery Act requires all colleges and universities to keep and disclose information about crime on and near their respective campuses.
 - Institutions must publish an annual report disclosing campus security policies and three years of selected crime statistics.
 - Institutions must make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees.
 - Each institution with a security department must have a public crime log.
 - The U.S. Department of Education centrally collects and disseminates the crime statistics.
 - Campus community sexual assault victims are assured of certain basic rights.
 - Institutions that fail to comply may be fined or lose eligibility to participate in federal student aid programs.



Campus Crime Statistics

	2006			2007			2008		
	CSM	CAN	SKY	CSM	CAN	SKY	CSM	CAN	SKY
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense - forcible	0	0	1	0	0	0	0	0	0
Sex Offense - non-forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	1	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	9	3	7	7	2	2	0	3	2
Motor Vehicle Theft	0	0	2	0	0	4	3	0	2
Arson	0	0	0	0	0	0	0	0	0



Citations Issued FY 2008 - 2009

Cañada

CSM

Skyline

Month	2008-2009
July	186
August	23
September	226
October	154
November	92
December	70
January	18
February	360
March	345
April	269
May	29
June	94
Total	1,866

Month	2008-2009
July	791
August	954
September	1,366
October	481
November	230
December	268
January	681
February	821
March	622
April	622
May	393
June	825
Total	8,054

Month	2008-2009
July	745
August	184
September	724
October	611
November	441
December	274
January	188
February	631
March	543
April	245
May	177
June	539
Total	5,302

District Wide – 15,222 Citations

Parking & Transportation

Campus Parking Regulations

- All auto, truck or van drivers who use campus parking facilities are required to pay a parking permit fee. (Motorcycles are excluded if parked in designated motorcycle parking.)
- One-day parking permits are available.
- *Day and evening students must park in student lots only.*
- All staff lots are reserved for staff at all times.
- At the beginning of each term, a grace period of two weeks (one week for summer session) will be in effect in **student parking lots only.**





Department of Public Safety

Parking & Transportation

Disabled Student Parking

- Physically disabled students who drive motor vehicles to campus must have a state-issued DMV placard. This placard allows parking in designated disabled parking spaces on campus. Students must purchase a student parking permit.
- Transportation from student lots to campus may be arranged through the Disabled Students Program & Services Office at each campus.



Safety / Emergency Response

- District Wide Safety Committee
- OSHA Compliance
 - Chemical Hygiene Plan
 - Hazardous Communication Plan
 - MSDS
- Emergency Preparedness
 - Training (OES / NIMS 100 & 700)
 - Emergency Operations Center (EOC)
 - Command / Management
 - Operations
 - Planning
 - Logistics
 - Finance
 - Equipment
 - Communications
 - Medical Response
- Insurance / Risk Management





Mantra

Customer Service
Professionalism
Team Work
Communication



“Facilities Excellence”

“Facilities Excellence”



Question & Answer

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Vice Chancellor

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COMMUNITY COLLEGE DISTRICT