Title: Facility Management

Plan Type: Resource Allocation

OPR: Operations Division

Collaborative Group: Campus Development Committee

References: ADA Transition Plan
Annual SMSR Project List
Facilities Space Inventory
Facilities Master Plan (2010)
Facility Condition Index Summary
Five Year Construction Plan
LRCCD Long Range Capital Needs Plan
LRCCD Regulation 8417
Non-Instructional Equipment and Infrastructure Program Plan
Safety and Environmental Program Plan

PURPOSE and OBJECTIVES: The annual resource allocation process must address the need to maintain the college spaces and ground areas in a quality manner which facilitates and enhances the educational and support services offered by the College. This plan is intended to differentiate various levels of maintenance, repair and improvement projects as well as capital modernization and new construction projects. It outlines procedures for collecting annual division/unit facility needs through the unit/program plan process. These procedures will provide the basis for the College’s annual facilities plan developed by the Operations Division; provide for appropriate metric tracking tools; and provide the mechanisms for identifying and prioritizing requests within approved funding levels. Summary objectives for this resource allocation plan include:

- Integrate facility requirements into the division/unit planning system
- Develop a regular replacement cycle for institutional furniture, fixtures and equipment which is incorporated into the Non-instructional Equipment and Infrastructure Program Plan
- Develop and document an interactive process to keep the campus community engaged and informed of capital construction projects and the college planning process that brings these projects to fruition.
• Develop and document a system for prioritizing and evaluating needs through the shared governance system.
• Develop tracking tools/metrics for planning and monitoring the status of campus and education center facilities to ensure timely maintenance, repair and improvement is accomplished.
• Monitor status of ADA transition plans, safety and security improvements and HAZMAT program changes which are incorporated into the Safety and Environmental Program Plan.

PROCEDURES:

1. Facility maintenance, repair and improvement (MRI) projects can generally be grouped into three broad categories:

   a. **Emergency / critical**: These are unplanned maintenance and repair needs that emerge throughout the year. These are handled as they arise by contacting campus Operations directly (emergency) or by submitting a work order (routine) through the Division office. These type projects are managed by the Director of Operations and the Operation’s staff in collaboration with the district’s Facilities Maintenance organization and are funded through the College’s institutional program as appropriate. An annual estimate, based on historical expenditures is developed by Operations and submitted to the VPA in the Feb/Mar timeframe for the next academic year. VPA budgets institutional funds accordingly.

   b. **Long Range Capital Outlay Projects**: These projects are broadly outlined in the SCC Facilities Master Plan (FMP). The FMP considers major new construction and modernization projects predicated on projected future space needs, available local bond funding and anticipated state bond funding. The FMP is actualized through two key documents which are developed and updated by district Facilities Management: The Five Year Construction Plan and the Long Range Capital Needs Plan. These two documents calculate and update essential planning data including capacity-load ratios, project cost estimates, planned funding and project schedules/timelines.

   Projects which are planned for state facility bond funds must compete for these funds through a state mandated process. To qualify for state funds the district must submit a BOT approved Initial Plan Proposal (IPP). Timing for these submissions vary and are estimated in the table below (timing is shown as actual project start (PS) minus (-) the indicated number of months.

   If the IPP is approved by the state, the project will proceed to the next step, development of a Final Project Proposal (FPP) which will bring an architect into the project planning process. All projects are developed by the district, in collaboration with all College constituency groups through the Campus Development Committee and the College Facilities Master Plan (2010). They fall into three broad categories: New Construction; Remodeling; and Modernization/Maintenance. See LRCCD Regulation
The project timing, referenced from the Project Start (PS) date, participants, and phases are described in the following table.

<table>
<thead>
<tr>
<th>TIMING*</th>
<th>WHO</th>
<th>WHAT</th>
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</table>
| PS – 24 mos  | Dir of Facility Planning & Construction  
Vice President of Administration, SCC  
Director of Operations, SCC | Initial Project Proposal (IPP) development.                           |
| PS – 15 mos  | Dir of Facility Planning & Construction                              | Board of Trustees Approval and submission to the state for potential funding |
| PS – 12 mos  | Architectural Firm  
Dir of Facility Planning & Construction  
Project Planner, FM  
Vice President of Administration, SCC  
Director of Operations, SCC  
Facility Dean or Designee, SCC  
Department Faculty and Staff, SCC | Final Project Proposal (FPP) development.                               |
| Project Start (PS) | Facilities Management (FM)                                         | Issues Request for Qualifications (RFQ) to initiate selection of Architectural design firm. |
| PS + 3 mos   | Assoc Vice Chancellor, FM  
Dir of Facility Planning & Construction Planner, FM  
Vice President of Administration, SCC  
Director of Operations, SCC  
Facility Dean or Designee, SCC  
Department Faculty and Staff, SCC | Architectural design firm Selection Committee.                           |
| PS + 7 mos   | Architectural Firm  
Dir of Facility Planning & Construction Project Planner, FM  
Vice President of Administration, SCC  
Director of Operations, SCC  
Facility Dean or Designee, SCC  
Department Faculty and Staff, SCC | Preliminary Plan development (schematic design, estimate, California Environmental Quality Act (CEQA) compliance, etc.) |
| PS + 8 mos   | Dir of Facility Planning & Construction Project Planner, FM  
Vice President of Administration, SCC  
Director of Operations, SCC  
Facility Dean or Designee, SCC  
Department Faculty and Staff, SCC | Design approvals (State Public Works Board (SPWB) review) |
| PS + 13 mos  | Architectural Firm  
Dir of Facility Planning & Construction Project Planner, FM | Working Drawing Completion                                           |
| PS + 14 mos | Vice President of Administration  
Director of Operations  
Facility Dean | Project Update Briefing to President’s Cabinet, Senior Leadership Team and Executive Council |
| PS + 18 mos | Architectural Firm  
Dir of Facility Planning & Construction  
Project Planner, FM | Approvals (Department of State Architect (DSA), California Community College Chancellor’s Office (CCCCO), etc. |
| PS + 20 mos | Vice President of Administration  
Director of Operations  
Facility Dean | Coordinate On / Off-campus Swing Space Requirements |
| PS + 21 mos | Architectural Firm  
Dir of Facility Planning & Construction  
Project Planner, FM | Bid and Contract Award (Bid Document Development, Advertising, Bid Opening, Notice to Proceed, etc.) |
| PS + 33 – 45 mos | Architectural Firm  
Project Planner, FM  
Director of Operations, SCC  
Selected Construction Firm | Construction |
| PS + 30 mos | Vice President of Administration  
Director of Operations  
Facility Dean or Designee  
Campus AV / District IT | Coordinate Type II Equipment list and expenditures |
| PS + 35 – 47 mos | Director of Operations, SCC  
Facility Dean or Designee, SCC  
Department Faculty and Staff, SCC | Campus Move-In |

* All timelines are notional and subject to modification as scope of project and duration of construction dictate. Consult timeline metric for most current schedule projections.

**c. Facility Projects**: This category involves projects which can be planned to maintain and improve the quality and functionality of the College spaces, but do not reach the threshold for a capital outlay project. This includes the periodic replacement of furniture, fixtures and generic institutional equipment in teaching and support service spaces (specific instructional /unit equipment will be handled through the unit planning process with division level OCB funding). This project type is addressed in the remainder of this planning document.

2. Divisions and units will identify facility projects annually through the Unit Planning Process. Each project will include a brief description of the need and supporting rationale (see on-line unit planning worksheets). Division and College Service Area priorities will be assigned. Each of the College’s program and institutional plans will also be reviewed for facility requirements and these will be incorporated into the overall planning process.

3. The Operations Division will maintain a list of deferred MRI projects. In addition, the Operations Division will also maintain a tracking summary indexed to the Facilities Space Inventory of when replacement work (floors, lighting, boards, furniture, equipment, etc.) and maintenance (painting, repairs, minor remodels, etc.) were performed. These data will be integrated with division/unit level requirements to develop
a list of potential projects for the next academic year. This integration will be crosschecked with the planned modernization schedule to ensure appropriate project timing/prioritization is applied. In addition, a crosscheck with the ADA Transition Plan, HAZMAT Plan and annual SMSR program will be accomplished. An overall list of proposed projects will be developed and prioritized for the next academic year by the Director of Operations. An estimated cost for these projects will also be developed. Projects to be funded through college discretionary funding (documented in the annual President’s Budget Memorandum) will be submitted to the budget committee for integration with budget and IT requests developed through the unit planning process. The project list will be reviewed by the President’s Executive Staff prior to submission to the budget committee for consideration. CSA prioritization will be considered.

Facility Resource Allocation Process and Timing Summary

<table>
<thead>
<tr>
<th>TIMING*</th>
<th>WHO</th>
<th>WHAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep</td>
<td>Units / Operations</td>
<td>Conduct preliminary feasibility assessment of proposed/potential facility projects in coordination with Campus Director of Operations. Consider Five Year Construction Plan and the LRCNP schedule of projects.</td>
</tr>
<tr>
<td>Oct – Dec</td>
<td>Departments, Units, Areas</td>
<td>Define facility projects as part of the unit planning process. Rank order through division/unit and College Service Area (CSA).</td>
</tr>
<tr>
<td>Nov</td>
<td>Operations</td>
<td>Review Institutional, Program and unit plans for facility related projects. Assess feasibility and develop cost estimates. For CDF funded projects, refine listing for submission to the budget committee for integration with IT and budget requests.</td>
</tr>
<tr>
<td>Jan-Feb</td>
<td>Operations</td>
<td>Compile campus wide list of facility projects. Include facility needs identified in the Institutional, Program and unit plans, as appropriate. Integrate with known SMSR, HAZMAT, ADA type projects. Cross-check with modernization schedule.</td>
</tr>
<tr>
<td>Feb - Mar</td>
<td>Campus Development Committee</td>
<td>Review and prioritize campus wide list to develop a prioritization recommendation for submission to the Budget Committee consistent with College strategic goals and directions.</td>
</tr>
<tr>
<td>Mar - Apr</td>
<td>Budget Committee</td>
<td>Budget Committee integrates facility projects with IT and financial requests and develops a prioritized recommendation for the President’s approval.</td>
</tr>
<tr>
<td>May - June</td>
<td>Operations</td>
<td>Develop supporting requisitions, work schedules, FM work orders &amp; contracts as appropriate for approved facility projects.</td>
</tr>
<tr>
<td>July 1</td>
<td>Operations</td>
<td>Implement academic year Facility Project Plan. Track project schedules, costs and completions.</td>
</tr>
</tbody>
</table>

* Specific timelines and due dates will be determined by the Planning Division (PRIE) in coordination with the appropriate OPR and/or collaborative group.

MEASURES OF MERIT: A number of metric tools will be employed to track facility related projects and to help inform the college community of status of projects. Metric
data is reviewed on a regular basis, usually quarterly as part of a broader metric review performed in the Administrative Service CSA. These metric tools are outlined below.

- An analysis of on-campus floor space is reviewed quarterly and updated on an annual basis. The analysis will consider what floor space is scheduled for major project improvement to include modernization or new construction. In addition, consideration will be given to planned projects to remediate HAZMAT, ADA transitions and/or other repair and remodel projects. Other floor space will be scheduled as a function of this analysis and will be documented/funded through the Non-Instructional Equipment and Infrastructure Program Plan.

- Unit planning facility requests will be reviewed by Operations and the Campus Development Committee (CDC). The objective floor space to be worked each year is approximately 16,000 OGSF. Metric assessment of work order flow and timing will be used to track routine maintenance repair and improvement (MRI) projects.

- Capital projects timing and phasing will be updated and summarized quarterly and briefed as part of the VPA metric assessment for the management team. In addition, the Executive Council will be updated at least semi-annually on status of capital projects. Specific emphasis will be placed on design start and construction start timelines.

RESOURCES:

REQUIREMENTS: Normal administrative procedures and overhead

DATE:
August 31, 2007
November 4, 2007 Update
September 1, 2008 Update
September 1, 2009 Updated
November 15, 2010 Updated
November 11, 2011 Updated
August 28, 2012 Updated
August 21, 2013 Updated

REVIEW CYCLE: Annual
# Capital Project and Modernization Schedule

*Current as of 30 June 2013*

<table>
<thead>
<tr>
<th>Building</th>
<th>Start Construction</th>
<th>Occupy</th>
<th>Semester Start</th>
<th>Type II $K</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hughes Stadium</td>
<td>Mar-11</td>
<td>Sep-12</td>
<td>Fall 2012</td>
<td>None</td>
<td>Scoreboard: July ’13 Sound System: Aug ’13</td>
</tr>
<tr>
<td>Student Services Bldg</td>
<td>Jun -13</td>
<td>Feb-15*</td>
<td>Spring 2015</td>
<td>515</td>
<td>Started 17 June ’13 Type II working</td>
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<tr>
<td>Lusk Center Phase I</td>
<td>May-14*</td>
<td>Oct-14</td>
<td>Spring 2015</td>
<td>284</td>
<td>Design: Underway GRA Architect</td>
</tr>
<tr>
<td>Rodda Hall North/3rd Floor</td>
<td>Apr-15*</td>
<td>Nov-15</td>
<td>Spring 2016</td>
<td>120</td>
<td>Design: Nov 13; Space use proposed</td>
</tr>
<tr>
<td>Mohr Hall</td>
<td>Aug-16</td>
<td>Apr-18</td>
<td>Summer 2018</td>
<td>743</td>
<td>Design: Nov 14 FPP Jun 12 (14-15)</td>
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<tr>
<td>Lillard Hall</td>
<td>Jun-18</td>
<td>Feb-20</td>
<td>Summer 2020</td>
<td>1,356</td>
<td>Design: Sep 16 FPP Jun 12 (15-16)</td>
</tr>
<tr>
<td>Mohr Hall II, New Bldg</td>
<td>Jun-19</td>
<td>Feb-21</td>
<td>Summer 2021</td>
<td>684</td>
<td>Design: Sep 17</td>
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<tr>
<td>TAP: B, G Lots</td>
<td>May 13</td>
<td>Aug-13</td>
<td>Fall 2013</td>
<td>None</td>
<td>Successful Bid Start 20 May 2013</td>
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* This schedule to be updated at least semi-annually and briefed to Executive Council, Senior Leadership Team and Campus Development Committee.
<table>
<thead>
<tr>
<th>Obj ID</th>
<th>Unit Objective</th>
<th>Outcome Measures</th>
<th>Description of Financial Resource Request</th>
<th>Rationale for Financial Resource Request</th>
<th>Nature of Request (use drop down menu)</th>
<th>General Funding Type</th>
<th>Specific Expenditure Type</th>
<th>Hours or Quantity</th>
<th>Unit Cost</th>
<th>Total Financial Need for Objective</th>
<th>Amount Requested from Budget Committee</th>
<th>Grand Total Project Cost (Financial + IT/Financial)</th>
<th>Dept.</th>
<th>Div</th>
<th>CSA</th>
<th>Dept.</th>
<th>Div</th>
<th>CSA</th>
<th>Identification</th>
<th>Objective Prioritization</th>
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