


# Facilities Overview

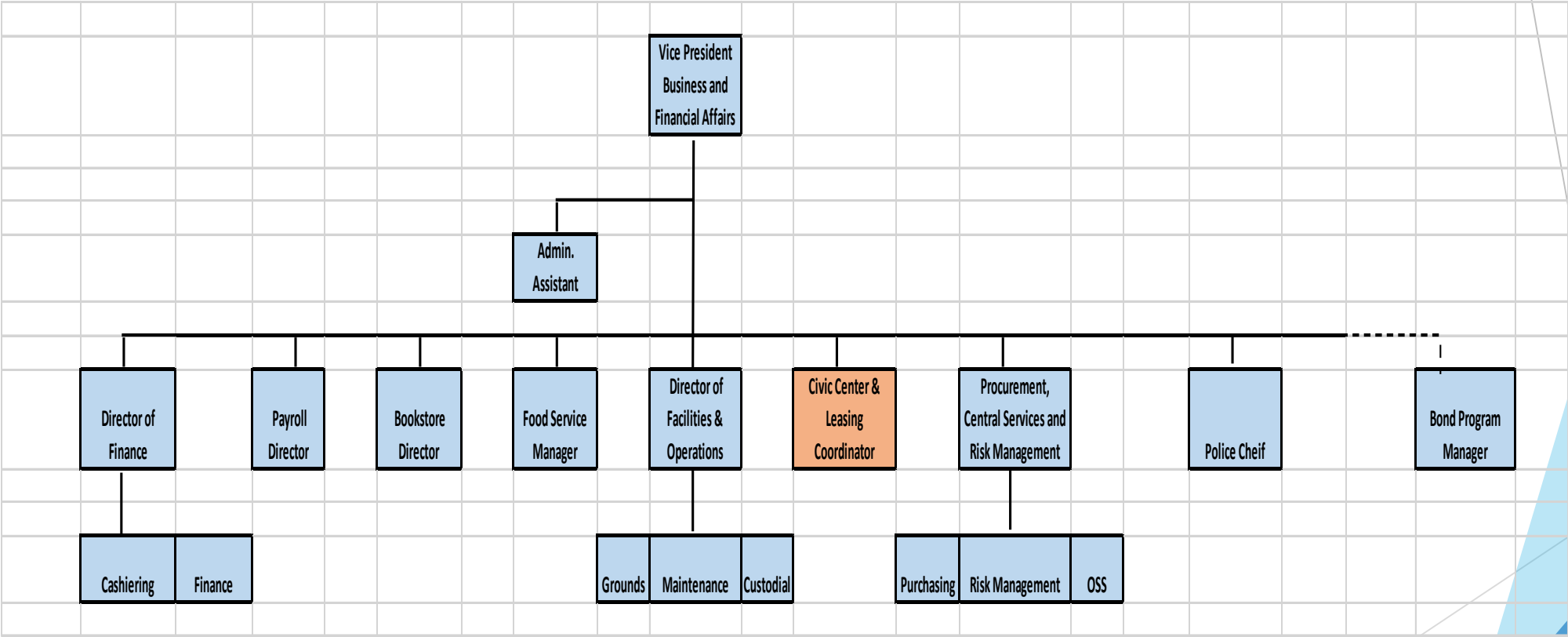
ACBO II Institute

- 
- ▶ Overview of Areas of staffing responsibility
  - ▶ Overview of the Facilities Planning Documents
  - ▶ Overview of College Facilities Processes
  - ▶ Overview of bond planning

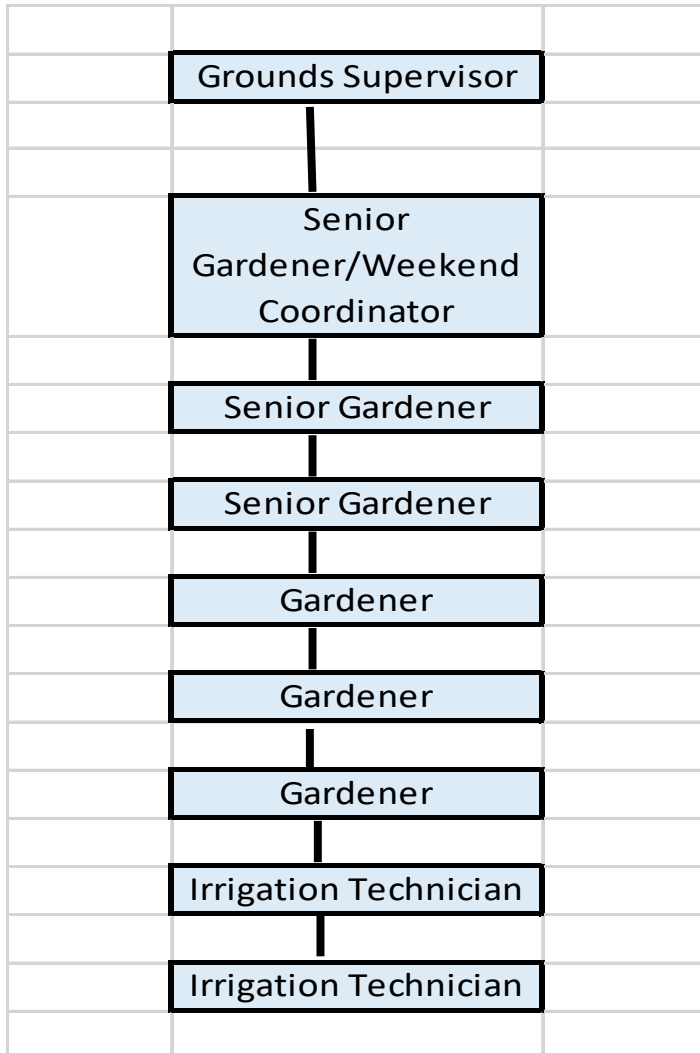
Congratulations!  
You are now in charge of facilities!



# Roles and responsibilities



# Grounds



Usually a 5-6 day a week crew

Representative duties:

- ▶ landscape Maintenance
- ▶ Trash removal
- ▶ Athletic Field preparation & set up
- ▶ Outdoor special event set up
- ▶ Irrigation repair and control
- ▶ Herbicide and pesticide application and control (QAC/QAL)
- ▶ Parking lot clean up
- ▶ Recycling
- ▶ Storm water responsibilities
- ▶ Work order processing

# Custodial

		Custodial Supervisor	
Lead Custodian			Lead Custodian
Lead Custodian			Sr. Custodian Days
Custodian Day			Custodian
Custodian			Custodian
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Custodian			Custodian
Custodian			Custodian

Usually a 6-7 day operation, most are 24 hours a day Monday - Friday.

Representative Duties:

- ▶ Daily Clean classrooms, labs, offices, restrooms
- ▶ Floor care and maintenance
- ▶ Chemical control
- ▶ Special event set up and tear down
- ▶ Work order processing

# Maintenance

		Maintenance Supervisor	
Construction Project Coordinator		HVAC Mechanic	
Carpenter/Cabinet Maker		HVAC Mechanic	
Lead Plumber		Maintenance Air Filter Technician	
Plumber		Facilities Maintenance	
Lead Electrician		Lead Vehicle & Equipment Technician (Vacant)	
Electrician		Vehicle and Equipment Mechanic	
Low Voltage/Electrician		Pool Maintenance Technician	
Lead Painter		Central Plant Operator	
Painter		Building Maintenance Technician II	

Usually a 5-6 day a week crew, on call

Responsible duties include:

- ▶ All facility maintenance
- ▶ Security and Life safety systems
- ▶ Building equipment maintenance
- ▶ Vehicle maintenance
- ▶ Minor scheduled maintenance
- ▶ Minor construction (in some cases)
- ▶ Sustainability efforts
- ▶ Work order processing

# Bond Program Staffing example

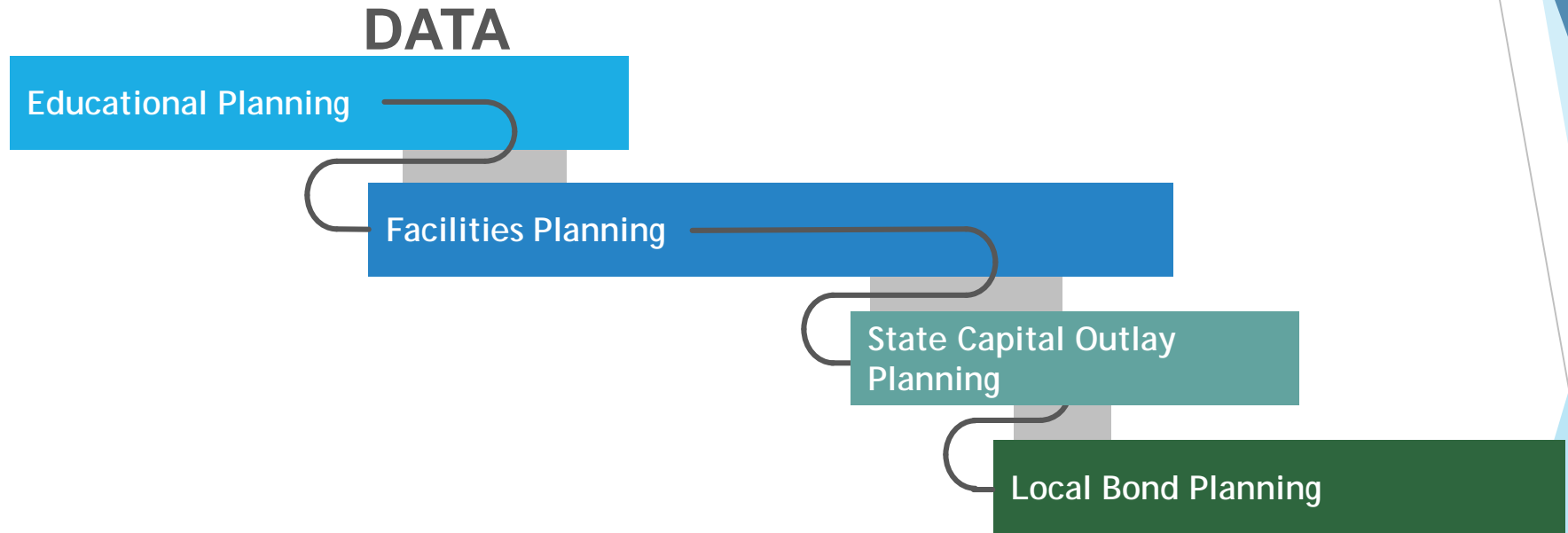
	Bond Program Director	
	Bond Project Manager	
	Bond Project manager	
	Bond Procurement and Contracts Coordinator	
	Bond Labor/PLA Compliance officer	
	Bond Accoiunting/Scheduling	

- ▶ In most districts this is contracted out to a construction management company
- ▶ Separates bond expenditures from District Administrative costs
- ▶ Adds expertise that most colleges do not process internally
- ▶ Allows you to flex staffing depending on need



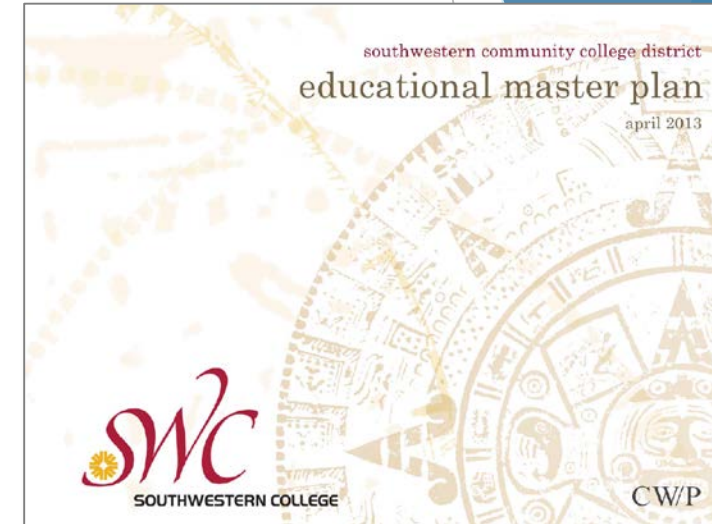
# Facilities Planning Documents

# Facilities Planning & Documents



# Educational Master Plan (EMP)

- ▶ Internal Scan
  - ▶ Student Origins & Characters
  - ▶ Assessment of the Service Area of the College
  - ▶ Overall Headcount and Enrollment Practices
- ▶ External Scan
- ▶ Analysis of the Program of Instruction
- ▶ Capacity for Growth in WSCH / FTES
- ▶ Program Review & Evaluation of Services
- ▶ Institutional Effectiveness & Student Success
- ▶ Assimilate findings from the EMP into the Facilities Master Planning process



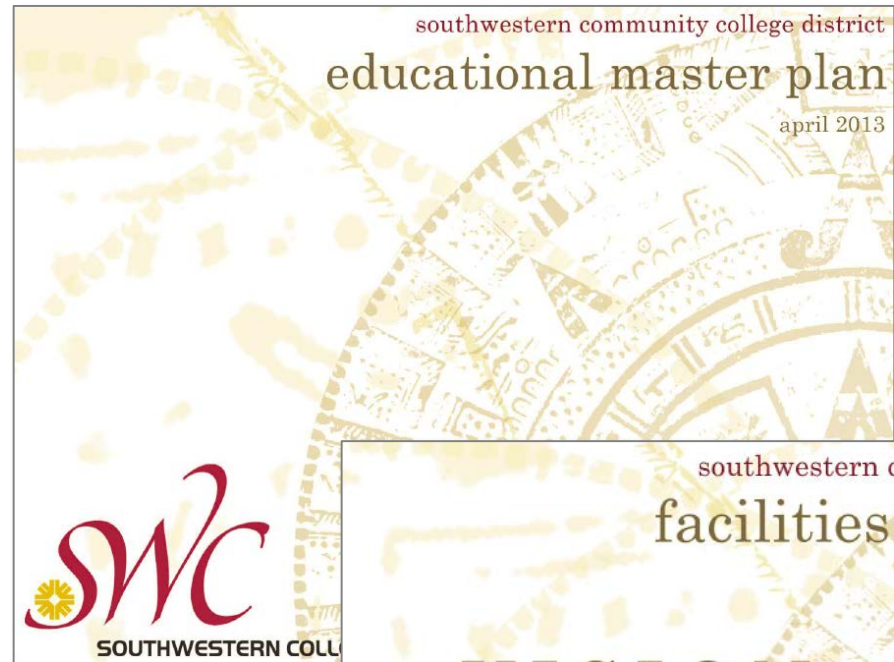
## SOUTHWESTERN COLLEGE CHULA VISTA CAMPUS

- 1,603 course offerings, 178,450 WSCH, and 6,001 FTES
- Average section size – 34.33 students
- 77% lecture and 23% laboratory hours
- 81% of Curriculum represents General Education/Transfer
- 1.5% Non-Credit, Continuing Education WSCH
- College produces 80% of District WSCH/FTES

## Fall 2011 Baseline Summary

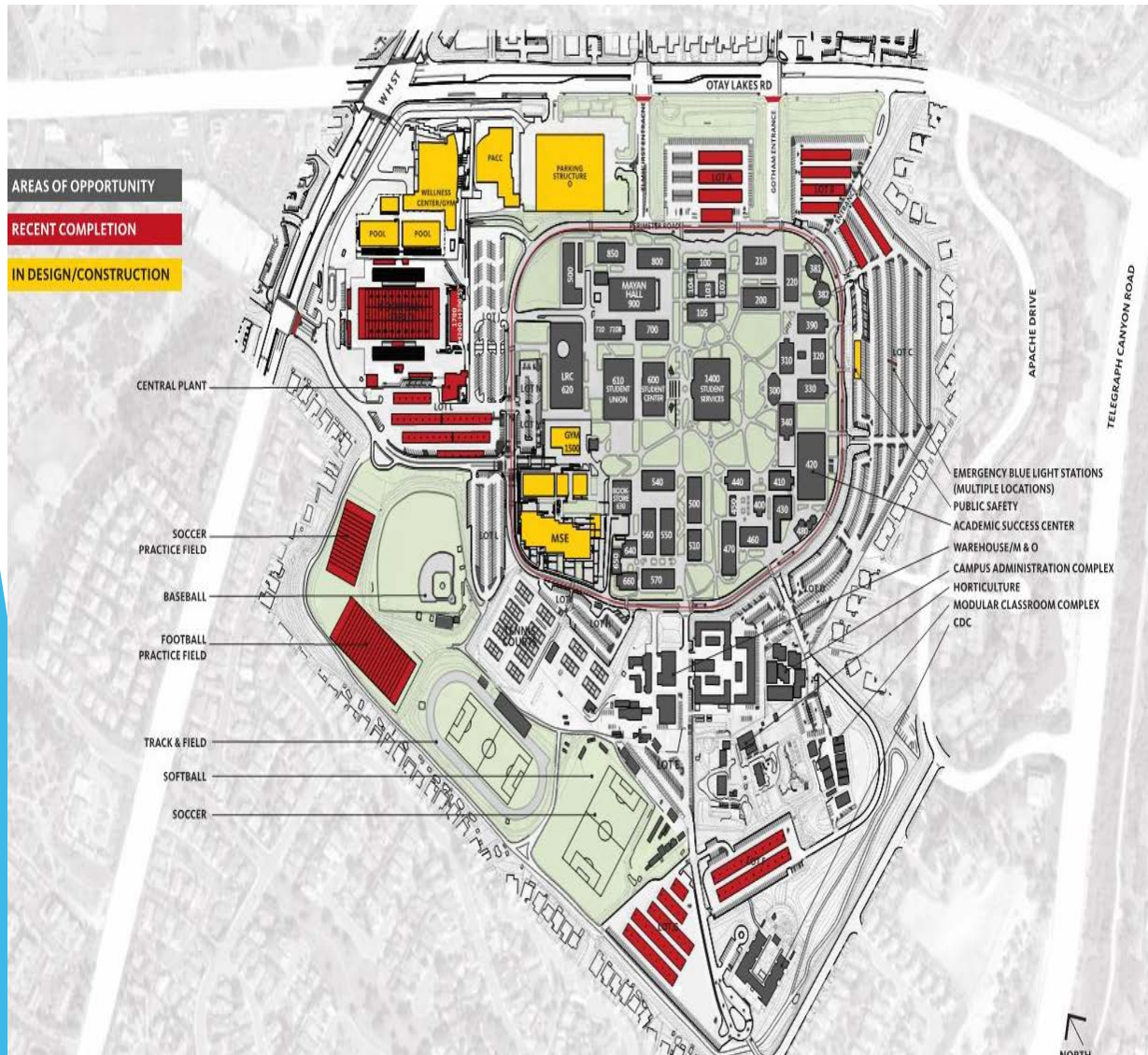
School	Section Numbers	Enrolled Seats	Seats / Section	WSCH	FTES	Lecture Hours	Lab Hours	% Sections	% WSCH
Arts & Communication	206	6,589	31.99	23,013	767	540	383	12.9	12.9
Health, Exercise Science & Applied Tech	284	8,866	31.22	30,424	1,067	483	633	17.7	17.0
Language & Literature	354	9,678	27.34	37,859	1,262	1,355	10	22.1	21.2
Mathematics, Science & Engineering	317	10,808	34.00	42,571	1,419	960	348	19.8	24.0
Social Science, Humanities & Business	408	14,245	34.91	41,958	1,398	11,276	2,912	25.5	23.5
Non-Credit	34	4,852		2,625	88	0	0	2.1	1.4
<b>Total</b>	<b>1,603</b>	<b>55,038</b>	<b>34.33</b>	<b>178,450</b>	<b>6,001</b>	<b>14,614</b>	<b>4,286</b>	<b>100</b>	<b>100</b>

*“As a companion document to the Educational Master Plan, the FMP supports the development of the institution through the year 2025. The recommendations contained in the plan will depend upon and may require additional consideration in future planning. The plan becomes a framework for campus development.”*



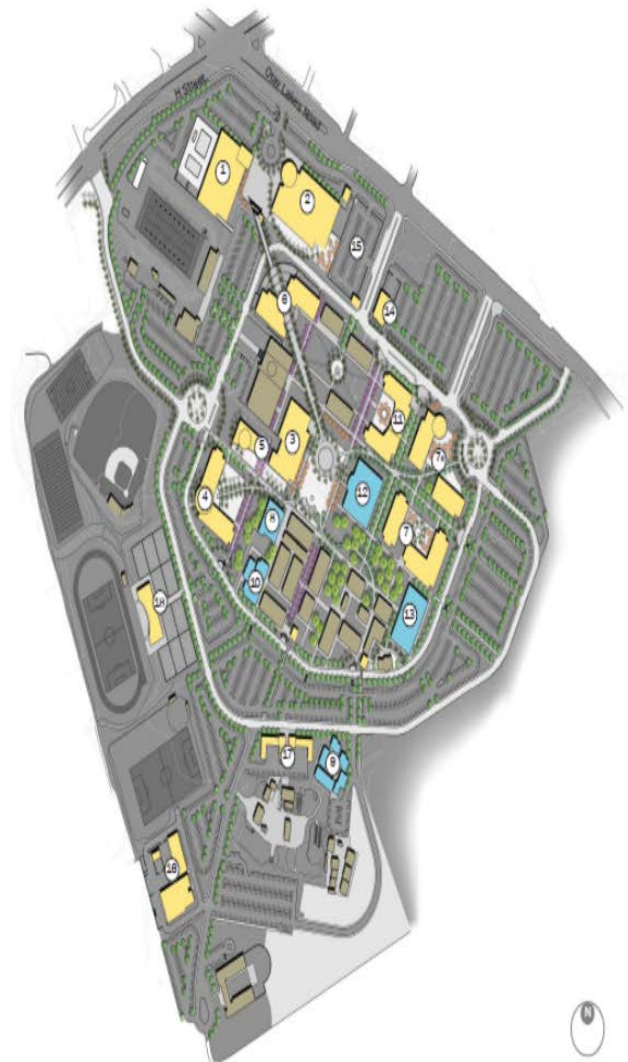


# FMP Goals and Opportunities

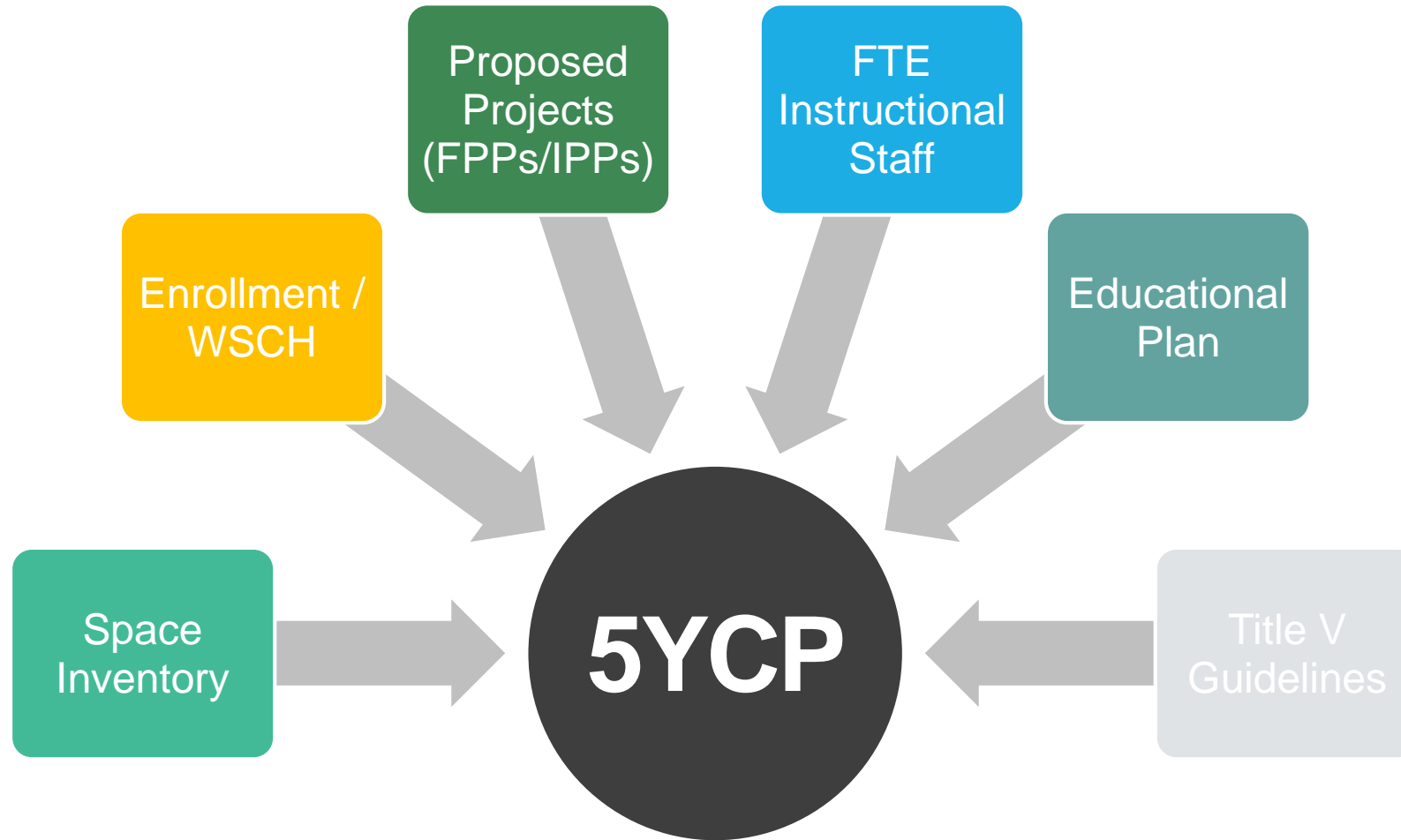


## CHULA VISTA CAMPUS PROGRAM OF WORK

- ① Wellness Center / Gymnasium
  - ② Performing Arts & Cultural Center Complex (PACCC)
  - ③ Student Union Complex
  - ④ Math / Science Building
  - ⑤ Planetarium / Exhibit Hall / Large Lecture
  - ⑥ Fine Arts / Gallery
  - ⑦ Business, CIS & Communications
  - ⑧ Administration Building
  - ⑨ IT / Central Services
  - ⑩ 1800's Repurposing
  - ⑪ Journalism
  - ⑫ Student Services
  - ⑬ Academic Success Center
  - ⑭ Building 420 Remodel
  - ⑮ Security Complex
  - ⑯ Parking Structure
  - ⑰ Maintenance & Operations
  - ⑱ Automotive
  - ⑲ Fields & Support Structures
- New Construction
- Repurposed for New Use
- Existing Building



# 5 Year Capital Construction Plan



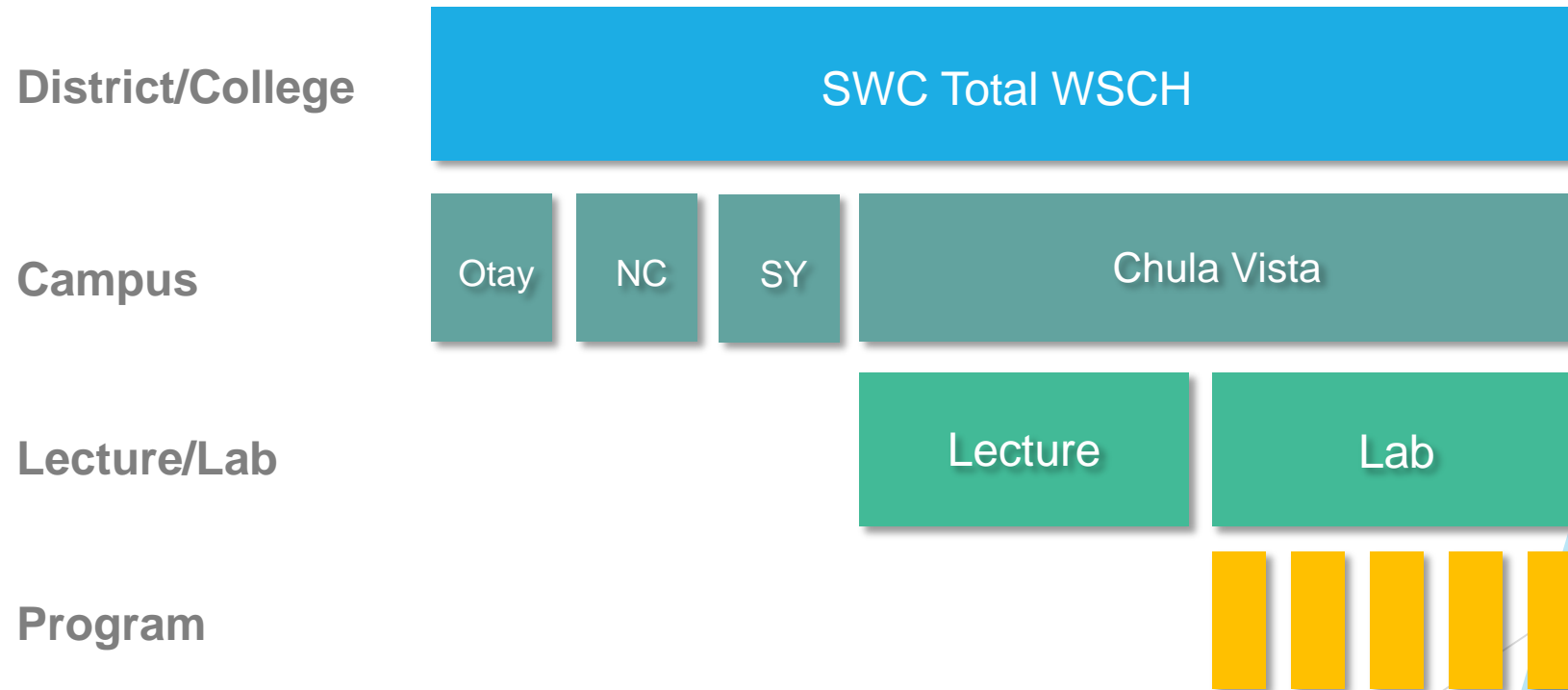
# DATA

## Enrollment + WSCH Forecasts

2015 Long Range Enrollment and WSCH Forecast

	A	B	C	D	E	F	G	H	I
4		Enrollment	WSCH		WSCH/Enrollment		Enrollment	WSCH	
5		Actual	Actual	% Chg.	Actual	Forecast	Forecast	Forecast	% Chg.
6	1973	15,427							
7	1974	15,271	175,704		11.51				
8	1975	16,399	189,321	7.7%	11.54				
9	1976	17,062	185,983	-1.8%	10.90				
10	1977	18,495	191,306	2.9%	10.34				
11	1978	16,098	169,557	-11.4%	10.53				
12	1979	17,476	176,523	4.1%	10.10				
13	1980	18,276	178,384	1.1%	9.76				
14	1981	18,745	189,487	6.2%	10.11				
15	1982	17,753	173,403	-8.5%	9.77				
16	1983	15,296	166,870	-3.8%	10.91				
17	1984	14,169	156,905	-6.0%	11.07				
18	1985	14,633	160,625	2.4%	10.98				
19	1986	15,098	156,926	-2.3%	10.39				
20	1987	15,417	170,763	8.8%	11.08				
21	1988	16,423	183,029	7.2%	11.14				
22	1989	18,468	196,097	7.1%	10.62				
23	1990	20,431	194,405	-0.9%	9.52				
24	1991	19,574	184,954	-4.9%	9.45				
25	1992	18,016	185,489	0.3%	10.30				
26	1993	17,375	198,201	6.9%	11.41				
27	1994	17,430	189,871	-4.2%	10.89				
28	1995	17,515	192,822	1.6%	11.01				
29	1996	18,472	188,795	-2.1%	10.22				
30	1997	18,528	177,819	-5.8%	9.60				
31	1998	16,925	174,665	-1.8%	10.32				
32	1999	18,530	186,584	6.8%	10.07				
33	2000	18,639	188,610	1.1%	10.12				
34	2001	19,698	205,040	8.7%	10.41				
35	2002	19,793	204,648	-0.2%	10.34				
36	2003	18,835	209,986	2.6%	11.15				
37	2004	18,327	209,637	-0.2%	11.44				
38	2005	18,525	210,472	0.4%	11.36				
39	2006	18,802	217,809	3.5%	11.58				
40	2007	20,532	237,511	9.0%	11.57				
41	2008	21,169	242,707	2.2%	11.47				
42	2009	20,907	227,585	-6.2%	10.89				
43	2010	18,221	229,033	0.6%	12.57				
44	2011	18,968	226,748	-1.0%	11.95				
45	2012	16,548	206,497	-8.9%	12.48				
46	2013	17,087	213,879	3.6%	12.52				
47	2014	17,864	216,127	1.1%	12.10				
48	2015					12.17	18,146	220,761	2.1%
49	2016					12.23	18,432	225,481	2.1%
50	2017					12.30	18,723	230,301	2.1%
51	2018					12.37	19,018	235,210	2.1%
52	2019					12.44	19,318	240,221	2.1%
53	2020					12.50	19,623	245,335	2.1%
54	2021					12.57	19,932	250,540	2.1%
55	2022					12.57	20,246	254,487	1.6%
56	2023					12.57	20,565	258,496	1.6%
57	2024					12.57	20,889	262,569	1.6%

# WSCH Data - Multiple Levels

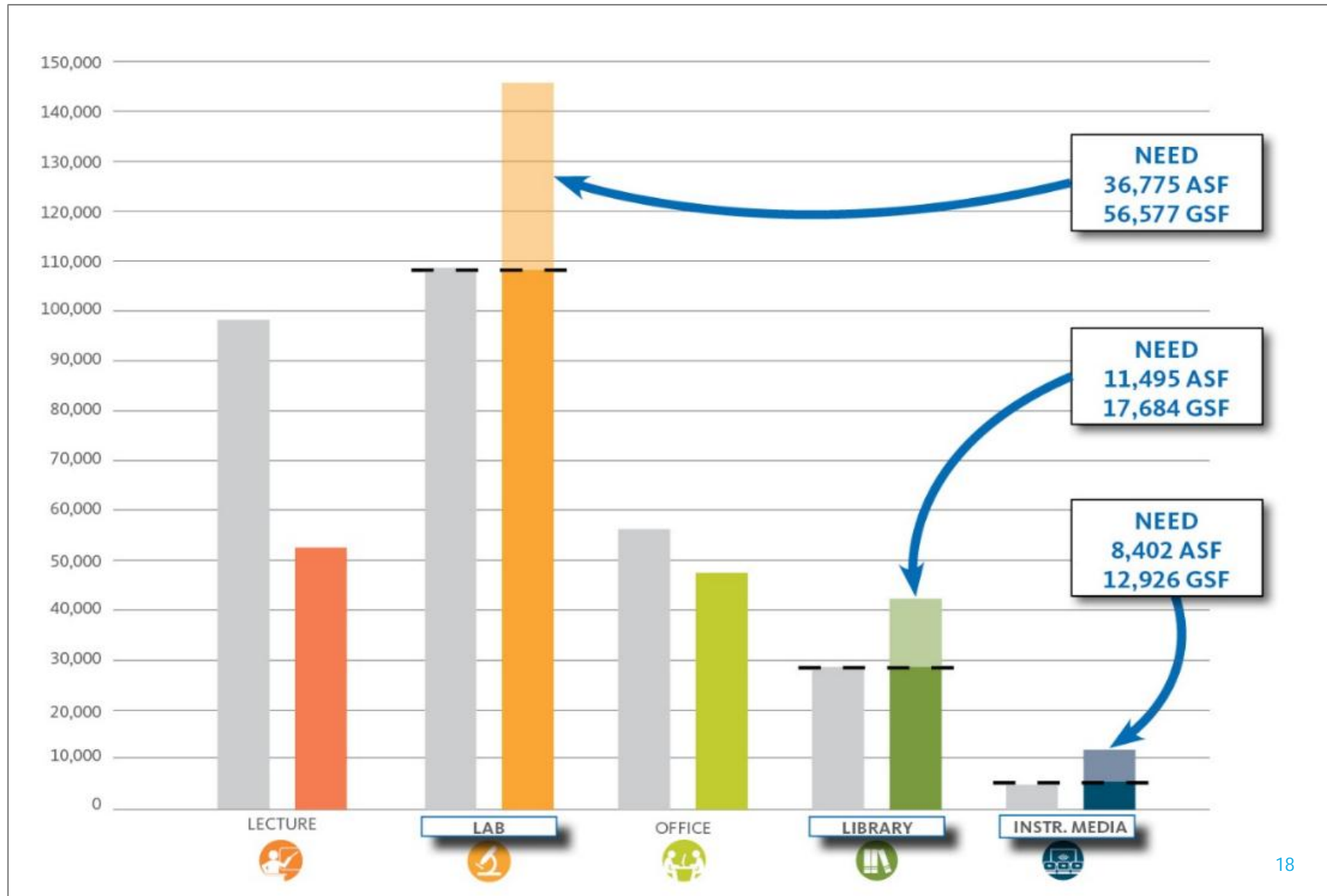




# DATA Space Inventory

Room Use Categories	 LECTURE	 LAB	 OFFICE	 LIBRARY	 INSTRUCTIONAL MEDIA	 OTHER
Room Use Numbers	100s	200s	300s	400s	530s	520, 540 - 800s
Description	Classrooms Support Spaces	Labs Support Spaces	Offices Support Spaces All offices including administrative and student services	Library Study Tutorial Support Spaces	AV/TV Technology Support Spaces	PE Assembly Food Service Lounge Bookstore Meeting Rooms Data Processing Physical Plant Health Service

# MASTER PLAN SPACE PROGRAM



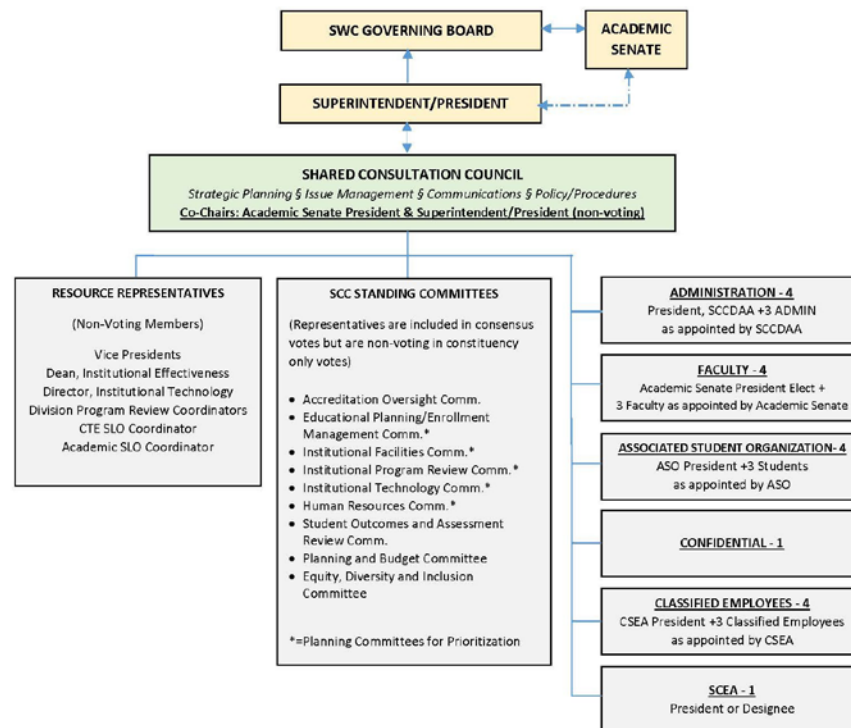
# Five-Year Construction Plan

Priority	Project Title	Campus	Cat.	Occupy Date	Status
1	H.E.C. National City Phase II	National City Higher Education Center	B	2017/2018	Locally Funded or Future
2	Wellness Center Gymnasium	Southwestern College	D1	2017/2018	Locally Funded or Future
3	Math Science Bldg Chula Vista	Southwestern College	B	2017/2018	Locally Funded or Future
4	Performing Arts and Cultural Center Complex	Southwestern College	D1	2017/2018	Locally Funded or Future
5	Security Complex	Southwestern College	E	2017/2018	Locally Funded or Future
6	Parking Structure	Southwestern College	E	2017/2018	Locally Funded or Future
7	Student Union Complex	Southwestern College	E	2019/2020	Locally Funded or Future
8	H.E.C. San Ysidro Phase II	San Ysidro Higher Education Center	B	2021/2022	FPP-Submitted
9	Business/CIS + Communications	Southwestern College	B	2023/2024	IPP-Submitted
10	Fine Arts Gallery	Southwestern College	B	2022/2023	Locally Funded or Future
11	Planetarium/Exhibit Hall & Large Lecture	Southwestern College	B	2022/2023	Locally Funded or Future

# College Collegial Consultation Processes

# collegial consultation processes

SOUTHWESTERN COLLEGE SHARED CONSULTATION MODEL – 9/7/16



Committee Name: Institutional Facilities Committee	
Mission/Purpose	The facilities Committee is a shared planning & decision-making committee that serves as a standing Committee of the SCC (Shared Consultation Council) to address facility needs for strategic planning, accreditation and prioritization for the institution's physical plant, utilities, spatial environment, transportation infrastructure and other areas deemed appropriate by the SCC.
Parent Committee	Shared Consultation Committee
Standing Subcommittees	None
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>Oversees and provides constituency input on major construction and renovation projects updates</li> <li>Oversees strategic Plan priority regarding Physical and financial Resources &amp; Development (Physical Resources portion)</li> <li>Addresses ACCJC Self Evaluation Report standard 3B: Physical Resources</li> <li>Reviews and makes recommendations to the SCC regarding the Educational and Facilities Master Plan (Facilities portion)</li> <li>Prioritizes Facility needs and equipment needs greater than \$5,000 from program review</li> <li>Promotes the landscape and external appearance of the College and Centers</li> <li>Addresses internal and external facility issues and needs while promoting Universal Design principles</li> <li>Addresses sustainability and conservation options applicable to facilities</li> <li>Reviews Bond funded projects as needed</li> <li>Reviews and provides input for the facilities Capital outlay Plan and five-year Construction Plan</li> <li>Strategic Planning for Physical and Financial Resources with the FOP</li> </ul>



# Approach

- Participatory
- Integrated
- Resourceful



Virtual and Physical Planning



Instructional Delivery



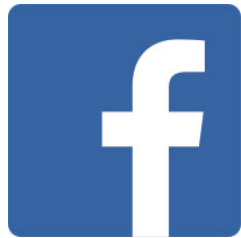
Making Community



The Student Experience



# Remember that recommendation move forward, not decisions



# Bond Campaigns and Info



# What is a General Obligation (G.O.) Bond?

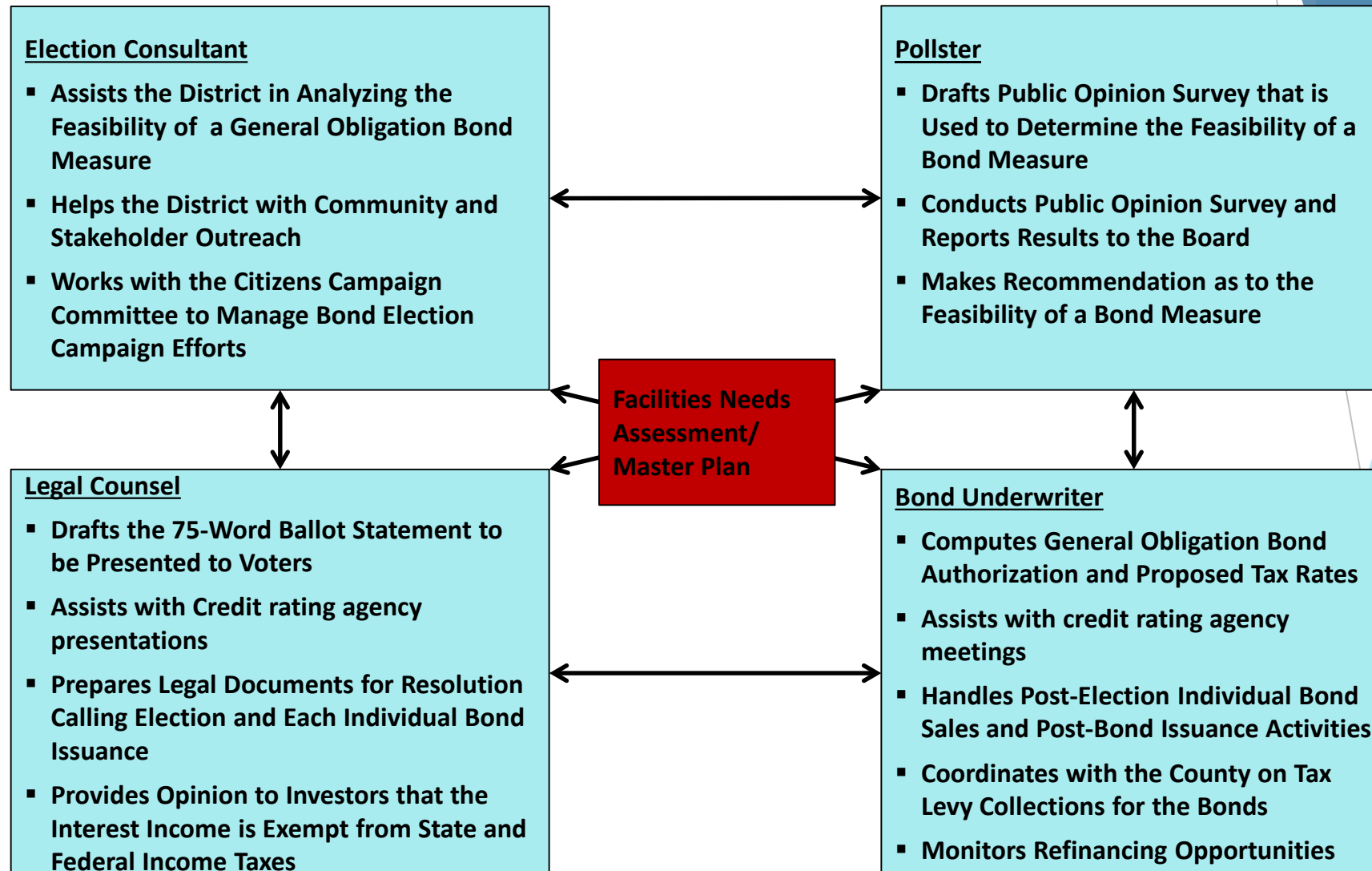
- ▶ Voters in the district approve a ballot measure authorizing some level of property tax to be assessed on their real property
- ▶ Proceeds from the tax are used to repay the buyers of bonds secured by the financial strength of the district
- ▶ Bonds can be taxable, but usually tax-free
- ▶ No cost to the District

# What is a Proposition 39 G.O. Bond?

- ▶ Approved by voters in 2000
- ▶ Reduced approval threshold from 66% to only 55% - a huge difference
- ▶ Proceeds can be used for more than just building a building
  - ▶ Construction, furniture, fixtures, equipment, Infrastructure, technology
  - ▶ Refinancing of General Fund facilities-related debt
- ▶ Proposition included taxpayer protections and oversight
  - ▶ Requires independent financial and performance audit
  - ▶ Requires annual report to community
  - ▶ Proceeds can't be used for faculty or administrative salaries
  - ▶ Requires Citizens Bond Oversight Committee

# Who Are the Professionals Involved in a Bond Election?

20



# Potential Timeline and Milestones

- ▶ Phase I - Feasibility and Research, Jan - March
- ▶ Phase II - Engagement and Polling, March - May
- ▶ Phase III - Board Assessment & Decision, July - August  
ballot deadline
  - ▶ Documents must be submitted including actual bond language
- ▶ Phase IV - Campaign, August
- ▶ Phase V - The Public Vote, November

# Ballot Language

- ▶ 75 word ballot statement
- ▶ List of projects, highlighting those that polled well

## FULL TEXT OF MEASURE Z

### SOUTHWESTERN COMMUNITY COLLEGE DISTRICT BOND MEASURE ELECTION NOVEMBER 8, 2016

**"SOUTHWESTERN COLLEGE AFFORDABLE EDUCATION, JOB TRAINING/ VETERAN SUPPORT MEASURE.** To repair/ upgrade local community college campuses, prepare students/ veterans for jobs/ university transfer, repair deteriorating roofs, electrical wiring, gas, water/ sewer lines, remove asbestos/ lead paint, improve energy efficiency/ campus safety/ security, upgrade, acquire, repair, construct classrooms/ labs/ sites/ facilities/ equipment, shall Southwestern Community College District issue \$400 million in bonds at legal rates, no money for administrators' salaries/ pensions, independent audits, citizen oversight, all funds used locally?"

Bonds - Yes

Bonds – No

#### PROJECTS

The Governing Board of the Southwestern Community College District, to be responsive to the needs of its community, evaluated Southwestern College's urgent and critical facility needs, and its capacity to provide students, active military, and **Veterans** with support and **job training** facilities, and an **affordable education** to prepare them for success in **college** and **careers**. **Veteran's support**, safety issues, **job training** facilities, class size and offerings, and information and computer technology were each considered in developing the scope of projects to be funded, as such are outlined in the District's Facilities Master Plan Vision 2025 and incorporated herein by reference in its entirety, and available for review on the District's website ([www.swccd.edu](http://www.swccd.edu)). In developing the scope of projects, basic repairs, **job training** facilities, campus safety, facilities **supporting Veterans**, and the expansion of opportunities for local students to receive an **affordable**, quality **education**, were **prioritized**. If these facility needs are not addressed now, Southwestern College would be unable to remain competitive in preparing students for jobs in high demand industries and **university transfer**. The Governing Board determines that **Southwestern College MUST:**

- (i) **Increase opportunities for local students to earn college credits, certifications and job skills at reasonable prices and transfer to four-year colleges and universities;**
- (ii) **Expand and improve job training and education programs that prepare students for careers in a 21<sup>st</sup> Century economy;**
- (iii) **Expand and improve the Veteran services and job training;**
- (iv) **Continue training local workers and partnering with local industries in biotech, high-tech manufacturing, nursing, engineering, and fire and paramedic services;**
- (v) **Ensure that all money raised by this measure will stay in our community to support local students, and cannot be taken away by the State or used for other purposes;**

# Ballot Language

- ▶ List of protections as required by Prop 39
- ▶ List of Fiscal Accountability measures
- ▶ Ballot language includes a very broad listing of capital construction, modernization and remodel projects including infrastructure.
  - ▶ Each project is assumed to include its share of furniture, equipment, architectural, engineering, and similar planning costs

## FULL TEXT OF MEASURE Z (CONTINUED)

4. **NO ADMINISTRATOR SALARIES.** Proceeds from the sale of the bonds authorized by this proposition shall be used only for the acquisition, construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, and not for any other purpose, including teacher, faculty and college administrator salaries, pensions and other operating expenses.

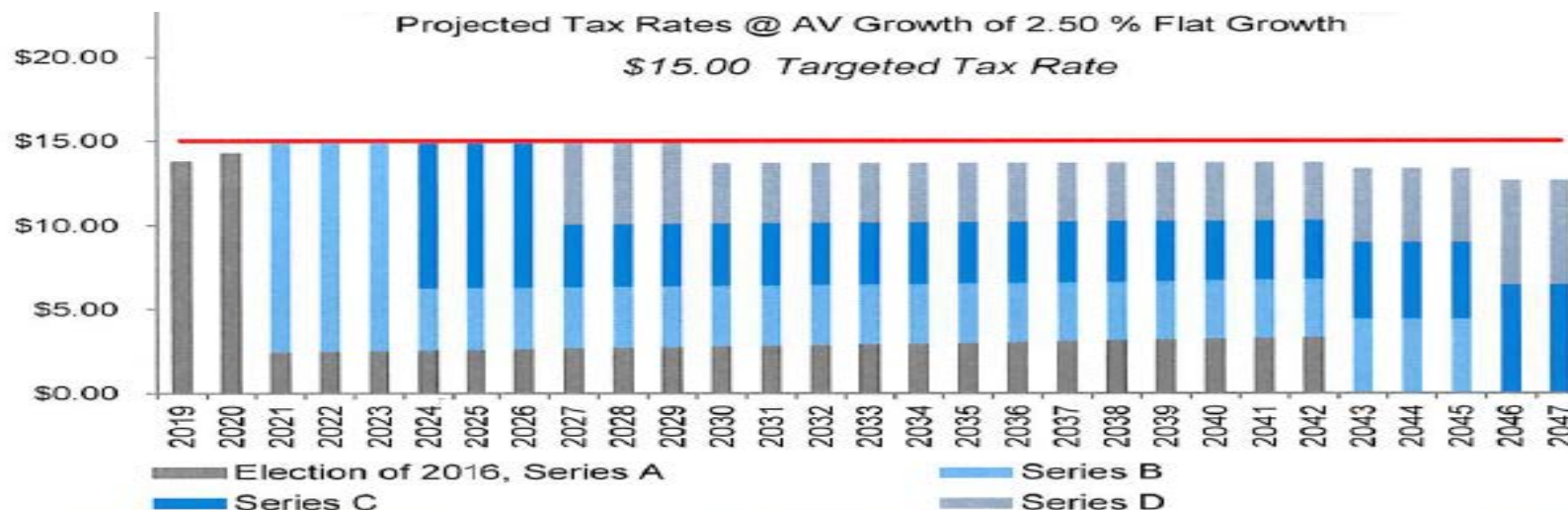
5. **FISCAL ACCOUNTABILITY. THE EXPENDITURE OF BOND MONEY ON THESE PROJECTS IS SUBJECT TO STRINGENT FINANCIAL ACCOUNTABILITY REQUIREMENTS. BY LAW, PERFORMANCE AND FINANCIAL AUDITS WILL BE PERFORMED ANNUALLY, AND ALL BOND EXPENDITURES WILL BE MONITORED BY AN INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE TO ENSURE THAT FUNDS ARE SPENT AS PROMISED AND SPECIFIED. THE CITIZENS' OVERSIGHT COMMITTEE MUST INCLUDE, AMONG OTHERS, REPRESENTATION OF A BONA FIDE TAXPAYERS ASSOCIATION, A BUSINESS ORGANIZATION AND A SENIOR CITIZENS ORGANIZATION. NO DISTRICT EMPLOYEES OR VENDORS ARE ALLOWED TO SERVE ON THE CITIZENS' OVERSIGHT COMMITTEE.**

The listed projects will be completed as needed. Each project is assumed to include its share of furniture, equipment, architectural, engineering, and similar planning costs, program/project management, staff training expenses, a customary contingency, and costs associated with the Total Cost of Ownership of facilities and equipment. In addition to the listed projects stated above, authorized projects also include the acquisition of a variety of instructional, maintenance and operational equipment, including interim funding incurred to advance fund projects from payment of the costs of preparation of all facility planning, fiscal reporting, facility studies, assessment reviews, facility master plan preparation and updates, environmental studies (including environmental investigation, remediation and monitoring), design and construction documentation, and temporary housing of dislocated college activities caused by construction projects. In addition to the projects listed above, repair, renovation and construction projects may include, but not be limited to, some or all of the following: renovation of student and staff restrooms; replace aging electrical and plumbing systems; repair and replacement of heating, ventilation and air conditioning systems; acquire vehicles; upgrade of facilities for energy efficiencies, including photovoltaic/solar installations; repair and replacement of worn-out and leaky roofs, windows, walls doors and drinking fountains; replace or remove outdated buildings and classrooms and construction of new classrooms and support buildings; installation of wiring and electrical systems to safely accommodate computers, technology and other electrical devices and needs; upgrade facilities to meet earthquake safety standards, current environmental sustainability and State compliance standards; repair and replacement of fire alarms, emergency communications and security systems; upgrading, resurfacing, replacing or relocating of hard courts, fields, turf and irrigation systems; install sod or artificial turf on athletic fields; upgrade classrooms; build or upgrade facilities; construct, expand or reconfigure facilities to create large lecture classrooms; construct parking lots or structures, upgrade, resurfacing and reconditioning existing parking lots; improve vehicular access and traffic circulation; improve pathways, such as sidewalks, pedestrian bridge, traffic center; improve drop-off zones; repair, upgrade and install interior and exterior lighting systems; replace water lines and valves, gas and sewer lines and other plumbing systems; construct,



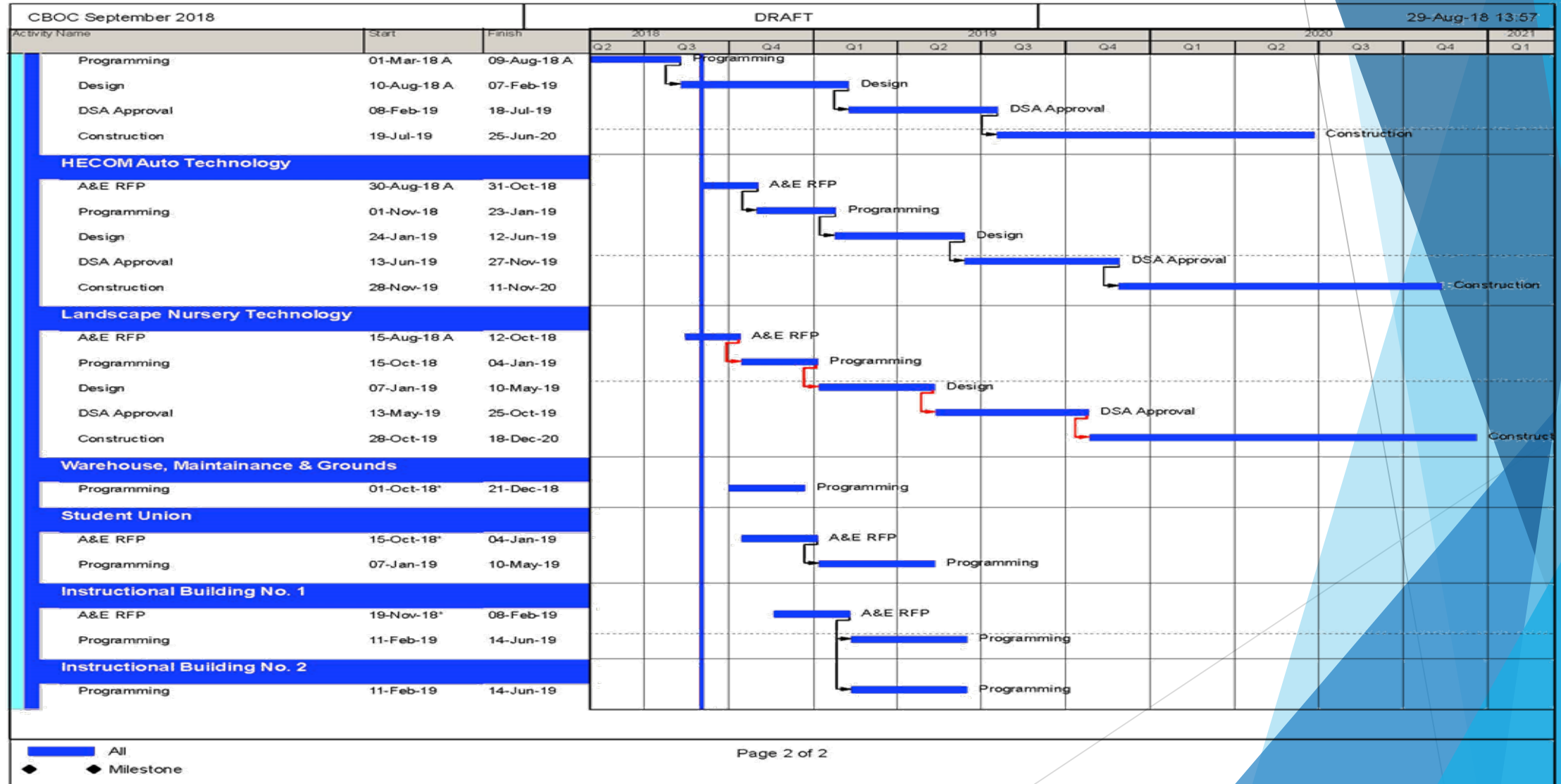
# Bond Sales and Stacking Calculations

	Series A	Series B	Series C	Series D
Principal Amount of Bonds:	\$100,000,000	\$125,000,000	\$125,000,000	\$105,000,000
Bond Issuance Date:	September 2017	2020-2021	2024	2027
Interest Rate Assumptions:	Actual	Current Rates as of 2/28/19	Current Rates Plus 100 bps	Current Rates Plus 100 bps
True Interest Cost (TIC):	3.05%	4.04%	4.03%	4.03%
Final Bond Maturity	08/01/2042	08/01/2045	08/01/2047	08/01/2047
Total Bond Debt Service:	145,149,272	\$181,179,867	188,142,267	154,846,600
Total Bond Payback Ratio:	1.45 to 1	1.45 to 1	1.51 to 1	1.47 to 1
Maximum Bond Tax Rate (per \$100,000 AV):	\$15.00	\$15.00	\$15.00	\$15.00
Assessed Valuation Growth Assumptions:	2.50%	2.50%	2.50%	2.50%



# Components of a Bond Program

## Construction Schedule



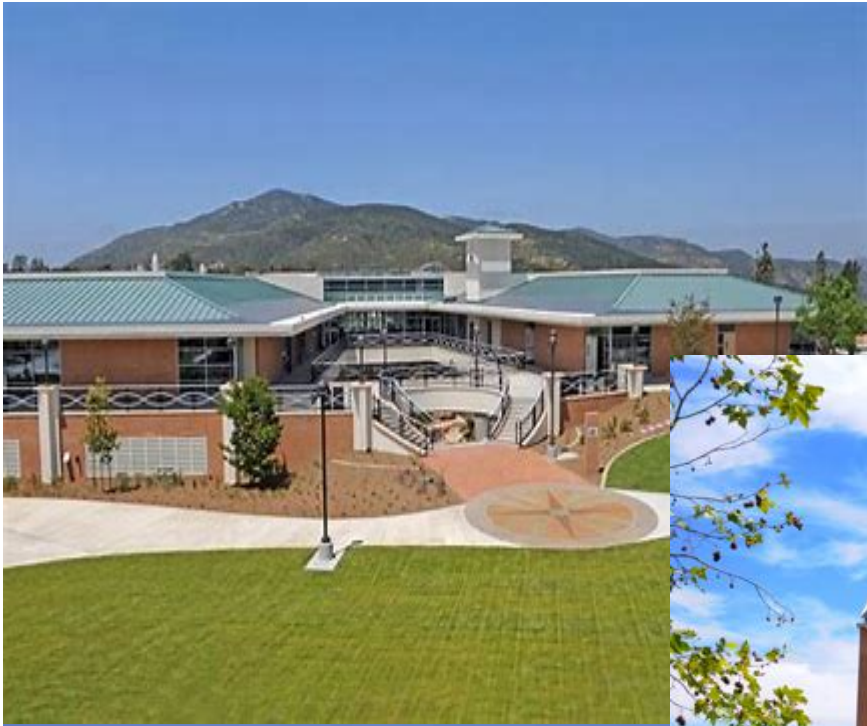


# Citizens Bond Oversight Committee

- ▶ One (1) student enrolled and active in a community college support group, such as student government.
- ▶ One (1) member active in a business organization representing the business community located in the District.
- ▶ One (1) member active in a senior citizens' organization.
- ▶ One (1) member active in a bona-fide taxpayers association.
- ▶ One (1) member active in a support organization for Southwestern College, such as a foundation or advisory council.
- ▶ Two (2) members of the community at-large. One at-large position will be given preference to an individual active in a veterans association or advocacy.

# Resources

- ▶ Subject Matter Experts (SME's)
  - ▶ Community College Facilities Coalition (CCFC)
    - ▶ <https://www.caccfc.org>
  - ▶ Association for Physical Plant Administrators (APPA)
    - ▶ <https://www.appa.org/>
  - ▶ ACBO - <https://www.acbo.org>
  - ▶ Colleagues and mentors - never be afraid to call and ask questions
  - ▶ Listserves
    - ▶ CBO, Facilities
- ▶ State Facilities Planning
  - ▶ <http://extranet.cccco.edu/Divisions/FinanceFacilities/FacilitiesPlanning/ReferenceMaterials.aspx>
- ▶ FUSION System
  - ▶ <http://fusion.deltacollege.edu/>



PROPOSITION R | COMPLETED WINTER 2007

