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# FACILITIES MANAGEMENT AND ALL IT ENTAILS

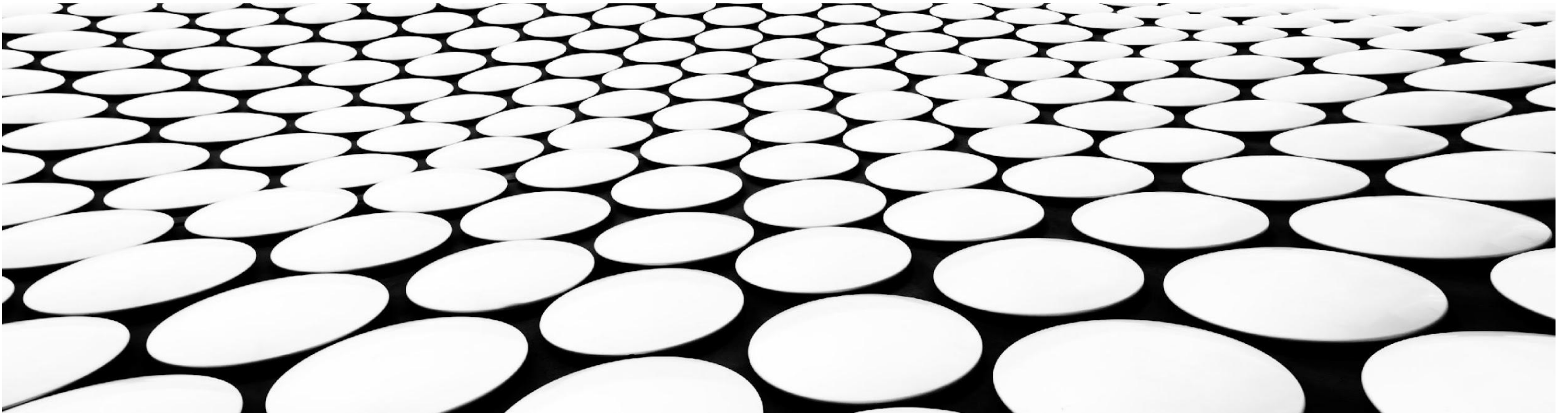
ACBO INSTITUTE I

APRIL 5, 2023

PRESENTED BY:

ANN-MARIE GABEL, VICE CHANCELLOR, BUSINESS SERVICES

SOUTH ORANGE COUNTY CCD



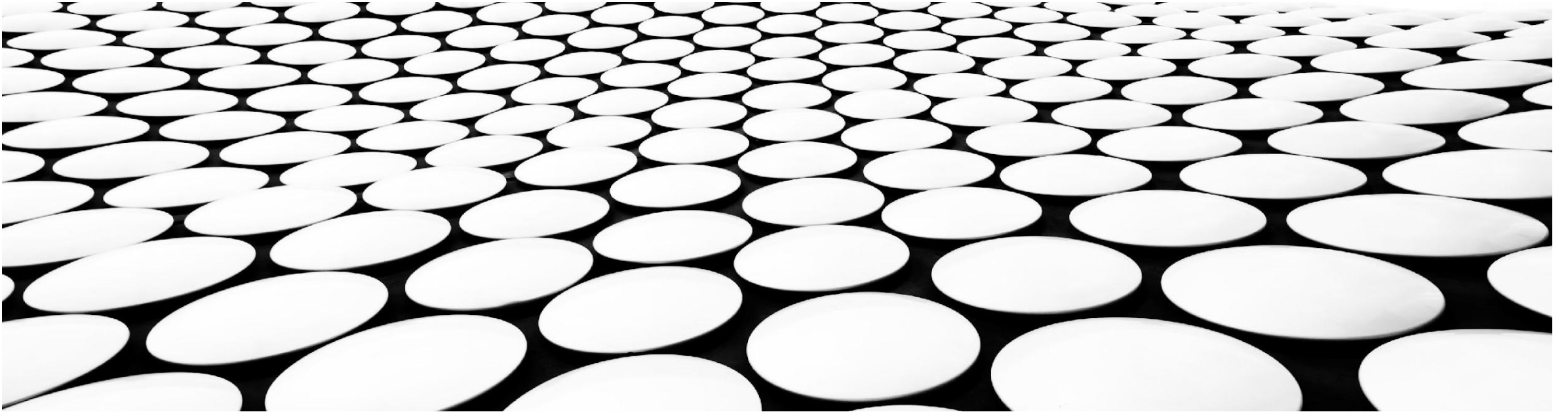
# LEARNING OBJECTIVES

- Maintenance and Operations
- Chancellor's Office Reports
  - Capital Outlay
  - Space Inventory
  - Scheduled Maintenance
- Climate Action and Sustainability
- Bond Programs
- Planning Documents and Accreditation Standards



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# MAINTENANCE AND OPERATIONS



# MAINTENANCE AND OPERATIONS

- Custodial
  - Consider porter services throughout the day
  - Consider square footage assigned
    - Classrooms different than offices
    - Rule of thumb = 20,000-25,000 sq. ft. per person
    - Teams vs. individual assignments
  - Typically get the most complaints from this area
  - Graveyard shift difficult to manage
  - Supply inventory management is critical



# MAINTENANCE AND OPERATIONS

## ■ Skilled Maintenance

- Trades – Plumber, HVAC, Painter, Electrician, Locksmith, Skilled Maintenance workers
- Preventative Maintenance is key
- Building Management Systems
- Work Order Systems
- Key Control Systems
- Establish District standards
- Expect the unexpected



# MAINTENANCE AND OPERATIONS

## ■ Grounds

- Irrigation Controls
- Plant pallets
- Athletic fields
- Composting



## ■ Transportation

- Fleet: buy vs. lease
- Zero emission vehicles
- Trucks vs. golf carts
- Driver policy (Driver license pull program)



## ■ Emergency Operations

- Search and rescue
- Fire alarms
- Structural checks

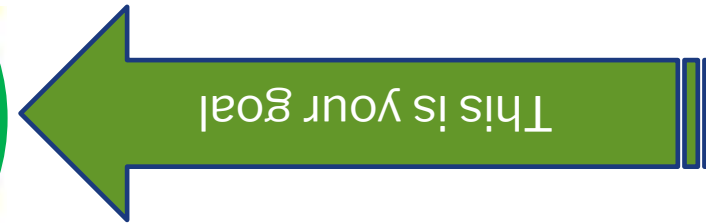
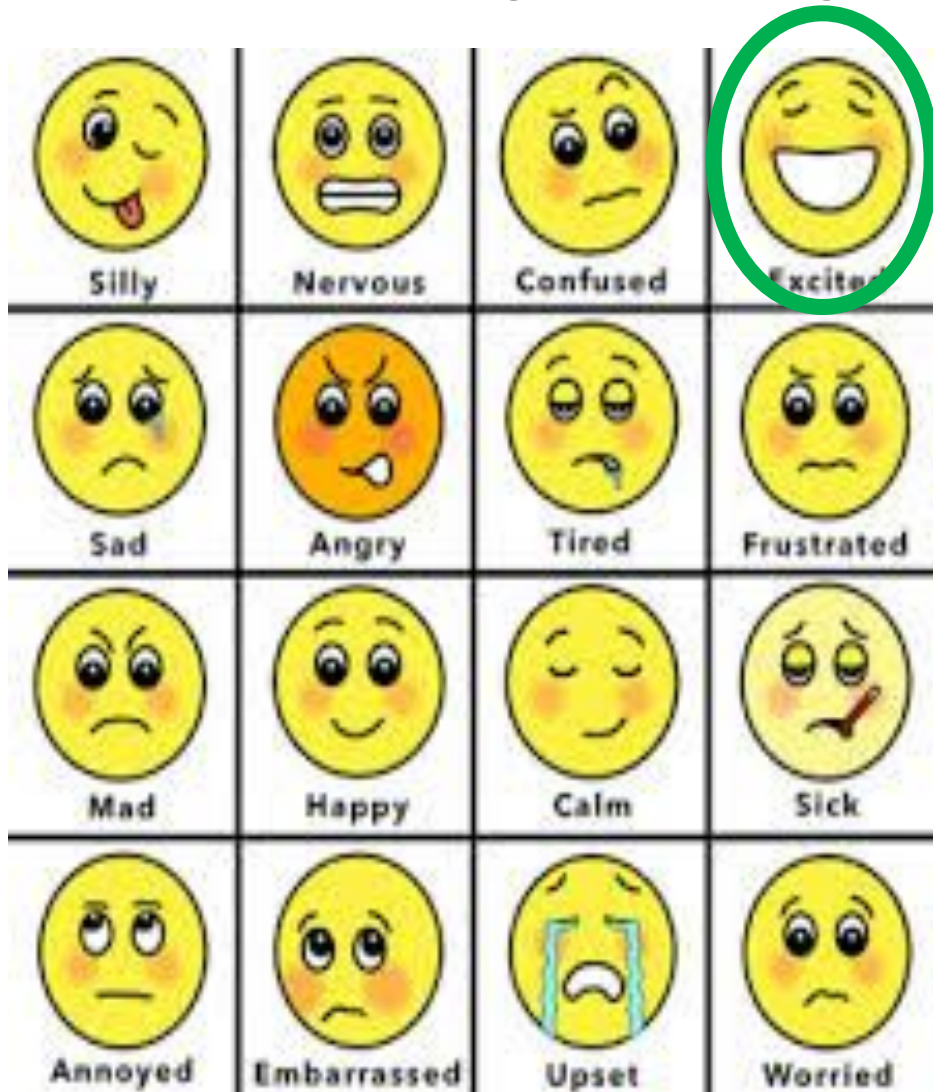
# MAINTENANCE AND OPERATIONS



- Student Housing
  - In-house maintenance vs. contracted out
  - 24/7 needs
  - Guidelines



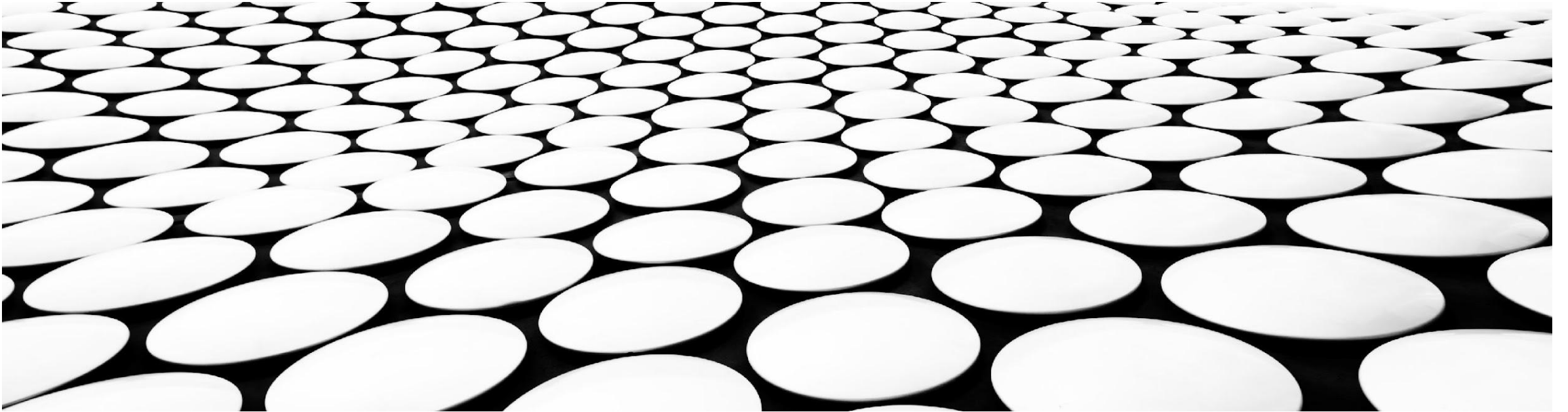
# MAINTENANCE AND OPERATIONS



- Communication and Coordination is critical!
- Responsiveness
- Provide progress updates
- Timing

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# CHANCELLOR'S OFFICE REPORTS



# CO REPORTS - CAPITAL OUTLAY PROCESS

## Initial Project Proposal (IPP)

Concept paper that includes:

- Type of project (A,M,G)
- District match amount
- Change in Primary and Secondary ASF by category
- Initial and Final Cap/Load by category

July 2023

## Final Project Proposal (FPP)

Actual Grant Application that includes:

- Project Scope
- JCAF 31, 32, and 33
- BOG Energy and Sustainability Policy
- Justification (SAM)
- CEQA
- Analysis of Future Cost
- Pre-schematic Plans

July 2024

## State Budget Funding (14D)

Must appear in State Budget:

- Typically only funding Preliminary Plans (P) and Working Drawings (W) in first year.
- Construction (C) and Equipment (E) in next year.
- Cannot move forward without Form 14D

July 2026

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# WHERE ARE WE NOW...

- Overall Guidelines
  - Projects must be capacity load eligible
  - Must be in alignment with AB 19 minimum conditions
    - Partner with LEA to establish early commitment to college
    - Partner with LEA to improve student preparation for college
    - Utilize evidence-based assessment and placement practices, including multiple measures
    - Participate in Guided Pathways program
    - Maximize student access to need-based financial aid (i.e. participate in federal student loan program)
  - Effective for FPPs and IPPs submitted July 1, 2021

## WHERE ARE WE NOW...

- **All** categories require **minimum 25% Local contribution** and have Hardship Component
- Hardship = 25 points maximum
  - Demonstrate local effort to raise revenues by meeting one of the following:
    - District passed a local GO bond within the past two years but it is not sufficient to fund the project
    - Debt-level of at least 70 percent of bonding capacity (2.5 percent of AV
    - Total District bonding capacity less than \$50 million

# CO REPORTS – CAPITAL OUTLAY PROCESS

Category	Description	Funding by Category
Funding for Category A		
<b>A</b>	Fire Life-Safety	<b>50%</b>
Distribution of Remaining Funds		
<b>M</b>	Modernize Instructional and Institutional Support Space	<b>65%</b>
<b>G</b>	Increase Instructional and Institutional Support Space	<b>35%</b>

# CO REPORTS – CAPITAL OUTLAY PROCESS

Category M	Description	Proposed Points
Age of Project Building	This factor provides priority to facilities 15 years and older that have a greater need for program space renovations. Scale: One point for every year, starts with 15 years equal to 15 points and so forth to 60 years equal 60 points.	60
Facility Condition Index (FCI)	FCI is from the FUSION assessments (start at 5%=1 point; increase 2% points for each point thereafter; 80% and higher reaches a maximum of 40 points)	40
FTES	FTES Scale (per site): 500-999=6 pts; 1,000-9,999=12 pts; 10,000-19,999=16 pts; 20,000+=20 pts	20
CTE Programs (Vision for Success)	This factor promotes projects that create the needed space type for CTE related TOP codes	25
Regions of High Need (Vision for Success)	Regions of High Need: Central Valley, Sierras, Inland Empire, and Far North	5
Local Contribution	Minimum Local Contribution=25% (25 points) can contribute more for more points up to 50 max OR Hardship = 25 points Maximum	50
Total		200

# CO REPORTS – CAPITAL OUTLAY PROCESS

Category G	Description	Proposed Points
Enrollment Growth	This factor looks at the campus' enrollment (WSCH) change over a 5-year period; the higher the enrollment increase, the more points you get	50
Existing Inventory	This calculation compares the existing space capacity to the enrollment need or load. So, the lower the capacity load ratio, the greater the need for additional space	50
FTES	FTES Scale (per site): 500-999=6 pts; 1,000-9,999=12 pts; 10,000-19,999=16 pts; 20,000+=20 pts	20
CTE Programs (Vision for Success)	This factor promotes projects that create the needed space type for CTE related TOP codes	25
Regions of High Need (Vision for Success)	Regions of High Need: Central Valley, Sierras, Inland Empire, and Far North	5
Local Contribution or Hardship	Minimum Local Contribution=25% (25 points) can contribute more for more points up to 50 max OR Hardship = 25 points Maximum	50
Total		200

# CO REPORTS – FIVE-YEAR CONSTRUCTION PLAN

- Prioritized list – one page summary
- Instructional Delivery Location
- Timeline and costs by fiscal year
- Capacity/Load Ratio by category
- Load Distribution and Staff Forecast
- Cumulative Sum of Existing & Proposed Space
- Capacity of Net Existing On-Campus
- Project Intent & Scope

Due August 1

Report Generated: 6/6/2019

EXHIBIT B  
Page 40 of 108  
Capital Outlay Form Page 39 / 106

**FUSION2**  
Planning

Project Intent & Scope  
Page 2 / 29

South Orange County Community College District 890  
Saddleback College 891

District Priority & Project: 1 STADIUM AND SITE IMPROVEMENTS

Project Type: ☐ Site Acquisition ☐ New Construction ☐ Reconstruction  
☒ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$62,230,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2016-2017	2017-2018	2018-2019		2019-2020
Estimated Cost		\$778,000	\$5,134,000	\$56,318,000		

Explain why this project is needed:  
This project replaces the existing Athletics Stadium. Scope of work will include installation of new 8,000 seat multi-sport stadium with restrooms, team rooms, concession stand, ticket booth, storage, press box, score board, synthetic turf and nine lane running track, ADA and seismic compliance upgrades. Existing facilities at the football stadium will be demolished as a secondary effect of this project.  
This project will remediate the southeast campus perimeter and quad area for drainage control, including, associated landscaping renovations. The existing practice fields and thrower's park will be relocated to and replace the golf driving range and add a soccer practice field. Also included within the projects scope is perimeter fencing. This project is in accordance with the College's Master Plan.

Report Generated: 6/6/2019

**FUSION2**  
Planning

South Orange  
Saddleback C

District Priority & Project: 1 STADIUM AND SITE IMPROVEMENTS

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary					1,478	19,115	20,593
Project Secondary					0	-2,025	-2,025
Project Net ASF					1,478	17,090	18,568

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0		0			0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

# CO REPORTS – SPACE INVENTORY REPORT

- Purpose:
  - Detail for current and anticipated space
  - Basis for 5-Year Construction Plan
  - Analysis of space utilization
- Classifies space
  - Assignable vs. Non-assignable
  - TOPS Code
  - Room Type: classroom, lab, office, study, special use, general use, support, health care, residential, out of service

Due November  
1

**FUSION2**  
Space Inventory

Report 17 - Room Detail Report (2019 - 2020)

890 - South Orange County Community College District

K-3-A	050 Inactive Area	160	0	45	6500 Maintenance and Operation of Plant	A
Total Rooms: 4		2,997	0			

**Building 15 COMMUNITY ED (VIL 9)**

Room #	Room Type	ASF	Stations	Dept	Prog	TOP/Service and Support	Status
903	410 Read/Study Room	1,406	46	53	6320 Placement Services		A
904	410 Read/Study Room	1,395	41	53	6320 Placement Services		A
Total Rooms: 2		2,801	87				

**Building 19 TRANSPORTATION (T)**

Room #	Room Type	ASF	Stations	Dept	Prog	TOP/Service and Support	Status
T-1	720 Shop	2,118	0	65	6510 Building Maintenance and Operation Support		A
T-1-A	310 Office	132	1	65	6510 Building Maintenance and Operation Support		A
T-4	720 Shop	465	0	65	6510 Building Maintenance and Operation Support		A
T-4-A	310 Office	290	1	65	6510 Building Maintenance and Operation Support		A
T-5	650 Lounge	722	10	65	6510 Building Maintenance and Operation Support		A
T-6	730 Storage	927	0	65	6510 Building Maintenance and Operation Support		A
T-7	720 Shop	173	0	65	6510 Building Maintenance and Operation Support		A
T-8	310 Office	133	1	65	6510 Building Maintenance and Operation Support		A
Total Rooms: 8		4,960	13				

**Building 25 LIBRARY AND LRC**

Room #	Room Type	ASF	Stations	Dept	Prog	TOP/Service and Support	Status
L-101	210 Class Lab	387	10	11	1506 Speech Communication		A
L-102	210 Class Lab	856	25	11	1011 Photography		A
L-103	210 Class Lab	789	26	11	1011 Photography		A
L-104	110 Classroom	1,288	60	11	0099 General Assignment		A
L-105	110 Classroom	809	47	11	0099 General Assignment		A
L-106	410 Read/Study Room	280	6	11	0099 General Assignment		A
L-107	110 Classroom	886	48	11	0099 General Assignment		A
L-108	110 Classroom	818	50	11	0099 General Assignment		A
L-109	310 Office	103	1	11	0099 General Assignment		A
L-110	680 Meeting Room	254	8	11	0602 Journalism		A
L-111	310 Office	116	2	11	0602 Journalism		A
L-112	310 Office	122	2	11	0602 Journalism		A
L-114	310 Office	388	10	11	0099 General Assignment		A

# CO REPORTS – SCHEDULED MAINTENANCE

## ■ Purpose:

Due October 1

- Tracks expenditures from Physical Plant and Instructional Support Funds
- Five-year plan in FUSION
- Must submit Project Funding Proposals (PFPs) for:

- Exterior
- Mechanical
- Other
- Roof
- Utility
- Energy ???

300CCC - South Orange County

Academic Calendar 2021-2022

Home - Workday

BoardDocs® Plus

Fusion V14.5

fusion2-prod.azurewebsites.net/ScheduledMaintenance/District/SMSummary

South Orange County

Validated

Home

Planning

Space Inventory

Project

Scheduled Maintenance

Hello amgabell

Logout

South Orange County Community College District (890) - Scheduled Maintenance

Select Report ▼

All

Saddleback College

Irvine Valley College

South Orange County District Office

Scheduled Maintenance Summary

Select Year: 2021-2022 ▼

Scheduled Maintenance Status

2019-20

2020-21

2021-22

2022-23

2023-24

2024-25

2025-26

Validated

Total Planned

\$8,025,000

\$8,025,000

\$8,025,000

\$8,025,000

View Status History

Total PFP Request

\$0

\$0

\$0

\$0

Comments

Total Approved

\$4,236,292

\$15,975,000

\$13,386,194

\$0

\$0

\$0

\$0

Attachments

Total Expended

\$0

\$0

\$0

Attach

Project Summary for 2021-22

Change Requests

Add Project

PFP

Project

Campus(es)

Category

Type

Building(s)

State Funds

Local Funds

Total Funds

Yes

HVAC Replacement

Saddleback College

SM

Mechanical

BUSINESS GEN STUDIES

\$3,397,792

\$0

\$3,397,792

Yes

Painting

Irvine Valley College

SM

Exterior

ADMINISTRATION/ A-100, SOCIAL SCIENCES/ A-200, HUM/LANG/FINE ARTS/ A300, CLASSROOM BLDG/B-100, MATH & PHYSICAL SCIENCES/B200, STUDENT CENTER (SSC), STUDENT ACTIVITIES (SAC), LIBRARY, MAINT & OPS WAREHOUSE, MAINT & OPS STORAGE M400, MAINT & OPS OFFICES M100, COMMUNITY EDUCATION CTR., MAINT. & OPS. SHOPS M300, MAINT. & OPS. STORAGE, PERF. ARTS CTR./THEATER, POLICE & WAREHOUSE, BUS/SCI/TECH INNOV CNTR, B200 ANNEX, LIFE SCIENCES/ B-400, LIBERAL ARTS/ A-400, POWERHOUSE 1,

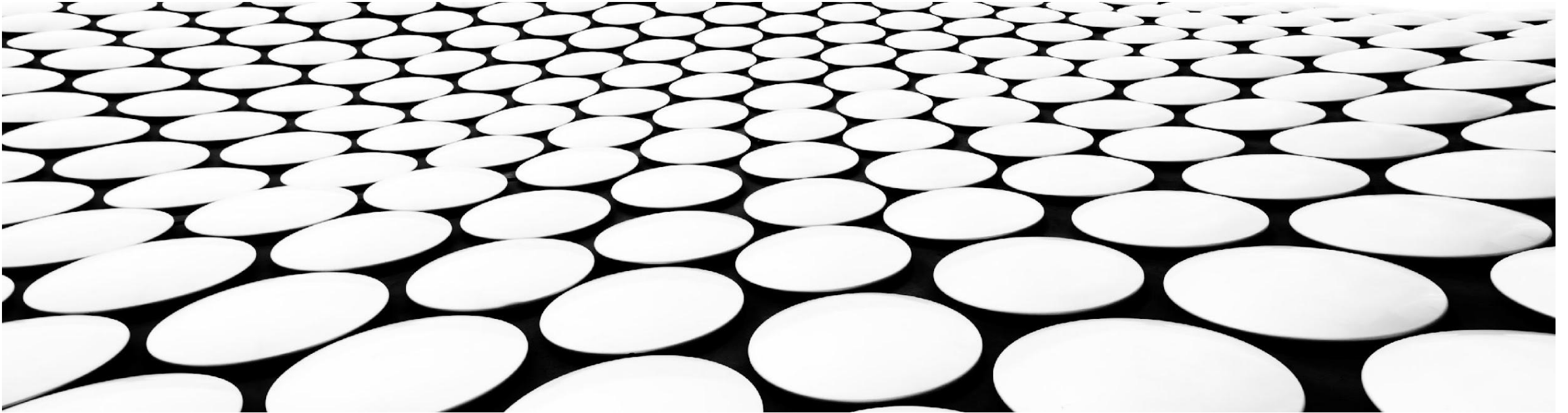
\$1,000,000

\$0

\$1,000,000

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# CLIMATE ACTION AND SUSTAINABILITY



# CLIMATE ACTION AND SUSTAINABILITY

## 8 GOALS

DSA moving in  
same direction

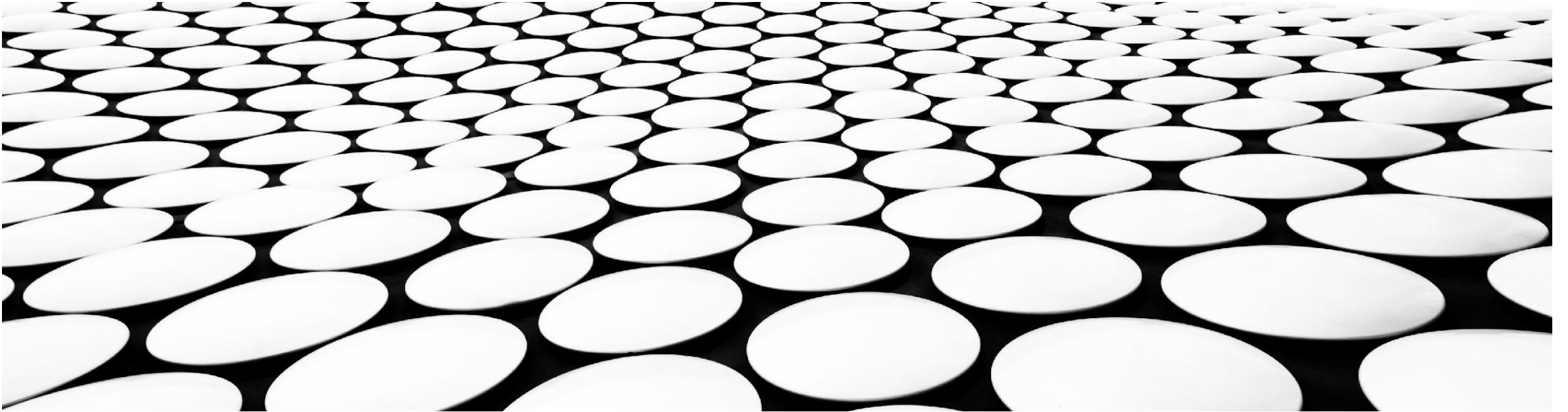
Goal	2025 Benchmark	2030 Build	2035 Improve
Greenhouse Gas Emissions Reduction	Conduct emissions inventory	75% below baseline	100% below baseline
Green Buildings	Develop ZNE strategy	ZNE ready, LEED Gold, reduce natural gas by 30%	ZNE, zero carbon, LEED O&M Gold, reduce natural gas by 75%
Energy	Create energy use intensity (EUI) score, plan for electrification	Decrease EUI by 25%, produce/procure 75% of electricity w/renewables	Decrease EUI by 40%, accomplish ZNE campus
Water	Benchmark potable use, identify non-potable, landscaping zones	Reduce potable use by 25%, use 90% native species, no more than 50% grass	Reduce potable use by 50%, changes to storm-water runoff

# CLIMATE ACTION AND SUSTAINABILITY - 8 GOALS

Goal	2025 Benchmark	2030 Build	2035 Improve
Waste	Benchmark material consumption	Achieve zero waste to landfill, reduce material consumption by 10%	Maintain zero waste to landfill, reduce material consumption by 25%
Purchasing and Procurement	Adopt sustainable procurement policy, purchase environmentally and socially preferable electronic products	Increase procurement of sustainable products by 25%	Increase procurement of sustainable products by 50%
Transportation	Develop EV charging infrastructure, conduct fleet assessment, promote shared transport methods	50% of new fleet are zero emissions, consider green parking permits	100% of new fleet are zero emissions
Food Systems	Consider signing the Real Food Campus Commitment, benchmark and track sustainable food purchases	Increase campus sustainable food purchases by 20%	80% of food served on campus meets the requirements of the Real Food Challenge

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# GENERAL OBLIGATION BONDS



# GENERAL OBLIGATION BONDS

## Proposition 39

- Passed in 2000
- Requires 55% voter approval
- Allows equipment purchases needed for building
- Requires establishment of Citizens' Oversight Committee
- Requires separate financial and performance audit
- Limited to \$25 per \$100,000 of Assessed Value (AV) within District

## Proposition 46

- Passed in 1986
- Requires 2/3 voter approval
- Does not allow equipment purchases
- Rarely done anymore

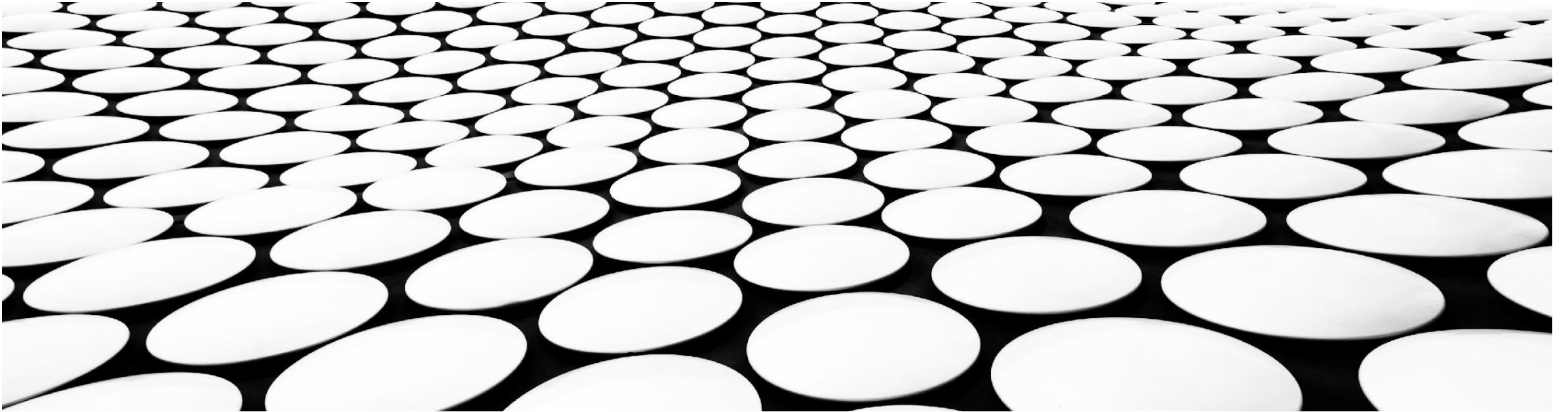
# GENERAL OBLIGATION BONDS

Things to  
Know



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# PLANNING AND ACCREDITATION



# PLANNING DOCUMENTS AND ACCREDITATION STANDARDS

## Planning Documents

- Facilities Master Plan
  - Include a Cash Flow/Implementation Plan
- Sustainability Plan
- Emergency Operations Plan
  - Local Hazard Mitigation Plan
- Design Standards
- Environmental Impact Reports (CEQA)

## Standard III.B

- Safe and sufficient physical resources
  - Access, safety, security, and healthful learning environments
- Builds, maintains, and upgrades/replaces facilities for effective utilization
- Plans and evaluates facilities and equipment regularly
- Long-range capital plans support goals and reflect total cost of ownership (TCO)

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# QUESTIONS?

