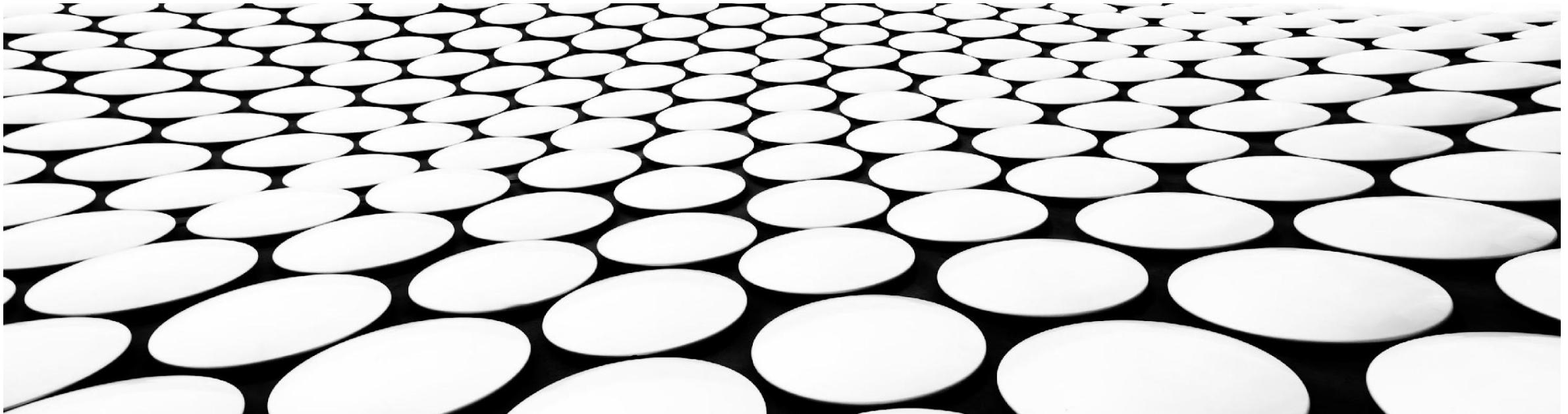

FACILITIES MANAGEMENT AND ALL IT ENTAILS

ACBO INSTITUTE I

APRIL 5, 2023

PRESENTED BY:

ANN-MARIE GABEL, VICE CHANCELLOR, BUSINESS SERVICES
SOUTH ORANGE COUNTY CCD

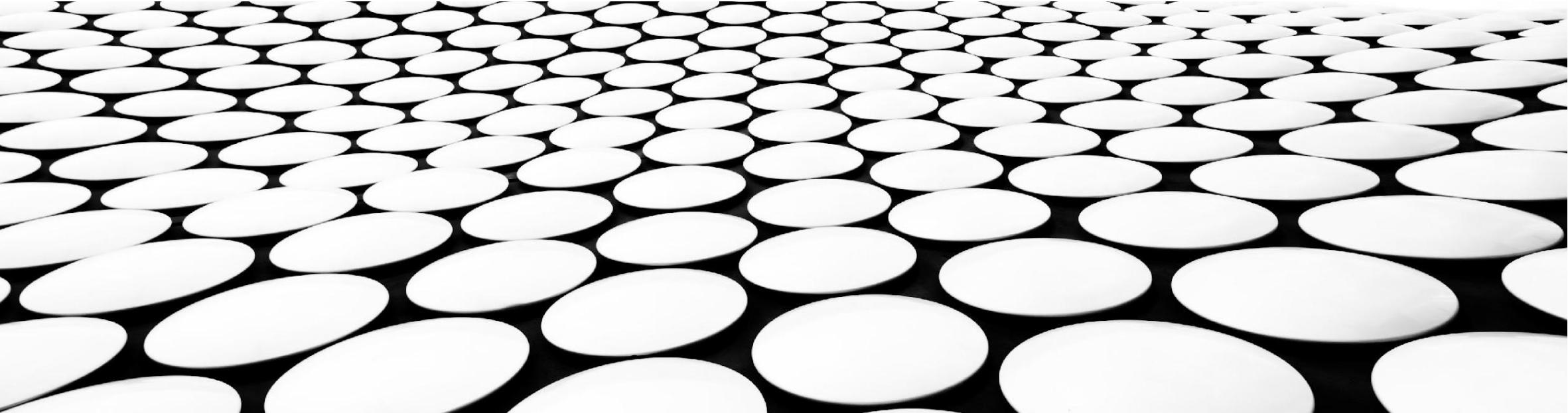


LEARNING OBJECTIVES

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



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

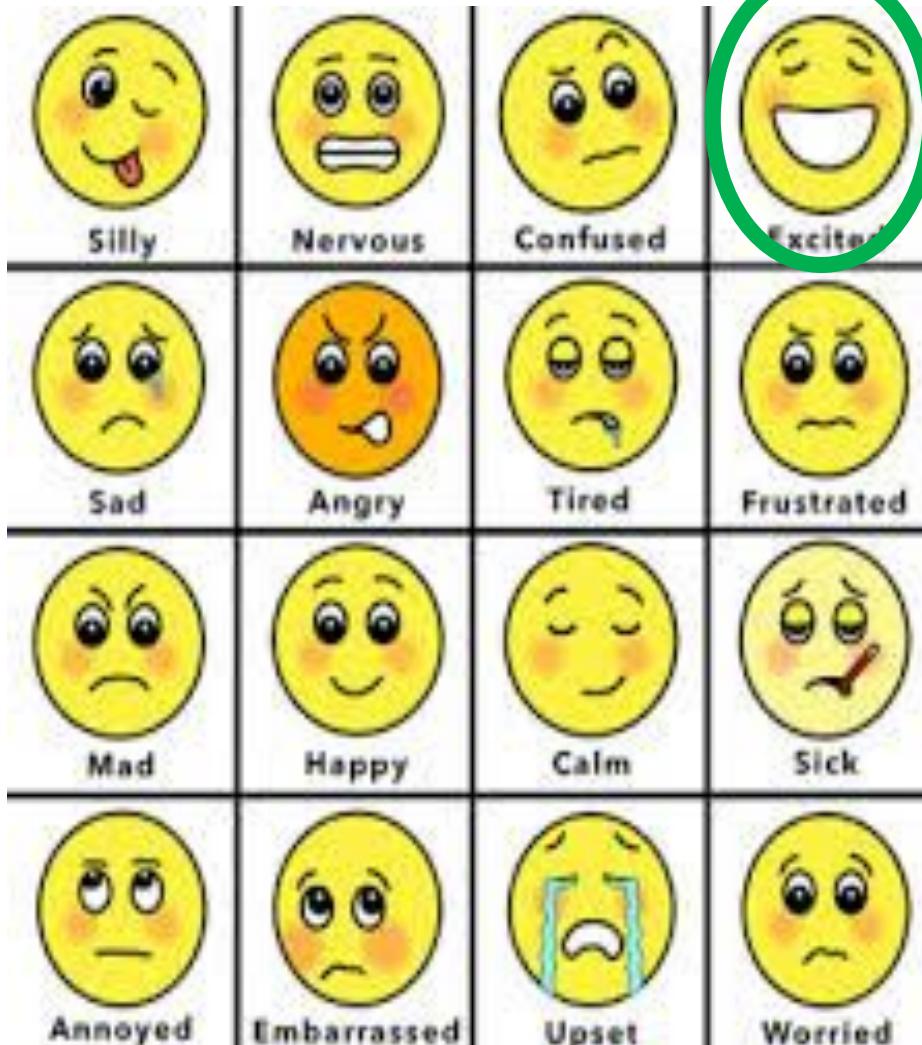


■ Student Housing

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

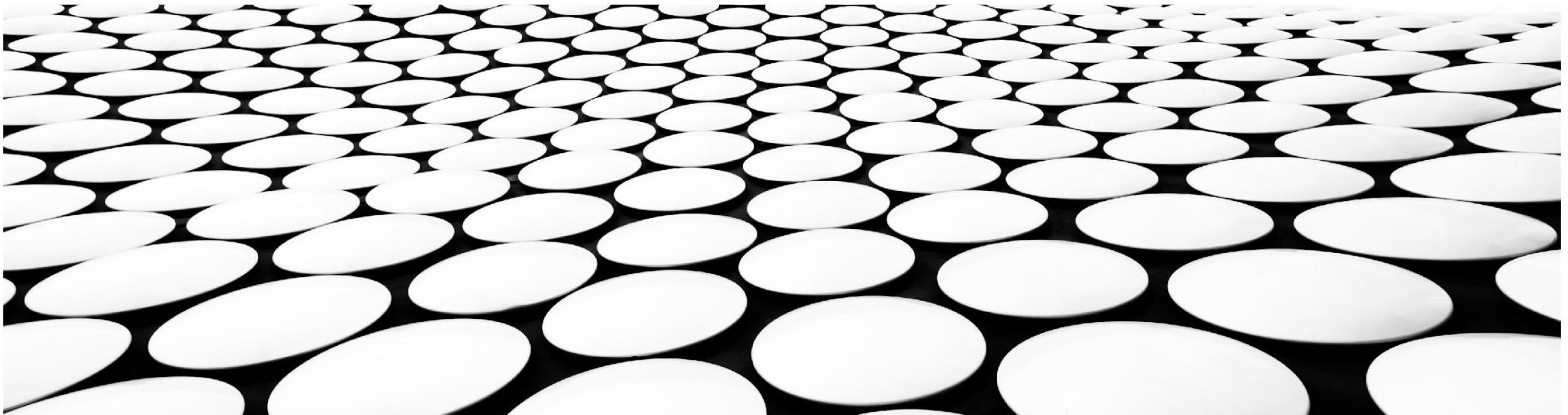


MAINTENANCE AND OPERATIONS



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

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

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

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 2023

July 2024

July 2026

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		
A	Fire Life-Safety	50%
Distribution of Remaining Funds		
M	Modernize Instructional and Institutional Support Space	65%
G	Increase Instructional and Institutional Support Space	35%

CO REPORTS – CAPITAL OUTLAY PROCESS

Category M	Description	Proposed Points
Age of Project Building	<p>This factor provides priority to facilities 15 years and older that have a greater need for program space renovations.</p> <p>Scale: One point for every year, starts with 15 years equal to 15 points and so forth to 60 years equal 60 points.</p>	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 Locations
- 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

EXHIBIT B
Page 40 of 108
Capital Outlay Plan Page 39 / 108
Project Intent & Scope
Page 2 / 29

Report Generated: 6/6/2019
FUSION2
Planning
South Orange County Community College District 890
Saddleback College 891

District Priority & Project: **1 STADIUM AND SITE IMPROVEMENTS**

Project Type:	<input type="checkbox"/> Site Acquisition	<input type="checkbox"/> New Construction	<input type="checkbox"/> Reconstruction
	<input type="checkbox"/> Replacement	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> 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

Year	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
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 Athletic 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.

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

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

Report 17 - Room Detail Report (2019 - 2020)						
890 - South Orange County Community College District						
Space Inventory						
K-3-A	050 Inactive Area	160	0	45	6500 Maintenance and Operation of Plant	A
				2,997	0	
Building 15 COMMUNITY ED (VIL 9)						
Room #	Room Type	ASF	Stations	Dept	Prog	TOP/Service and Support
903	410 Read/Study Room	1,406	46		53	6320 Placement Services
904	410 Read/Study Room	1,395	41		53	6320 Placement Services
		2,801	87			
Total Rooms: 2						
Building 19 TRANSPORTATION (T)						
Room #	Room Type	ASF	Stations	Dept	Prog	TOP/Service and Support
T-1	720 Shop	2,118	0		65	6510 Building Maintenance and Operation Support
T-1-A	310 Office	132	1		65	6510 Building Maintenance and Operation Support
T-4	720 Shop	465	0		65	6510 Building Maintenance and Operation Support
T-4-A	310 Office	290	1		65	6510 Building Maintenance and Operation Support
T-5	650 Lounge	722	10		65	6510 Building Maintenance and Operation Support
T-6	730 Storage	927	0		65	6510 Building Maintenance and Operation Support
T-7	720 Shop	173	0		65	6510 Building Maintenance and Operation Support
T-8	310 Office	133	1		65	6510 Building Maintenance and Operation Support
		4,960	13			
Total Rooms: 8						
Building 25 LIBRARY AND LRC						
Room #	Room Type	ASF	Stations	Dept	Prog	TOP/Service and Support
L-101	210 Class Lab	387	10		11	1506 Speech Communication
L-102	210 Class Lab	856	25		11	1011 Photography
L-103	210 Class Lab	789	26		11	1011 Photography
L-104	110 Classroom	1,288	60		11	0099 General Assignment
L-105	110 Classroom	809	47		11	0099 General Assignment
L-106	410 Read/Study Room	280	6		11	0099 General Assignment
L-107	110 Classroom	886	48		11	0099 General Assignment
L-108	110 Classroom	818	50		11	0099 General Assignment
L-109	310 Office	103	1		11	0099 General Assignment
L-110	680 Meeting Room	254	8		11	0099 General Assignment
L-111	310 Office	116	2		11	0602 Journalism
L-112	310 Office	122	2		11	0602 Journalism
L-114	310 Office	388	10		11	0099 General Assignment

CO REPORTS – SCHEDULED MAINTENANCE

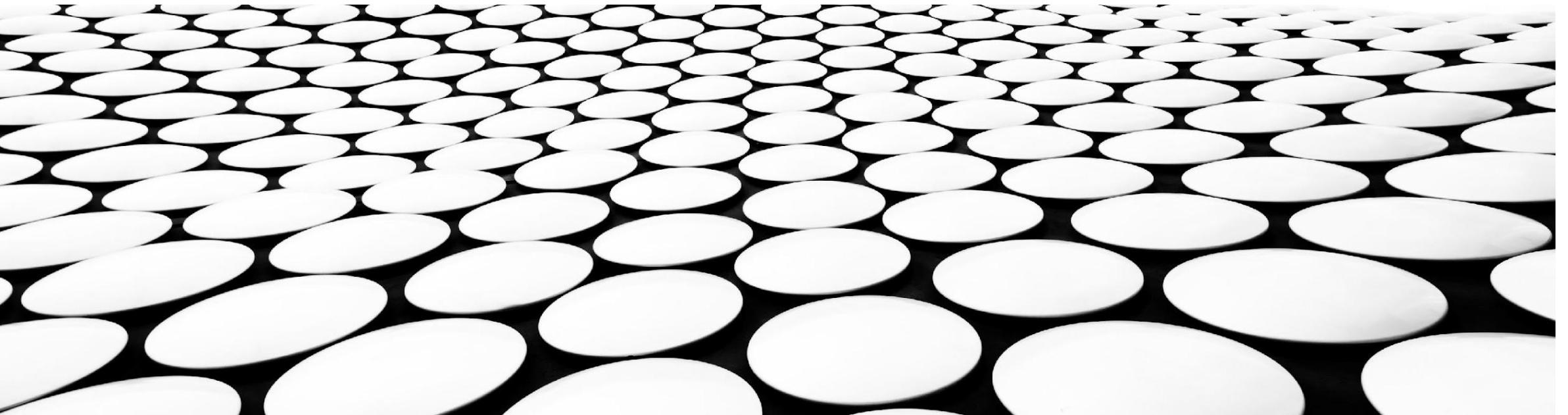
■ Purpose:

- 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 ???

Due October 1

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 PER. ARTS CTR/THEATER, POLICE & WAREHOUSE, BUS/SC/TECH INNOV CNTR, B200 ANNEX, LIFE SCIENCES/ B-400, LIBERAL ARTS/ A-400, POWERHOUSE 1,	\$1,000,000	\$0	\$1,000,000

CLIMATE ACTION AND SUSTAINABILITY



CLIMATE ACTION AND SUSTAINABILITY

8 GOALS

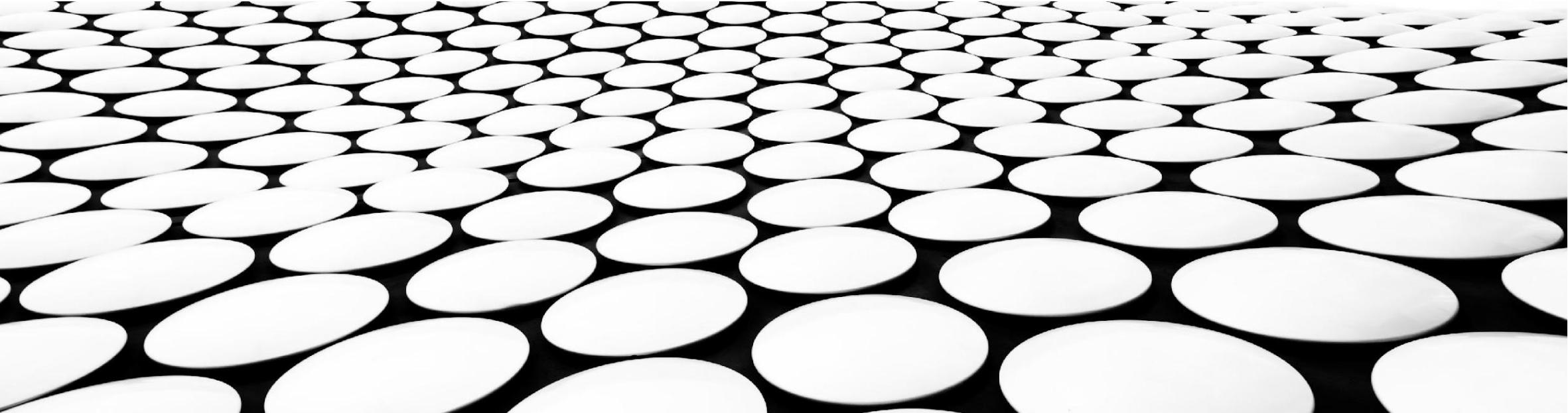
DSA moving in
same direction

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

GENERAL OBLIGATION BONDS



GENERAL OBLIGATION BONDS

Proposition 39

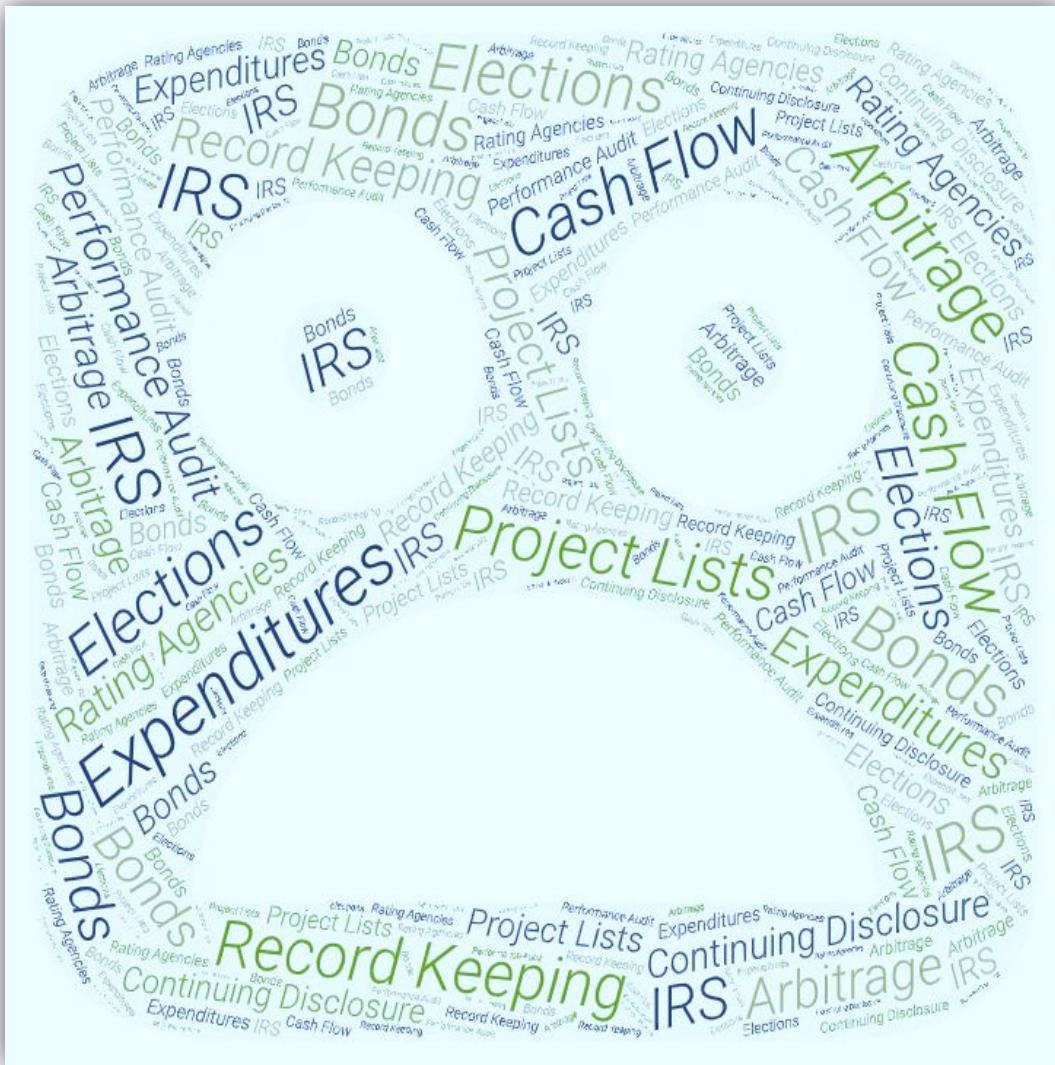
- Passed in 2000
- Requires 55% voter approval
- Allows equipment purchases needed for building
- Requires establishment of Citizens' Oversight Committee
- Requires separate financial and performance audit
- Limited to \$25 per \$100,000 of Assessed Value (AV) within District

Proposition 46

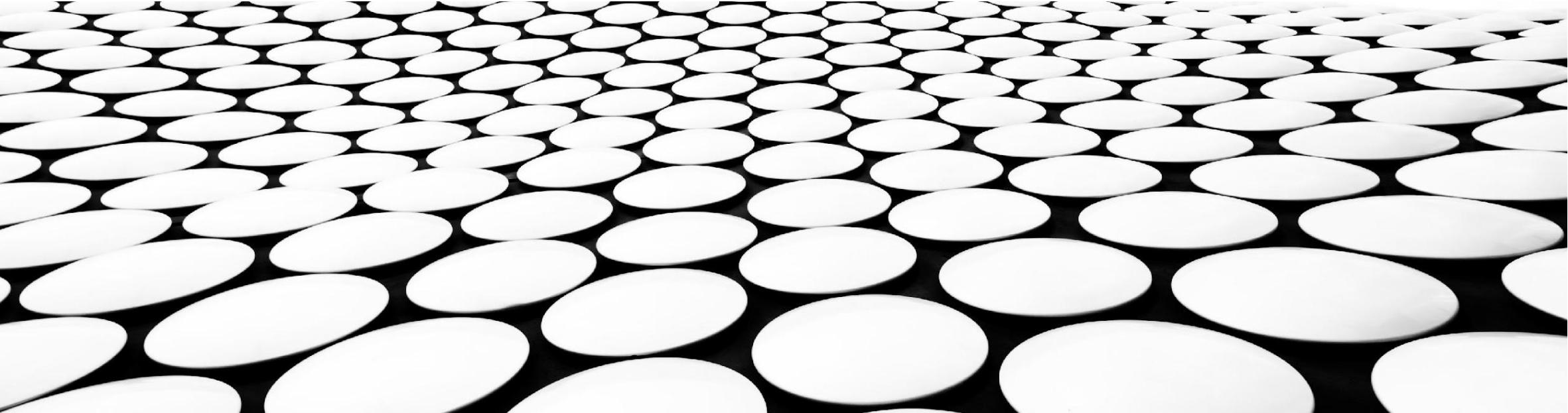
- Passed in 1986
- Requires 2/3 voter approval
- Does not allow equipment purchases
- Rarely done anymore

GENERAL OBLIGATION BONDS

Things to Know



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)

QUESTIONS?

