

Glossary of Terms, Definitions and Commonly Used Acronyms

(Prepared for Palomar College's ICOC, December 2007)

Administrative Services Planning Council (ASPC): The shared governance council for the Finance and Administrative Services Division.

Americans with Disabilities Act (ADA): Federal regulation that insures that all facilities are constructed with equal access for persons with disabilities.

Annual Implementation Plan (AIP): Annual review process for the goals and objectives as defined within a Strategic Plan time period.

Apportionment: Federal, state or local monies distributed to college districts or other governmental units according to certain formulas.

Assigned Square Feet (ASP): A term used to identify facility footage assigned to classrooms, labs, and non-instructional spaces.

Association of Physical Plant Administrators (APPA): This is an international group that deals with the maintenance and operational standards for all levels of colleges and universities.

Budgeting and Accounting Manual (BAM): The BAM has the authority of regulation in accordance with Title 5 Section 59011 of the California Code of Regulations (CCR), is distributed as part of the Board of Governors' responsibility to define, establish, and maintain the budgeting and accounting structure and procedures for the California Community Colleges as defined in California Education Code (EC) Section 70901.

California Community College Chancellor's Office (CCCCO): The CCCCCO is currently comprised of 72 districts, 109 campuses, 64 approved educational centers, and 20 separately reported district offices. These assets include 58.4 million gross square feet of space housed in 4,629 buildings atop more than 20,489 acres of land. Website: www.cccco.edu

California Environmental Quality Act (CEQA): This is a document that provides statutes and guidelines for construction projects in the State of California.

California Field Act (Field Act): A set of construction standards for school buildings to be earthquake resistive.

Capacity Load Ratio (CAP Load Ratio): The ratio is a calculation based upon the number of Weekly Student Contact hours and the amount of instructional space based upon ASF. The ratio indicates how well the district utilizes its space and is used to determine eligibility for new space.

Capital Outlay Budget Change Proposal (COBCP): This document is prepared by the Chancellor's Office staff for submittal to the Department of Finance (DOF) for inclusion in the Governor's spending plan that funds State construction projects.

Capital Outlay: The acquisition of or additions to fixed assets, including land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, or equipment.

Capital Projects: Funds that are used for the acquisition or construction of capital outlay items, e.g. buildings, major equipment.

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Certificates of Participation (COPs): Are used to finance the lease/purchase of capital projects. Essentially, they are the issuance of shares in the lease for a specified term.

Change Order (CO): A term used to describe additional work or duties required during a construction project.

Change Order Request (COR): A term used to describe a request by the contractor for a change order.

Community College Facilities Coalition (CCFC): Was formed to provide advocacy for facilities' issues and critical information and services to California's community college districts and their business partners on facility matters. Website: www.caccfc.org

Community College League of California (CCLC): Is a nonprofit public benefit corporation whose voluntary membership consists of the 72 local community college districts in California. Website: www.ccleague.org

Design Development Package (DD Package): This is a term used to identify the first phase in the development of construction plans and specifications.

Division of the State Architect (DSA): This is the state organization that approves the plans and specifications for community college construction projects.

Education Code: The body of law that regulates education in California. Other laws that affect colleges are found in the Government Code, Public Contracts Code, Penal Code and others.

Encumbered Funds: Obligations in the form of purchase orders, contracts, salaries, and other commitments for which part of an appropriation is reserved.

Environmental Impact Report (EIR): A document that is prepared to address any environmental impacts associated with construction project(s).

Escondido Center (EC or EC CNTR): Palomar College's Education Center. (Note: The District has outreach sites in addition to this center.)

Expenditures: Amounts actually dispersed for the expenses associated with operations of a fund. (Note: Accounts kept on an accrual basis include all charges whether paid or not. Accounts kept on a cash basis include only actual cash disbursements.)

Facilities Condition Index (FCI): A rating used to determine the condition of a building or area. This standard has been adopted by the Building Owners & Managers Association (BOMA), the Council on Educational Facilities, and the American University Planners Association.

Facilities Review Committee (FRC): A district shared governance committee that reviews and comments on requests for changes in the District's buildings and grounds which reports to ASPC.

Final Project Proposal (FPP): Term used to describe the final proposal that is sent to the State for approval and funding for state capital outlay projects. (Note: The State must approve the IPP before an FPP can be submitted.)

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Financial and Compliance Audit: An examination leading to the expression of an opinion on (1) the fairness of presentation of the audited entity's basic financial statements in conformity with GAAP, and (2) the audited entity's compliance with the various finance-related legal and contractual provisions used to assure acceptable governmental organizational performance and effective management stewardship. Public sector oversight bodies typically require independent auditors to include responses to standardized legal compliance audit questionnaires in financial and compliance audit reports.

Fiscal Year: Twelve calendar months; for governmental agencies in California, it is the period beginning July 1 and ending June 30. Some special projects use a fiscal year beginning in October 1 and ending September 30, which is consistent with the federal government's fiscal year.

Foundation for California Community Colleges (FCCC): Assists community colleges and other partner schools to operate more effectively and efficiently through donations, grants, programs and services. FCCC is the sole auxiliary for the CCC Board of Governors, Chancellor and Systems Office. Website: www.foundationccc.org

Full-Time Equivalent Students (FTES): A measurement used to convert part-time and full-time student headcount into a full-time load equivalent. An FTES represents 525 class (contact) hours of student instruction/activity in credit and noncredit courses. FTES is one of the workload measures used in the computation of state aid for California Community Colleges.

Fusion: The integrated web-based software system that all community colleges use to manage space, capital construction plans, facilities condition assessments. All project proposals for State funded projects are submitted through FUSION.

General Fund: The fund used to account for the ordinary operations of the district. It is available for any legally authorized purpose not specified for payment by other funds.

General Obligation Bond, Proposition 39 (GO39): An initiative that reduced the percent of voters required for passage of local bonds for K-12 and community colleges to 55% of electorate. (Note: GO39 bond propositions may only be presented to electorate in even year elections.)

Generally Accepted Accounting Principles (GAAP) & Generally Accepted Accounting Standards (GAAS): Uniform minimum standards and guidelines for financial accounting and reporting.

Governing Board Resolution (GBR): Resolution passed by Palomar College's Governing Board.

Governmental Accounting Standards Board (GASB): The authoritative accounting and financial reporting standard-setting body for governmental entities.

Gross Square Feet (GSF): A term used to identify the total facility space in a building.

Heating, Ventilation and Air Conditioning (HVAC)

Human Resources Planning Council (HRPC): The shared governance council for Human Resources.

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Independent Citizens Oversight Committee (ICOC)

Indoor Air Quality (IAQ)

Initial Project Proposal (IPP): Term used to describe the initial proposal sent to the State for approval and funding for state capital outlay projects.

Instructional Services Planning Council (IPC): The shared governance council for the Instruction Division.

Intermediate Distribution Frame (IDF): This identifies a cable rack in a room that interconnects and manages the telecommunications wiring between itself and any number of IDFs and manages the telecommunications wiring between a MDF and the workstations.

JCAF 31 Analysis of Building Space Use & WSCH: Required form for State funded projects.

JCAF 32 Cost Estimate Summary and Project Time Schedule: Required form for State funded projects.

JCAF 33 Guideline based Group 2 Equipment Cost Estimate: Required form for State Funded projects.

Leadership in Energy and Environmental Design (LEED): A "green building" rating system developed and administered by the US Green Building Council, Washington D.C.

Lease Revenue Bonds: Bonds secured by a lease agreement and rental payments. Community colleges use lease revenue bonds to finance construction or purchase of facilities.

Main Distribution Frame (MDF): This identifies a cable rack in a room that interconnects and manages the telecommunications wiring between itself and any number of IDFs.

Palomar Community College District (PCCD)

Palomar Community College District Master Plan 2022 (MP2022)

PeopleSoft: The integrated database system used by Palomar College.

Preliminary Plans Package (PP Package): A term used to identify the early phase in the development of construction plans and specifications.

Preventive Maintenance (PM): Program that provides preventive maintenance services to every building and grounds area owned by the District.

Resource Allocation Committee (RAC): Palomar College's budget committee which reports to SPC. (Note: The name has been changed effective December 2007 to Budget Committee.)

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San Diego Association of Governments (SANDAG): The eighteen cities and San Diego county government serve as a forum for regional decision-making. SANDAG builds consensus, makes strategic plans, obtains and allocates resources, plans, engineers, and builds public transportation, and provides information on a broad range of topics pertinent to the region's quality of life.

Scheduled Maintenance: Major repairs of buildings and equipment. Matching state funds are available to districts to establish a scheduled maintenance program as approved in the State's Annual Budget Act.

Solar Panels (SOLAR): A term is used to describe solar panels that are used in the heating of hot water systems.

Solar Photo Voltaic (SOLAR PV): A type of solar system that converts the sun's energy into electrical energy.

State Administrative Manual (SAM)

State Apportionment: An allocation of state money to a district, determined by multiplying the district's total FTES times its base revenue per FTES.

State Scheduled Maintenance (SSM): Program that provides a 50-50 match for specific scheduled maintenance projects. The District is required to submit a 5-year Scheduled Maintenance Plan to the State annually.

Strategic Planning Council (SPC): Palomar College's primary shared governance council. Reporting to SPC are IPC, SSPC, ASPC and HRPC, which represent the four primary divisions of the college.

Student Services Planning Council (SSPC): The shared governance council for the Student Services Division.

Title 5 California Code of Regulations: The section of the California Administrative Code that regulates community colleges. The Board of Governors adopts Title 5 regulations.

Total Quality Management (TQM)

Value Engineering (VE)

Voice Over Internet Protocol (VOiP): Telephone system that uses the internet and computer for communications.

Weekly Student Contact Hours (WSCH): The number of hours a student has face-to-face contact with an instructor.

Working Drawing Package (WD Package): A term used to identify the later phase in the development of construction plans and specifications.