



Facilities Development & Management

Quarterly Report to the VP July 2009

For April, May, June 2009

FDM Mission: *Facilities Development and Management is dedicated to the support of the academic and administrative missions of CSU San Marcos and is committed to develop, maintain, and operate the highest quality physical environment by working in partnership with the students, faculty, staff, and the community.*

FDM Vision: *FDM is a team of empowered experts working together to deliver outstanding services, resulting in a high-quality, sustainable campus.*

FDM Goals:

- *Build a team of empowered experts*
- *Improve processes*
- *Develop and implement a communication plan*

Please list accomplishments; progress made toward FDM goals; and progress made toward VPs goals (improve processes, improve transparency, improve communication). Big picture, no detailed information or specific names, please.

Accomplishments

- FDM continued to monitor cash flows, track payments, and coordinate with CPDC on the status of state-suspended construction projects.
- FDM completed MOUs with Parking and Clarke Field House for payback of ESCO costs.
- FDM worked with VPFAS to finalize lease agreements and utility chargebacks for FY 09/10.
- FDM completed trust agreements, budget plans, and cash flows for FY 09/10 trust funds.
- FDM collaborated with Business & Financial Services on year-end processes, including invoice payments, encumbrances, and accruals.
- FDM completed 09/10 base budget scenarios.
- FDM worked on a plan to transition the events scheduling function to Extended Learning.
- FDM attended a PERB hearing on an employee matter.
- FDM worked with AECOM to research and present projected utility savings and future costs to VPFAS.
- FDM worked with VPFAS and consultants on the viability of purchasing the SMACC building.
- FDM reviewed the Sun Edison contract for the photo voltaic project and began to seek clarification on the process.
- FDM collaborated with University Advancement on options for bringing athletic facilities to campus.
- FDM gave President Haynes a tour of The McMahan House.
- FDM collaborated with University Advancement on options for establishing a Tomorrow Garden on campus.
- Facility Services coordinated the effort that resulted in the campus' victory of the RecycleMania competition for the fifth consecutive year, coming in first place out of 510 schools.
- Facility Services received an award from an environmental organization for RecycleMania and received great press for the victory.
- Facility Services began work on the Vehicle Washing Center.
- Facility Services completed campus landscape improvement projects, including replacing grass in Palm Court.
- Facility Services completed fire alarm system upgrades.
- Facility Services continued work on the Craven entry doors project.

- Facility Services completed repairs which were identified by Cogent as part of the MBCX program.
- Facility Services Central Plant staff kept the plant running manually during complications in the sequence of operations.
- Facility Services coordinated a successful Diversity Forum, the largest event ever.
- Facility Services coordinated numerous successful events for academic departments prior to Commencement.
- Facility Services coordinated successful Commencement and Nursing Ceremonies.
- Facility Services relocated and completed repairs to the Payroll Office.
- PDC continued management of The McMahan House Project:
 - Construction was accelerated in a non-compensatory manner. Received State Fire Marshal final occupancy approval. Discussed construction closeout with general contractor.
 - Celebrated “beneficial occupancy” with FDM, Facilities, Dalke, and OCMI.
 - Completed many furniture purchases. Delivery expected in July.
 - Began exploring options for landscaping.
- PDC continued management of the Parking Projects:
 - Completed the Campus View Drive Extension. Punch-list will be completed in July.
 - Continued ahead-of-schedule construction on Parking Structure 1. Construction is taking place on Level Four.
 - Continued development of working documents for the Public Safety Building. Preparing for bid award approval by the Board of Trustees in November.
- PDC also participated in and/or accomplished the following:
 - Continued construction on SBSB. Financial claims have not been accepted by the State Controller’s Office. CPDC has identified bond funding which is projected to continue construction until November 2009.
 - Participated in the University Student Union alternate consultation feedback documentation and presentation to the Student Fee Advisory Committee.
 - Continued the Student Health and Counseling Center feasibility study. Completed client workshops. Completed site analysis draft. Revised financial statement to be completed when campus enrollment projections are developed.
 - Continued construction of several major energy conservation projects. Outdoor lighting improvements are nearing completion.
 - Completed Campus Master Plan major revisions. Prepared EIR development schedule. Consultants have been restarted. The effort will proceed when the campus develops enrollment projections.
 - Presented rough grading plan documents for three athletic fields to Athletics and University Advancement to share with possible donors.
 - Developed preliminary cost estimate for the re-adaptive use of an elementary school for a University learning center in Temecula.
 - Worked closely with clients and FAS staff to initiate an application for a research facility. Submitted the NIH federal grant application along with supporting documents required by CPDC and the State Clearing House.
 - Received a grant from the City of San Marcos and SANDAG for installation of a sidewalk adjacent to the campus on Barham Drive.
 - Prepared cost estimates for rehabilitation of classrooms, including furniture replacement.

- Hired feasibility consultants for the USB Renovation and Expansion Project and initiated the study process to be completed in Fall 2009.
- Restarted Science Hall II Nursing laboratory renovation. Completed contract documents. Scheduled Notice to Proceed.
- Completed bid process for elevator upgrades.
- Selected consultant for the Campus Utility Master Plan.
- Began second phase of the Math Lab renovations in Kellogg Library.
- Began working with ASI on plans for expanding the Women's Studies Center at FCB.

Build a Team of Empowered Experts

- FDM staff received the following training: CSU Security Awareness training, Ethics Regulations and Conflict of Interest training, Workers' Compensation training, "If You Can't Say Something Nice" training, CSU Partnership training, SDG&E Summer 2009 Update training, Water Conservation Measures training, Siemens sustainability training, Confined Space Permit Requirements training, Fire Alarm training, Notifier Panel training, Central Plant Boiler training, DI Water System training, Fluke Arc Flash training, High Voltage training, PPE/swine flu training, PPE/eye injury training, Electrical Safety—Lock Out/Tag Out/Block Out training, and Spider Bite training.
- Two Facility Services managers attended the SDG&E Major Customer Advisory Panel meeting.
- A Facility Services staff member passed the state Journeyman's certification exam.
- Facility Services completed hiring documents for a Laborer pool and submitted to HR for the development of a temporary work force.
- FDM managers completed annual performance evaluations for staff.

Improve Processes

- FDM's energy-saving efforts through the ESCO Project resulted in a 20% reduction in electrical usage campuswide.
- FDM met with Logic Domain consultant to review newest features in Compass (capital project management software).
- FDM continued to work with Logic Domain consultant on ways to utilize Compass to its capacity including integration with PeopleSoft and Prolog.
- FDM clarified the change order processes and met with stakeholders to review and formalize.
- FDM completed an in-depth analysis of telecommunication expenses and implemented cost-saving measures.
- Facility Services reviewed, revised, and submitted FPI statistics to the Chancellor's Office.
- Facility Services reviewed and updated vacation scheduling to provide adequate coverage in the shops.
- Facility Services reviewed the ramifications of the conversion to Vista and began to make preparations.
- Facility Services began using Grainger for inventory processes in the Electrical Shop.
- Facility Services established roles and responsibilities for maintaining first aid kits.
- Facility Services identified a clear coating to be used at The McMahan House to minimize graffiti damage.
- Facility Services identified project codes for The McMahan House maintenance in FMAX to ensure expenses are communicated as accurately as possible.

- Facility Services management prepared to incorporate FMAX expectations into the evaluation process.
- Facility Services reviewed the parking permit process for vendors and made changes for next fiscal year; the new plan reduces costs by approximately \$300 annually as parking costs are shifted to more vendors.
- Facility Services installed AIM 3.1 and is ready for testing.
- Facility Services identified and repaired an on-going odor problem in Science Hall I.
- Facility Services implemented a new procedure to flip the transfer switch in the next round of generator testing instead of just switching on and off.
- Facility Services has reduced the number of waste pickups during the summer to cut costs.
- PDC's internal Inspector of Record continued to implement a new system for requesting and recording inspections.
- PDC interviewed outside Inspector of Record support firms to be contracted on a retainer basis. Hired back-up Inspector of Record.
- Prolog implementation continues on all major capital projects as the electronic project management software. Prolog software analysis includes consideration of transition to Vista operating system.

Develop and Implement a Communication Plan

- FDM completed the third FDM Quarterly Newsletter for Spring 2009, in support of our Communication Goal.
- FDM hosted a meeting with Planning Design & Construction staff from the Pomona campus to review Compass project management software.
- PDC updated the website with final revisions from an effort that began several months ago.