



Program Review Report

Facilities Planning, Operations & Construction

Goal Description: To improve the efficiency and effectiveness of the Facilities Planning Services Department's delivery service system and optimize its resources.

To improve the timely completion of work orders , To deliver goods received in the Warehouse within three days of receipt, and expedite mail delivery service.

* **Goal Status:** Not Started

* **Goal Cycle(s):** July 2022 - June 2026

Goal Description: To design, develop and maintain environments on campus which are conducive to teaching and learning.

Designing new structures, recommissioning and renovating existing structures, maintaining and upkeeping of the entire campus structures, systems, grounds and infrastructure to provide environments which support educational programs and administrative spaces.

* **Goal Status:** Not Started

* **Goal Cycle(s):** July 2022 - June 2026

Goal Description: To plan, design and contract interior and exterior spaces conducive to teaching , learning, equity and success.

Continued implementation of Measure E-funded projects and recommissioning, including upgrading landscape and ventilation systems, with mindful stewardship of the District's fiscal, physical and human resources, while keeping the District community informed and minimizing the impact of construction on the District's community at large.

* **Goal Status:** Not Started

* **Goal Cycle(s):** July 2022 - June 2026

Goal Description: To implement the campus-wide sustainability plan.

Implementing the campus-wide sustainability plan by reducing water use , decreasing the use of paper product, and increasing recycled waste and increasing energy efficiency.

Outcome Description: Increase the completion of work orders by 25%.

As a result of work orders being completed by an increase of 25%, most of the District's internal customers (students, staff, faculty, administrators) will demonstrate a greater customer satisfaction and Facilities Planning Services' employees' sense of accomplishment.

*** Outcome Status:** In Progress/Funded

*** Outcome Cycle(s):** July 2022 - June 2026

Actions needed to achieve outcome: - Roll out an electronic survey at the beginning of the program, to measure baseline customer service feedback before the implementation of the program, and every yearly until June of 2026, in order to collect data and adjust concerns based on customer satisfaction levels. - To reevaluate the work order system for maximum use - Install a digital system on department iPads for building systems for Facilities staff to troubleshoot issues and increase their work time efficiency in the field.

Performance indicator/accomplishment: Survey data collected at the beginning of the program and every six months thereafter, will be used to track customer satisfaction and monitor progress.

Target: Students, Staff, and Faculty

Outcome Description: To maintain a clean and safe environment that supports educational programs and administration spaces.

- Surveyed students, staff, faculty and administration's trust in the cleanliness and safety of the District's spaces will increase by 25%, leading to increased numbers of students returning to El Camino College to continue learning, and working in a clean and safe environment.

*** Outcome Status:** Not Started

*** Outcome Cycle(s):** July 2022 - June 2026

Actions needed to achieve outcome: - Hire additional day custodians - Hire additional night custodians - Continue onsite training sessions for staff - Purchase additional cleaning equipment - Develop custodial training manual - Continue to evaluate and purchase green cleaning products

Performance indicator/accomplishment: Roll out electronic surveys to all stakeholders (students, staff, faculty and administrators), to collect data to assess the cleaning standards.

Target: Increased customer satisfaction by 25%.

Outcome Description: Implementation of the Facilities Master Plan

To continue the implementation of building improvements campus wide.

*** Outcome Status:** In Progress/Funded

*** Outcome Cycle(s):** July 2022 - June 2026

Actions needed to achieve outcome: The increase of support staff to plan and manage the construction projects. Coordinate with other Administrative Services departments in regards to contract bidding, procurement, budgeting, accounts payable and fiscal monitoring.

Performance indicator/accomplishment: Planning and construction of the Baseball Field Improvements, Construction Tech, Café, Student Activities Relocation, Marquee Signs, Traffic Light Signals, Community Education, Relocation of the Business Services Center, Public Safety Training Center, Fire Academy Modular Buildings, Student Health Center, Behavior Science, Arts Complex, Music building, the demolition of the old Behavior Science, Arts Complex, Music, North Gym, South Gym and multiple Capital Outlay Projects across campus.

Target: The completion of projects listed on the 2017 Facilities Master Plan.

Outcome Description: To implement the campus-wide sustainability plan.

The reduction of water usage by 10%. The increase of recycling waste by 20%. Increasing the energy efficiency by 20%. Decrease use of paper products by 10%.

* **Outcome Status:** In Progress/Funded

* **Outcome Cycle(s):** July 2022 - June 2026

Actions needed to achieve outcome: - To coordinate and educate on the importance of sustainability and full participation to implement the energy conservation measures. - Complete the solar feasibility report. - Increase the usage of draught tolerant plants in landscape areas. - Eliminate the duplication of forms. - Implement the use of software to reduce the use of paper. - Installation of hand dryers to reduce paper products. - Increase the use of recycled water to irrigate the grounds.

Performance indicator/accomplishment: Reduction of the monthly utility payments such as; water, gas and electrical and the reduction of paper supplies expenses.

Target: The reduction of water usage by 10%. The increase of recycling waste by 20%. Increasing the energy efficiency by 20%. Decrease use of paper products by 10%.

Facilities & Equipment Assessment

What resources does the office/program currently have? Attach any documents in the next field.

1. SchoolDude software for work order processing.
2. Ipads for receiving, tracking and completing work orders.
3. Vehicle fleet.
4. Hand tools and equipment.
5. Computers, printers, phone systems, and campus radios.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

1. Purchase of additional Ipads.
2. Replacement of our aging vehicle fleet.
3. Purchase of new hand tools.
4. Replace the aging copier.

Technology & Software Assessment

What resources does the office/program currently have? Attach any documents in the next field.

1. Dude Solutions/School Dude for the work order system
2. Colleague is used for the requisition entry
3. Review Snap is used for evaluations
4. Formstack is used for digital documentation and information related to hiring
5. AdobeSign for electronic approvals.
6. SilkRoad for onboarding new employees.
7. Igreentree for hiring employees.
8. Simpler for financial reports.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

1. Software to digitize building documents and blueprints in order to effectively plan and complete campus projects.
2. Computer equipment and Ipad upgrading.
3. Project management software.
4. Computer stations for staff.

Staffing Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Please see attached org chart.

Current Resources - Attached Documents

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

1. To update the department job descriptions
2. Hire the following additional positions:

Pest Control Technician

Custodian Trainer,

Electrician

HVAC Technician

Clerical Assistant

FACILITIES PLANNING & SERVICES DIVISION

November 1, 2021

Executive Director
Range 20
Jorge Gutierrez

Assistant Director
Range 8
Chris Egnozzi

Assistant Director
Range 8
Rob Brobst

Bond Project Manager
Range 11
Khloe Campos

Operations Supervisor Night Shift
Range 15
Erik Johnson

Operations Supervisor
Range 15
Antonio Saucier

Grounds Supervisor
Range 15
Vacant

Facilities Services Supervisor
Range 25
Michael Blada

Facilities Systems Supervisor
Range 27
Michael Clifford

Administrative Assistant II
Range 31
Nailah Lee

Administrative Assistant II
Range 31
Grace Perez

Custodial Supervisor
Range 10
Ulysses Dunlap

Night Shift

Lead Custodian
Range 24
Manuel Correa

P.E. Locker Custodian
Range 20
Enrique Ortiz

Custodian
Range 20
*Angel Arguello - Mark Ballard
Leyna Bernal - Malik Carter - Joe Carillo
Elvira Castro - Michael Clifford Jr.
David Colon - Cheryn Covington
Christian Cuevas - Kia Davis
Samaría Davis - Derrick Dennis
Anne Duncombe - Darlene Esquivel
Julia Flores - Onnis Flores - Muriel Gardner
Darnetta Germany- Kofie Jerry
Timothy Lewis - Susana Loeza-Reyes
Martin Lopez - Raul Menjivar
James Mitchell - David Molina
Vilma Palacios - Ramon Parra
Manuel Quintana - Andre Scott
Calvin Shield - Andre Simon - Cory Smith
Larry Veazey - Cynthia Walker
Kenneth Williams - Joseph Wilson*

Temporary
1 Position
Mark Walker

VACANT
Temp Custodian
Night Shift
5 Positions

Day Shift Utility Worker
Range 23
*Patrick Gran, Luis Bonilla - Lester Green Jr.
Richard Hawes - Ivan Navarro*

Custodian
Range 20
*Oscar Colon - Ricky Harris - Donald Riley
Sylvia Martinez - Maria Ruiz*

Swing Shift (12:00-8:30 pm)

Utility

Swing-Shift
Range 23
Jason Cobb

Custodian
Swing Shift
Range 20
*Barry Cunnigan - Jagaita Packard
Maria Vicente*

VACANT
Temp Custodian
4 Positions

Warehouse
Mike Dalton - Carl Turano

Mail Room
Corey McGavin

Lead Stock Clerk
William Blackwell

Interim Grounds Supervisor
Fernando Vicente

Gardener II
Range 28
*Tony Gruppetta
Brian Parks
Jay Miller*

Gardener I
Range 22
*Barney Barbadillo
Dan Cahill
Gary Crawford
Raul Hernandez
Carmelo Juarez
Trent Quinston*

Temporary Grounds I
Salvador Martinez

VACANT
Grounds I
1 Position

VACANT
Temp Grounds
1 Position

Carpenter
Range 35
*James Geirman
Steve Marselle*

Lead Locksmith
Range 43
Roy Dietz Jr.

Plumber
Range 37
*Dimitar Konstadinov
Masato Wakimoto*

Welder
Range 35
Refugio Luna

Painter
Range 35
*Jimmy Macareno
Troy Palmer
David Valencia*

Skilled Trades Worker
Range 34
*Wayne Lee
Erik Velazquez Arellano*

Skilled Trades Assistant
Range 28
Lester Green

Pool Maintenance Technician
Chadwick Conrad

Lead
Range 43
Steven Duzich

Electrician
Range 37
*Robert McNeill
Juan Pulido*

BAST
Range 41
Robert Taylor

HVAC Mechanic
Range 39
*Michael Good
Pablo Gonzalez
Mario Lopez-Casas*

Equipment Mechanic
Range 36
Felton Reed

Skilled Trades Assistant
Range 28
Antonio Morales

Sr. Clerical Assistant
Range 24
Vacant

Construction Management Firms
*Cordoba Corp.
Element
Lundgren Mgmt.*