The Division of Administration and Finance is thoroughly dedicated to the university's mission to promote an active learning environment and to provide quality facilities, services and resources for faculty, staff and students. This newsletter aims to inform the campus about Administration and Finance projects and activities and to address concerns both within and outside the Division. As partners in learning, Administration and Finance continues to serve the Cal State Fullerton community and to help our university reach its ultimate potential.

Bill Barrett
Interim Vice President for Administration and Finance/CFO

Department Spotlight:

FACILITIES PLANNING AND MANAGEMENT

Facilities Planning and Management, the largest department within the Division of Administration and Finance, is responsible for the planning, design, construction, maintenance, and operations of all campus facilities and grounds. Facilities Planning and Management has 163 employees and an operating budget exceeding $20 million to fulfill its responsibilities for 5.6 million square feet of campus space (an estimated 237 acres).

Facilities Planning and Management services the Irvine Campus, El Dorado Ranch and the Zzyzx Desert Studies Center and maintains all campus buildings except for College Park, Student Housing, the Titan Student Union, the Children’s Center and the Student Recreation Center.

The department has faced numerous challenges in recent years, including a significantly reduced budget and limited staff (for example, Facilities Operations employs less employees then it did in 1982 when the campus was less than half the size it is today and far less complex), but the department strives to maintain a safe, productive and positive environment for the campus community.

TO REQUEST A WORK ORDER:

To request service or repairs for your department and/or individual needs, contact the Facilities Operations Service Center at ext. 3494 or request services via the self-service option available on the Facilities Operations website.

To initiate a larger project, please submit a service request form to the Facilities Operations Service Center, which can be downloaded from the Facilities Operations website: http://pp.fullerton.edu/. Based on the scope of the proposed project, Facilities Planning and Management will contact the requestor on how to proceed.

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Each custodian at CSUF is currently responsible for 50,000 square feet of space (to put things into perspective, the 98,000-square-foot Education Classroom building has two custodians maintaining the entire facility.) Custodians covered 15,000 square feet in the late 1970s, which means that over a 30-year period, custodial support has been cut 70 percent. Facilities Operations’ goal is to reduce custodial assignments from 50,000 to 27,000 square feet, which is the industry standard for adequate service levels in Higher Education.

Cal State Fullerton is one of the most energy efficient campuses in the CSU system. Energy savings dollars have been applied to assist the university in meeting state budget reductions, providing additional money to support priority academic and other needs.

Facilities Operations receives and handles an average of 12,000 work orders each year.

Cal State Fullerton keeps the campus operational with the lowest funding levels per student of all the CSU campuses. For example, operating expenses per student without purchased utilities for CSUF is $389.55. In comparison, Cal State Long Beach has $507.57 per student, and the Cal State system average is $654.04.

Facilities Operations maintains 200 campus vehicles, and the Material Control Center tracks and maintains more than 10,000 items annually.

There are 20 emergency generators placed throughout campus.

Facilities Operations is currently working on a campus-wide lighting retrofit project, which will replace the university’s light bulbs with more energy-efficient ones. The 18-month project is currently two-thirds complete with the next target being the Nutwood Parking Structure. This includes the recently finished retrofitting of Titan Gym.

Recent projects successfully completed by Facilities Operations include the installation of a pre-cooler system for Dan Black Hall and upgrades to offices in the department of Natural Sciences and Mathematics in McCarthy Hall.

Inside Look: Facilities Operations

They work largely behind the scenes, but Cal State Fullerton would not function without the hardworking staff members of Facilities Operations, who strive to ensure the campus runs smoothly on a daily basis.

Not only is Facilities Operations responsible for maintaining and operating all university facilities, grounds and infrastructure, but the department also manages the university’s utility budget, facility remodeling and minor construction projects. In addition, Facilities Operations leads the university in sustainability, identifying and implementing programs and projects to reduce the university’s carbon footprint and energy usage and to improve operational efficiency on campus.

Despite facing significant budget cuts and a reduced staff, Facilities Operations continues to maintain a safe learning environment for students, faculty and staff. Facilities Operations provides a number of services to the campus, including:

- Auto Shop

UNDERSTANDING DEFERRED MAINTENANCE

One of the biggest challenges for Facilities Planning and Management is the issue of Deferred Maintenance. Deferred Maintenance refers to the backlog of Scheduled Maintenance of building components that need to be replaced on campus. Building components have a finite useful life cycle, after which they need to be replaced. In addition, outdated facilities and equipment also need to be upgraded in order to maximize their usefulness and provide an optimal learning environment. Ongoing reinvestment in Cal State Fullerton facilities is referred to as Capital Renewal.

According to the current replacement value of the university, based on industry standards, Cal State Fullerton should spend at least $8.1 million on Capital Renewal projects each year to guarantee campus facilities are in good working condition.

Based on a system-wide study, Cal State Fullerton’s Deferred Maintenance backlog for building components that should have been replaced because of their age and general condition is estimated at $140 million.

Unfortunately, this backlog grows by an estimated $8 million each year, and Facilities Planning and Management has only been budgeted $1 million annually for Deferred Maintenance projects. As a result, the department often responds to failures instead of focusing on preventive maintenance, as projects with the highest priority are addressed first.

Facilities Planning and Management will continue to spend their allocated funds wisely, but a greater investment in Deferred Maintenance as well as Capital Renewal will be necessary to ensure all campus needs are met.
There is no denying that students, faculty and staff need places to work and study. So when the College of Natural Sciences and Mathematics (NSM) needed more room for their growing department, they sought out Facilities Operations for help. In partnership with NSM, Facilities Operations renovated three offices in McCarthy Hall, turning storage space into new offices and work areas for the college.

Over the last five years, the number of students within NSM has grown dramatically, “somewhere between 30 and 40 percent” said Dr. Mark Filowitz, Associate Dean for the College of NSM. To support the students, the college has also hired more part-time faculty to cover the required classes, generating the need for both faculty office and student space.

To address this issue, NSM contacted Facilities Operations to convert offices in McCarthy Hall into workspace for faculty, staff and students. Planning for the project began in spring of 2012, but construction did not begin until classes let out for the summer. The office upgrades took about three months to complete and were finished in time for the fall 2012 semester.

The project was successfully completed despite several challenges. First, McCarthy Hall, which was built in 1963, is one of the oldest buildings on campus. When it came to clearing the old offices of any remnants of asbestos, the building’s air conditioning needed to remain off, meaning that aspect of construction could only be completed during off-peak hours on campus.

In addition, Filowitz acknowledged issues concerning time and money. “The trades have been hit very hard by budget cuts,” Filowitz said. “Getting help can be a challenge, but I had great collaboration from everybody. The electric shop, the carpentry shop, plumbing, the painters - everyone did a great job.”

One of the offices that was upgraded was MH-526, originally the university’s glass-blowing lab, was remodeled into the electronics and technician lab.

chemistry and biochemistry. This lab now stores and maintains all the materials for teaching and research labs for chemistry and biochemistry.

Another office that was remodeled was MH-601. Facilities Operations turned this storage space into the new Gravitational Wave and Physics Astronomy Center, which includes three faculty offices, a conference area and student work space.

The final updated space was MH-577, the old electronics shop that was also used for storage. This room now holds office space for 32 part-time faculty from within the biology, geology, science education and chemistry departments. There are also additional tables and white boards for office hours and for students to use when working on group projects. Filowitz explained that MH-577 now allows for stronger partnerships within the college’s departments.

“We want to promote inter-department collaboration, and getting everyone in one place is one way to do that,” said Filowitz.

Filowitz and the rest of the NSM staff are grateful to the various trades departments within Facilities Operations for their efforts and quality work.

“Summertime is a busy time on campus, but we still got our project done. I’m very happy,” said Filowitz.

MH-526, originally the university's glass-blowing lab, was remodeled into the electronics and technician lab.

Facilities Operations staff dismantle and remove a magnet from MH-601 to prepare for renovation.

Staff members admire the new workspace for part-time faculty in MH-577.
Due to the success of the university’s recent student housing project and to Cal State Fullerton’s commitment to partnerships within the CSU system, CSUF has signed on to provide Capital Outlay Project Management Services to California State University, Bakersfield (CSUB) for the construction of their new student housing complex.

Ongoing Capital Projects on campus include adding a new Visitor’s Information Center at Associated Road, constructing a sidewalk along the Arboretum side of East Campus Drive, building a Starbucks in Pollak Library, creating modular buildings to house Military Science, and introducing energy and HVAC upgrades in the Titan Student Union.

Despite significant challenges, the Humanities building 6th floor renovation project for the Psychology department opened for classes in Fall 2012. Upgrades include updated classroom spaces with new audio-visual equipment; conference and research lab space, including an animal lab with increased capability and dedicated air handling equipment; and a new energy-conserving air handler.

CSUF installed Solar Photovoltaic panels on the roofs of the Eastside Parking Structure, the Kinesiology and Health Sciences (KHS) building, and the Performing Arts building in spring 2012. The project was completed in record time and included a seismic upgrade of the KHS building.

Cal State Fullerton is partnering with the City of Fullerton and Hope International University to create College Town, a vibrant community that will merge city and campus life. Redevelopment plans for the 62 acres south of the campus between Nutwood and Chapman avenues include a pedestrian mall, student and faculty housing, and entertainment space.

Future capital projects include a Parking Office building, landscaping changes for the Golleher Alumni House and an update of the university’s Master Plan.

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**Inside Look: Capital Project Management**

Cal State Fullerton has undergone a makeover in recent years, from upgrades to existing facilities to the addition of multiple new buildings, including the Steven G. Mihaylo Hall, the Student Recreation Center and the Eastside Parking Structure. These changes would not be possible without the Capital Project Management team.

Capital Project Management is responsible for directing and managing all design and construction activities on campus to create a productive learning environment for CSUF students, faculty and staff. This includes preparing capital project feasibility studies and managing facility construction and remodeling projects.

Recent successful projects include the construction of the University Police building and the Children’s Center, the renovation of 3 Banting for the Irvine Campus, and the completion of the Women’s Locker Room Remodel project.

For more information on the Irvine Campus renovation project, please visit [http://youtu.be/_3O5TbhHcRg](http://youtu.be/_3O5TbhHcRg).

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**SUSTAINABLE TRIGENERATION PLANT SAVES CSUF CAMPUS MILLIONS IN UTILITY COSTS**

As part of the university’s vision for sustainability, Facilities Planning and Management built its own self-funded, natural gas-powered energy plant, known as the Trigeneration Plant, in an effort to save on utility costs.

The facility, which is located between Dan Black Hall and the Nutwood Parking Structure, was completed in spring of 2010, and it is used in conjunction with the campus’ electric-powered energy plant to power the university.

Since its completion, the $15 million project saves the university an estimated $1 million a year in utility costs while meeting the growing demand for power, cooling and heating. The savings have been directed to university priorities.

The Trigeneration plant has three main elements: a turbine engine, an absorption chiller and a boiler. The large turbine, or rotary engine, is powered by natural gas and generates electricity as it turns, nearly 4.5 megawatts of power. That is about half of what the campus uses daily in electricity.

The turbine also generates heat as a by-product. Unlike other generators, which allow this extra heat to disperse into the atmosphere, the Trigeneration Plant utilizes it as an additional energy source. Some of the heat is used to power the absorption chiller, which in turn produces the cold water used in air conditioning and in chilling drinking water, while the rest powers the boiler, which generates hot water for heating the campus’ buildings and water.

This technology enables the university to stabilize its energy costs, reduce the campus’ carbon footprint and generate more reliable energy. The Trigeneration Plant is part of larger goal to achieve long-term sustainability and to make the campus more environmentally friendly.
NEW STUDENT HOUSING COMPLEX RECEIVES PLATINUM LEED RATING

The recently built student housing complex, located on the north end of campus, was awarded a Platinum LEED certification from the United States Green Building Council’s Leadership in Energy and Environmental Design (LEED) program. It is one of the first buildings in California to be awarded a Platinum LEED certification, meaning the project meets the highest in green building and performance measures in the country. The dorms are one of seven other CSUF buildings that have received a LEED rating of silver or higher, including the Student Recreation Center, Steven G. Mihaylo Hall and the University Police building.

The complex includes five dorm buildings that provide housing for more than 1,000 students, a 571-seat dining hall known as the Gastronome, a convenience store, a laundry facility, a mail room and meeting rooms around a central plaza. Some of the green measures include water-conserving plumbing fixtures that save more than 2 million gallons of water per year; the use of native, drought-resistant plants in the landscaping; increased natural lighting; low-emitting paints and other products to minimize toxins; and the use of local and recycled materials in the building process to divert 95 percent of the construction waste from landfills. In addition, more than 30 percent of the materials used to build the complex were taken from within a 500-mile radius of the project site.

DIVISION MISSION

The Division of Administration and Finance contributes to the University mission by managing resources and creating a culture and environment that facilitates and promotes teaching, learning and research.

Our departments include:

- Parking and Transportation Services
- Human Resources (includes Human Resources Operations, Diversity and Equity, Payroll Services, Risk Management, and Environmental Health and Safety)
- Auxiliary Services Corporation (includes Post Grant Awards Office)
- Facilities Planning and Management (includes Physical and Campus Planning, Capital Project Management, Building Safety, and Facilities Operations)
- Financial Services (includes Budget, Contracts and Procurement, and the University Controller)
- University Police
- Associate Vice President (includes Administration and Finance Information Technology, Analysis and Decision Support, and Organizational Development)

Click the link below to view our organizational charts: http://vpadmin.fullerton.edu/VP/OrgChart/

DIVISION CAMPUS-WIDE NEWS

Baja Fresh has Grand Opening in TSU

Based on customer feedback and on the findings of a university-wide survey (a total of 3,125 surveys were collected after ten days), Auxiliary Services Corporation (ASC) has replaced Green Burrito with Baja Fresh Express in the Titan Student Union food court. Students, staff and faculty voted for restaurants based on freshness, nutritional value, taste and quality. Baja Fresh is now open for the fall 2012 semester.

Baja Fresh Express is open Monday through Thursday from 9:00 a.m. to 7:00 p.m. and Friday from 9:00 a.m. to 2:00 p.m. It is closed Saturday and Sunday. Check out the menu at www.csuffood.com.

For more information about our departments and services, please visit us at http://vpadmin.fullerton.edu