

# Service Men and Women

<b>FACMAN Members</b>	<b>Department</b>	<b>Loved Ones Serving in Armed Forces</b>	<b>Branch</b>
<b>James Edwards</b>	<b>M&amp;PO</b>	<b>Stephen Edwards</b>	<b>Navy</b>
		<b>Kenneth Edwards</b>	<b>Marines</b>
<b>Jeff &amp; Debbie Dare</b>	<b>M&amp;PO</b>	<b>Jeffrey Spell</b>	<b>Air Force</b>
<b>George &amp; Marigene Pettry</b>	<b>M&amp;PO</b>	<b>Brenton Roberts</b>	<b>Army</b>
<b>Paul Plante</b>	<b>M&amp;PO</b>	<b>Jeffrey Plante</b>	<b>Army</b>
<b>Jesse &amp; Sandy Bingham</b>	<b>M&amp;PO</b>	<b>Randi Markham</b>	<b>Army</b>
<b>Mark Starkoski</b>	<b>M&amp;PO</b>	<b>Sharon Kimlinger</b>	<b>Reserves</b>
		<b>Dominic Kimlinger</b>	<b>Reserves</b>
<b>Pat Evans</b>	<b>Building</b>	<b>Justin Evans</b>	<b>Army</b>
<b>George Solli</b>	<b>OCI</b>	<b>Sarah Solli</b>	<b>Army</b>
<b>Lisa Davis</b>	<b>Planning</b>	<b>Jessica Davis</b>	<b>Marines</b>
		<b>Jonathan Davis</b>	<b>Marines</b>
<b>Al Jones</b>	<b>Program Management</b>	<b>Roger Dormell</b>	<b>Navy</b>
<b>Toni Fitch</b>	<b>Program Management</b>	<b>Dana Fitch</b>	<b>Navy</b>
<b>Marsha Owens</b>	<b>Program Management</b>	<b>Winston Kritofferson Thomas</b>	<b>Navy</b>
<b>Maria Baez</b>	<b>Program Management</b>	<b>Carlos Perez</b>	<b>Army</b>



A blurred, warm-toned background image showing a group of people riding bicycles. The image is out of focus, creating a sense of motion and energy. The colors are primarily oranges, reds, and yellows, suggesting a sunset or sunrise setting. The bicycles and riders are scattered across the frame, with some in the foreground and others further back.

# 2007 State of the Division and Awards Program

Who Says We Can't Do It?

# Focus Areas

- ▶ **Overcoming Challenges**
- ▶ **Teamwork**
- ▶ **Leadership**
- ▶ **(World Class) Execution**
- ▶ **Goals & Strategy**

Fiscal Year 2007

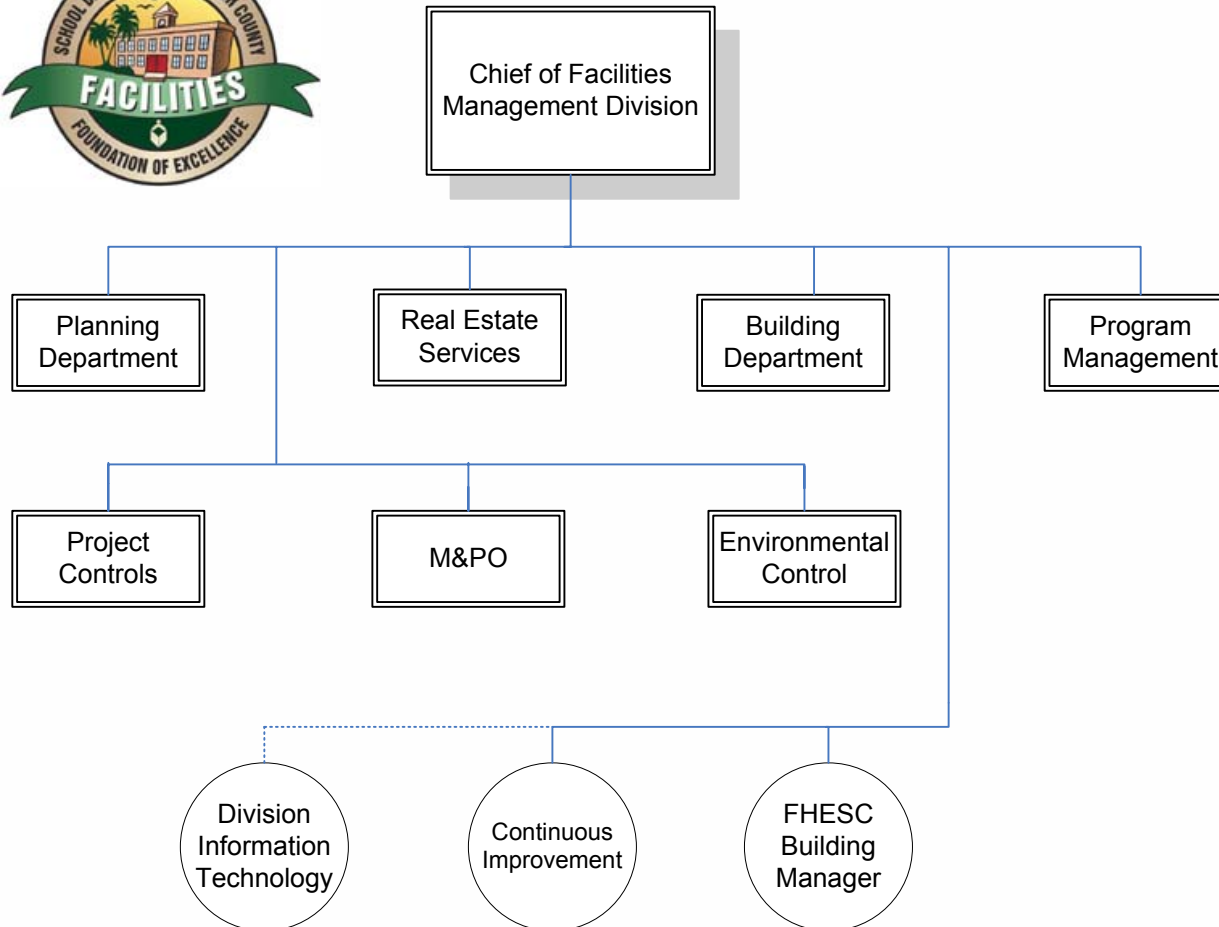


July 1, 2006

thru

June 30, 2007

# Facilities Management Division



# Overcoming Challenges

“Accept the challenges so that you can feel the exhilaration of victory.”

- *George S. Patton*

# Overcoming Challenges

- ❑ 11<sup>th</sup> Largest District in the Country
- ❑ 166,116 Students
- ❑ 185 schools
- ❑ 26,328,362 square feet of building space
- ❑ 1,609 buildings
- ❑ 4,468 acres of land
- ❑ \$906.6 Million 5-Year Major Construction Program
- ❑ \$470.3 Million 5-Year Maintenance, Minor Projects, Portables Program

# Overcoming Challenges

- Some Low Points in the Employee Satisfaction Survey
- Inadequate Pay
- Budget (Capital and Operating)
- Lack of Vehicles
- Bureaucracy of Government
- Poor Performing Vendors

# Challenges – Employee Satisfaction

<b>Strengths / Weaknesses</b>	M&PO	Planning	Program	ECO	Bldg	RES	w/o MPO
Attracting Quality Employees	Red	Green	Green	White	Green	Green	Green
Retaining Quality Employees	Red	Yellow	White	Red	Green	White	White
Proud to Work in FACMAN	White	Green	Green	Green	Green	Green	Green
Physical Work Conditions	Yellow	Yellow	Green	Red	Green	Green	White
Recommend to friend or relative	Yellow	Green	Green	Green	Green	Green	Green
Feel work is important	Green	Green	Green	Green	Green	Green	Green
Good work is recognized	Red	Both	White	Green	Green	Green	Green
Clear understanding of expectations	Both	Green	Green	Green	Green	Green	Green
Reasonable workload	Yellow	Green	Both	Red	Green	Green	Green
Empowered to improve my work	Yellow	Green	Green	Green	Green	Green	Green
Work gives feeling of accomplishment	Yellow	Green	Green	Green	Green	Green	Green
Opportunities for professional growth	Red	Red	White	Red	Yellow	White	Yellow

# Challenges – Employee Satisfaction

<b>Strengths / Weaknesses</b>	M&PO	Planning	Program	ECO	Bldg	RES	w/o MPO
Promotions are fair and objective	Red	Green	Yellow	Red	Yellow	Red	Yellow
Pay scale is competitive	Red	Yellow	Red	Red	White	Red	Yellow
Good benefits	Yellow	Green	Green	Green	Green	Green	Green
Good morale in my unit	Red	Green	Green	Green	Green	Green	Green
Coworkers are team players	Yellow	Green	Green	Green	Green	Green	Green
Supervisor provides adequate info	Yellow	Green	Green	Green	Green	Green	Green
Supervisor has managerial and tech knowledge	Red	Green	Green	Green	Green	Green	Green
Mgmt is responsive to work concerns	Red	Green	Green	Green	Green	Green	Green
Treated fairly when error made	Yellow	Green	Green	Green	Green	Green	Green
Experience excessive stress	Red	Yellow	White	Red	White	Green	White
Flexible schedule with family impacts	Green	Green	Green	Green	Green	Green	Green
Feeling of job security	White	Green	Yellow	Green	Green	Green	Green

# Challenges - Budget

- Deerfield Beach cuts vacant jobs, events from budget, Sun Sentinel, 8/9/07
- Boca eliminates 140 jobs, lays off 45 city employees, PB Post, 8/10/07
- Delray officials debate cost-cutting measures, PB Post, 8/14/07
- Jobless rates continue to rise, PB Post, 8/18/07
- St. Lucie jobless numbers balloon, PB Post, 8/18/07
- Watch out: It's the season for job cuts, Sun Sentinel, 8/31/07
- Lake Worth saves events, cuts 44 positions, PB Post, 9/7/07

# Challenges - Budget

- Capital Budget - \$212 million cuts over 5 Years
- State facing \$1.1 billion deficit may force the SDPBC to cut \$25 million from FY08 budget
- January Super Exemption Amendment – projected \$7.1 billion education cuts over 5 years (\$500 million for the SDPBC)
- Sept. 6<sup>th</sup> Florida Supreme Court ruling regarding COPS funding.

# Challenges

## Areas Needing Improvement:

- Need Updated Procedures Manual for Capital Projects
- Lack of Reliable Work Order Status Reports
- CSIR's Repeated Over Multiple Years
- More Community Use of Schools
- Need More Ideas Coming From Staff

# Overcoming Challenges

“It is time for us all to stand and cheer for the doer, the achiever - the one who recognizes the challenges and does something about it.”

- Vince Lombardi

# Recognition for Overcoming Challenges

*“I want to thank you (Scott Whalen; Doug Bock) all for helping us out on such a short notice. Our Field Day would have been a disaster without your prompt response.”*

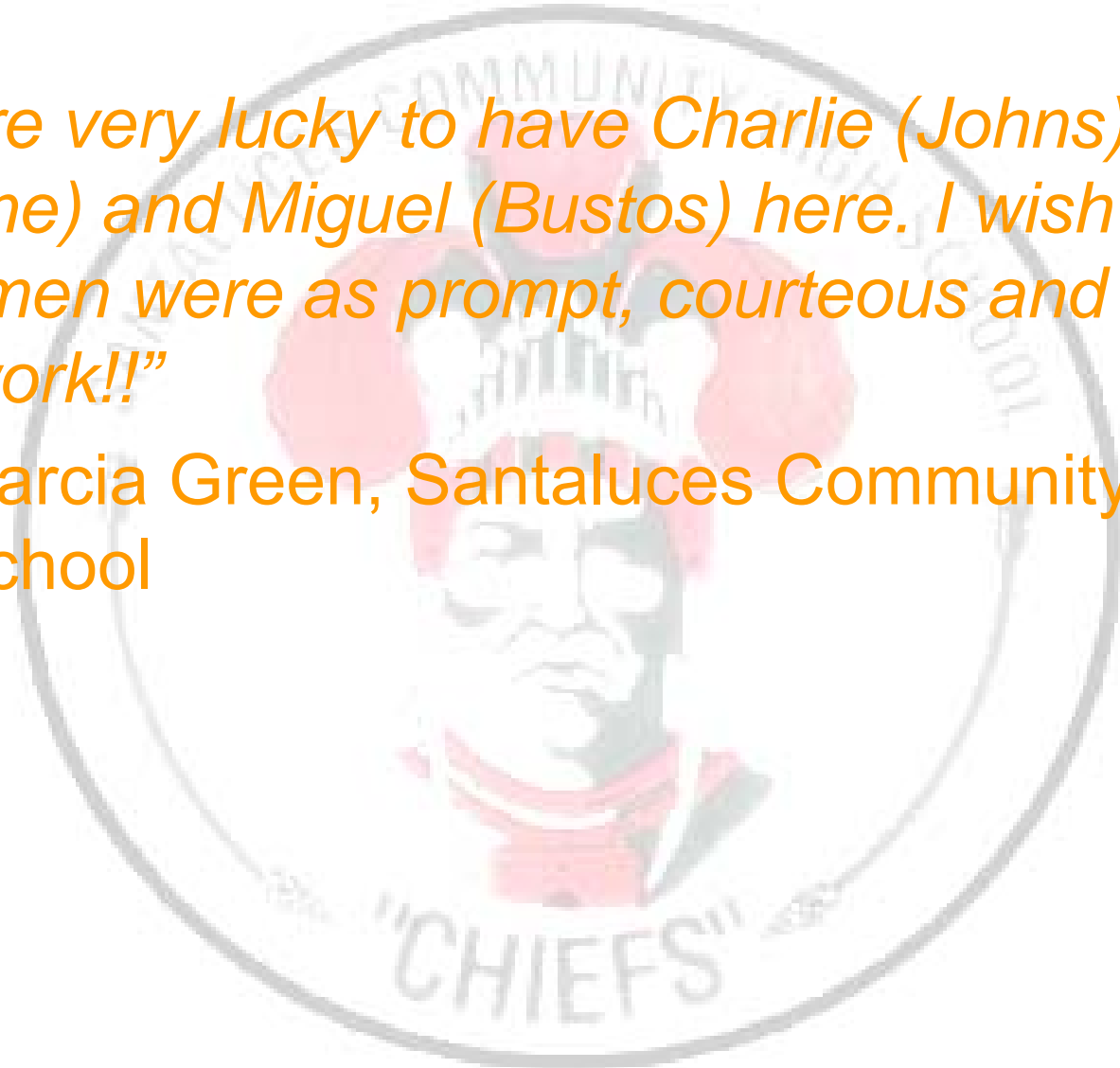
– Gale Fulford, Principal, Cypress Trails



# Recognition for Overcoming Challenges

*“We are very lucky to have Charlie (Johns), Tony (Pedone) and Miguel (Bustos) here. I wish outside repairmen were as prompt, courteous and expert in their work!!”*

– Marcia Green, Santaluces Community High School



## Recognition for Overcoming Challenges

*“I need to take a moment to acknowledge Mr. Robert Ashworth and the members of his Zone Team for their outstanding support at Woodlands. Mr. Ashworth is always kind, courteous and willing to assist us. Also, the other gentlemen on the team are extremely polite and caring as well when coming to the school and addressing the needs of the facility.”*

– Jerry McAdoo/Asst. Principal, Woodlands Middle School

## Recognition for Overcoming Challenges

*“As a former manager of Professional Standards, and now a principal, I know it isn’t often that compliments make their way up the chain. I would like to take this time to let you know the team assigned to Crystal Lakes is wonderful. Bob (Ashworth), Ken (Brown ), Joe (Krezeminski), John (LaCroix), TJ (Nichols) and the others are a great contribution to our Crystal Lakes family.”*

– Diane Curcio-Greaves, Principal, Crystal Lakes



# Teamwork

“Talent wins games,  
but teamwork and  
intelligence wins  
championships.”

Michael Jordan



## Teamwork Achievements - Academic

- ☑ *103 Schools Earned A's, 21 B's, 24 C's*
- ☑ *District earned an "A" rating from the Florida DOE for the 3rd year in a row.*
- ☑ *District has 3 of the top 40 high schools in America according to Newsweek Magazine. Suncoast -5th, Dreyfoos - 17<sup>th</sup>, Atlantic - 37<sup>th</sup>*

# Teamwork –Facilities Objectives

<b>Objectives</b>	<b>M&amp;PO</b>	<b>Plan</b>	<b>PM</b>	<b>ECO</b>	<b>BD</b>	<b>PC</b>	<b>RE</b>	<b># Dept.</b>
<i>Reduce overcrowding (CSR)</i>	✓	✓	✓	✓	✓	✓	✓	7
<i>Reduce IAQ complaints</i>	✓		✓	✓				3
<i>Increase Asthma-Friendly Schools</i>	✓	✓	✓	✓				4
<i>Modernize older schools</i>	✓	✓	✓		✓	✓	✓	6
<i>Reduce CSIR citations</i>	✓		✓		✓			3
<i>Create feasible 5-Year Plan</i>	✓	✓	✓			✓	✓	5
<i>Improve energy efficiency</i>	✓		✓	✓	✓			4
<i>Efficient hurricane recovery</i>	✓	✓	✓	✓	✓			5
<i>Ensure schools are safe</i>	✓	✓	✓	✓	✓			5
<i>Increase training of staff</i>	✓	✓	✓	✓	✓	✓	✓	7
<i>Reduce worker injuries</i>	✓		✓	✓	✓			4
<i>Improve District standards</i>	✓		✓	✓	✓	✓		5

# Achievements of Teamwork

- New and Modernized Schools
  - Emerald Cove Middle School
  - Palm Beach Gardens Area ES (03-X)
  - Turning Points Academy
  - Barton Elementary School
  - D.D. Eisenhower Elementary School
  - Rolling Green Elementary School
  - Berkshire Elementary School
  - John F. Kennedy Middle School
  - Boca Raton Middle School
  - Indian Ridge School



# Achievements of Teamwork

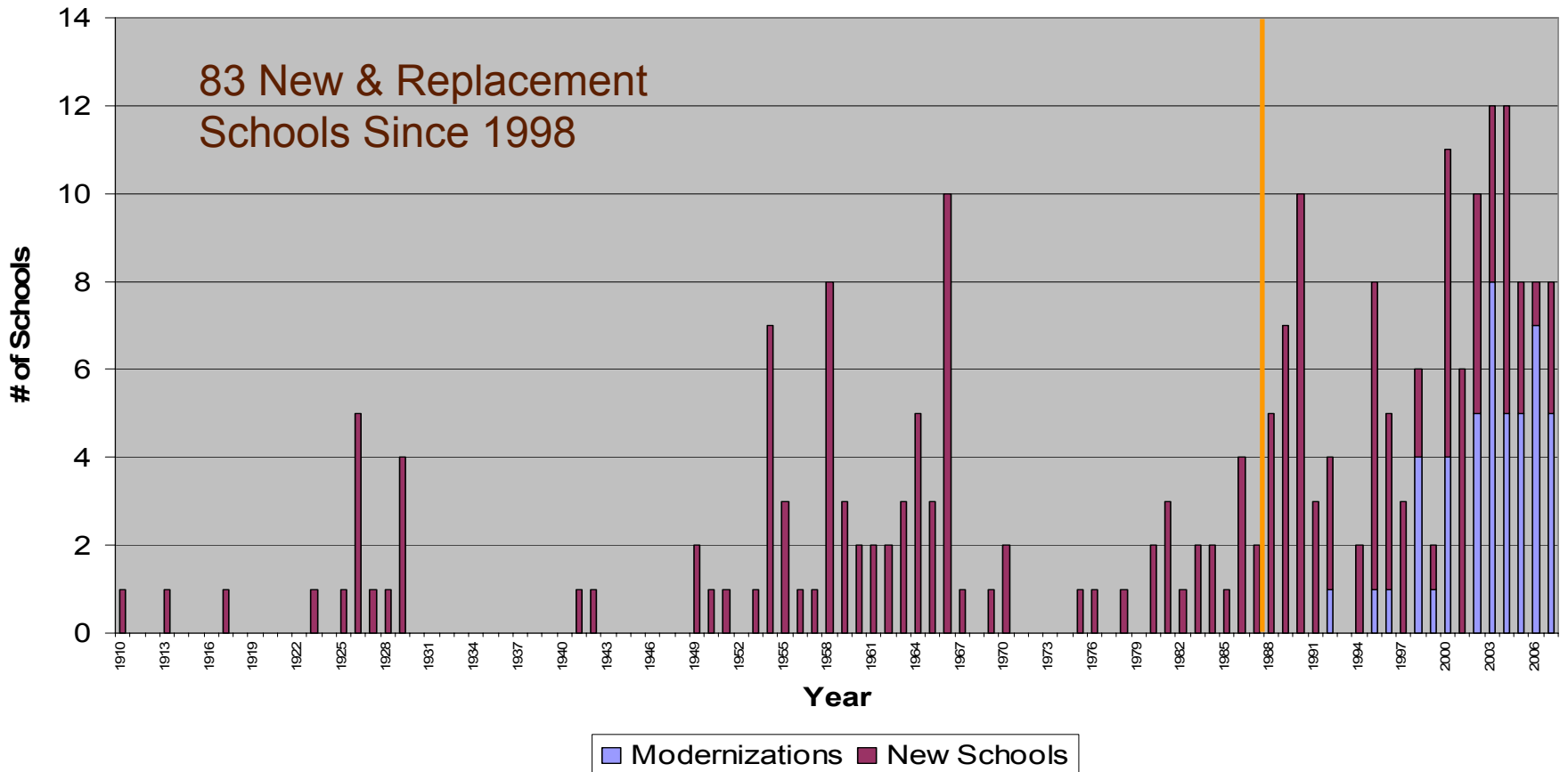
- Additions

- Boca Raton High Academy & Science Building
- Village Academy Addition
- Spanish River High Auditorium
- Wm. T. Dwyer Academy
- Bak MSOA Auditorium



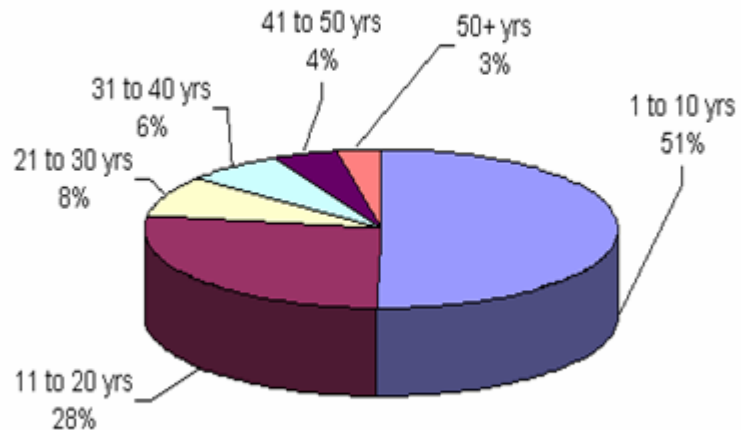
# Achievements of Teamwork

## New & Modernized Schools



# Achievements – Modernize Older Facilities

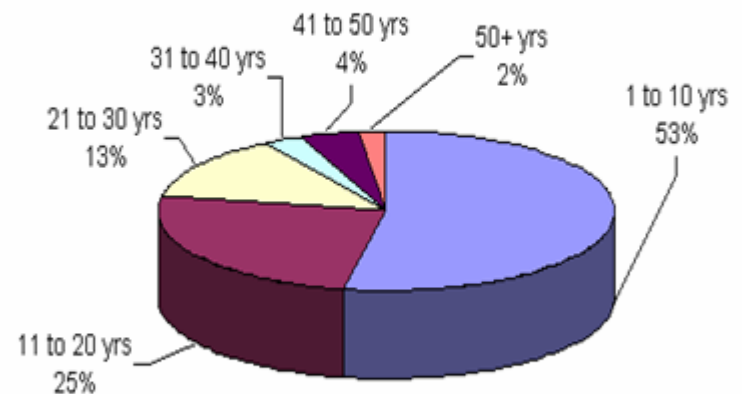
School District of Palm Beach County  
Building Age in FY 06



Avg. SDPBC building age = 16 yrs

Avg. Florida school bldg. age = 26

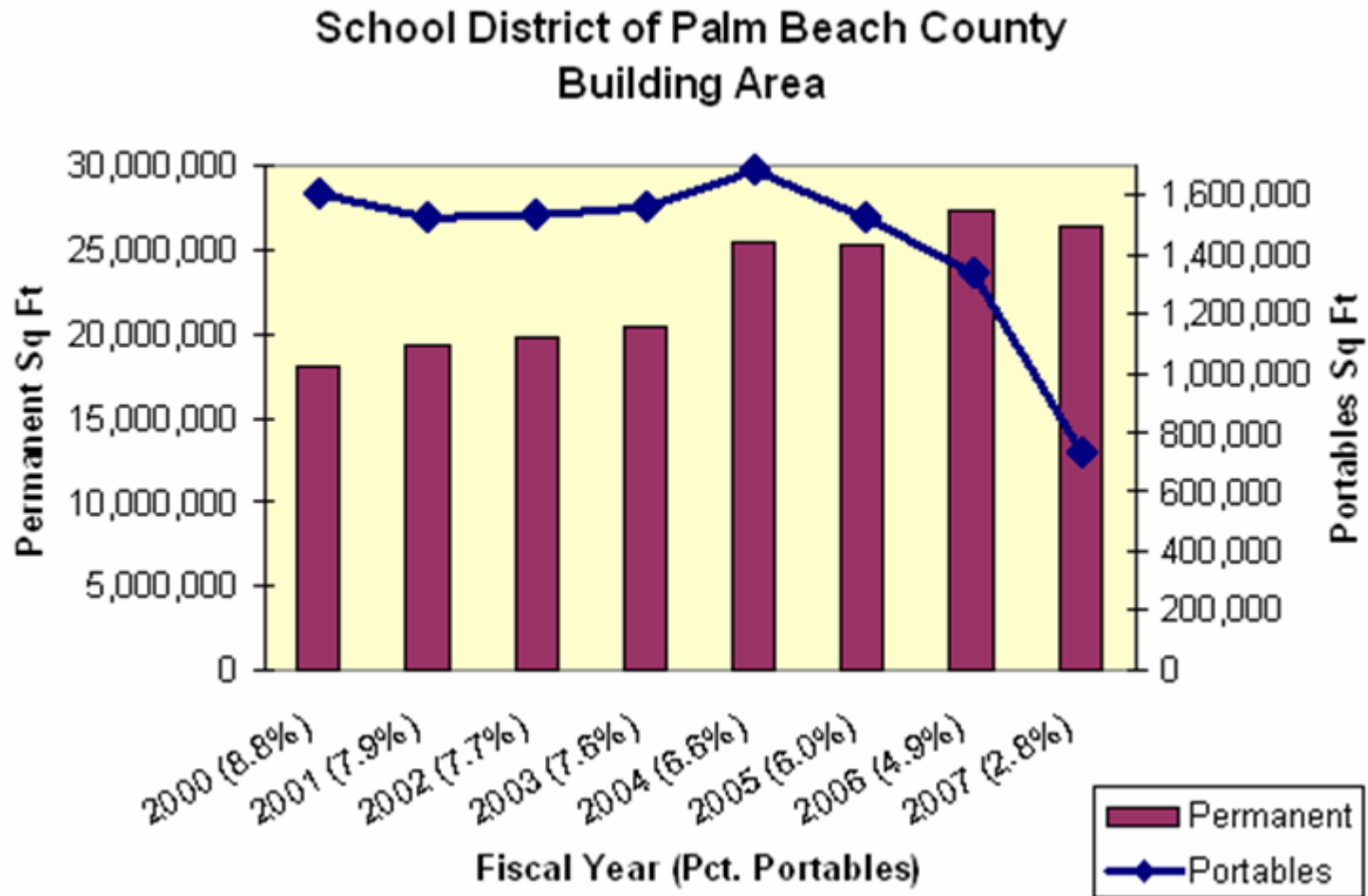
School District of Palm Beach County  
Building Age in FY 07



Avg. SDPBC building age = 16 yrs (no change from FY 06)

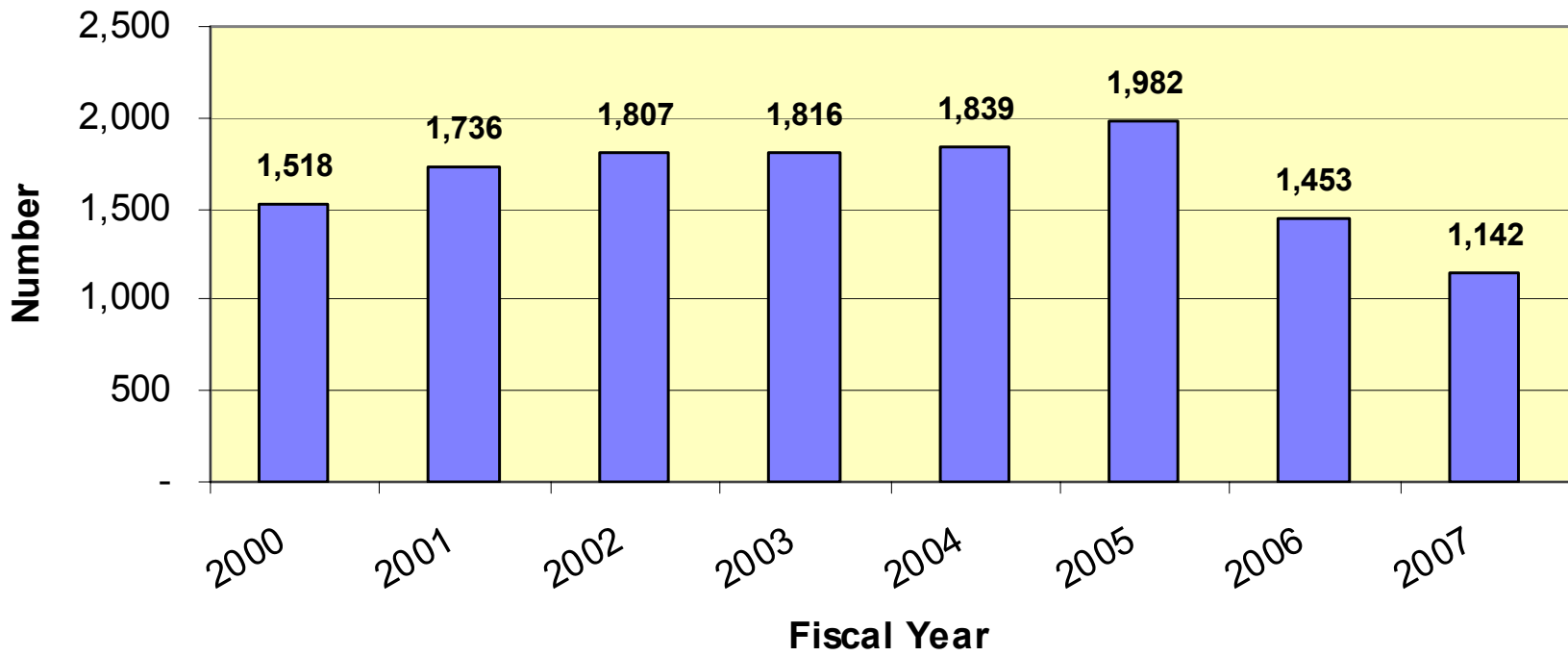
Avg. Florida school bldg. age = 26 yrs

# Achievements – Reduce % of Portables



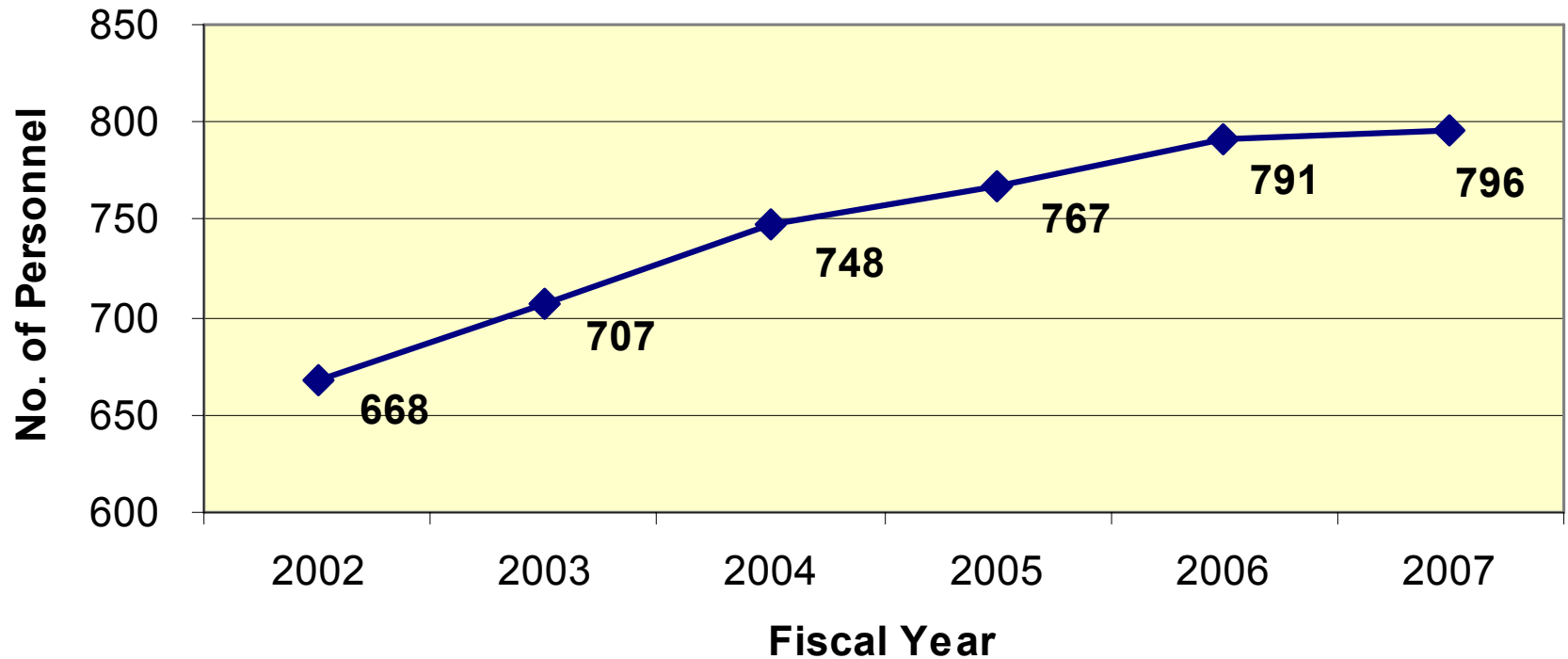
# Achievements – Eliminate Portables

**District Portables**



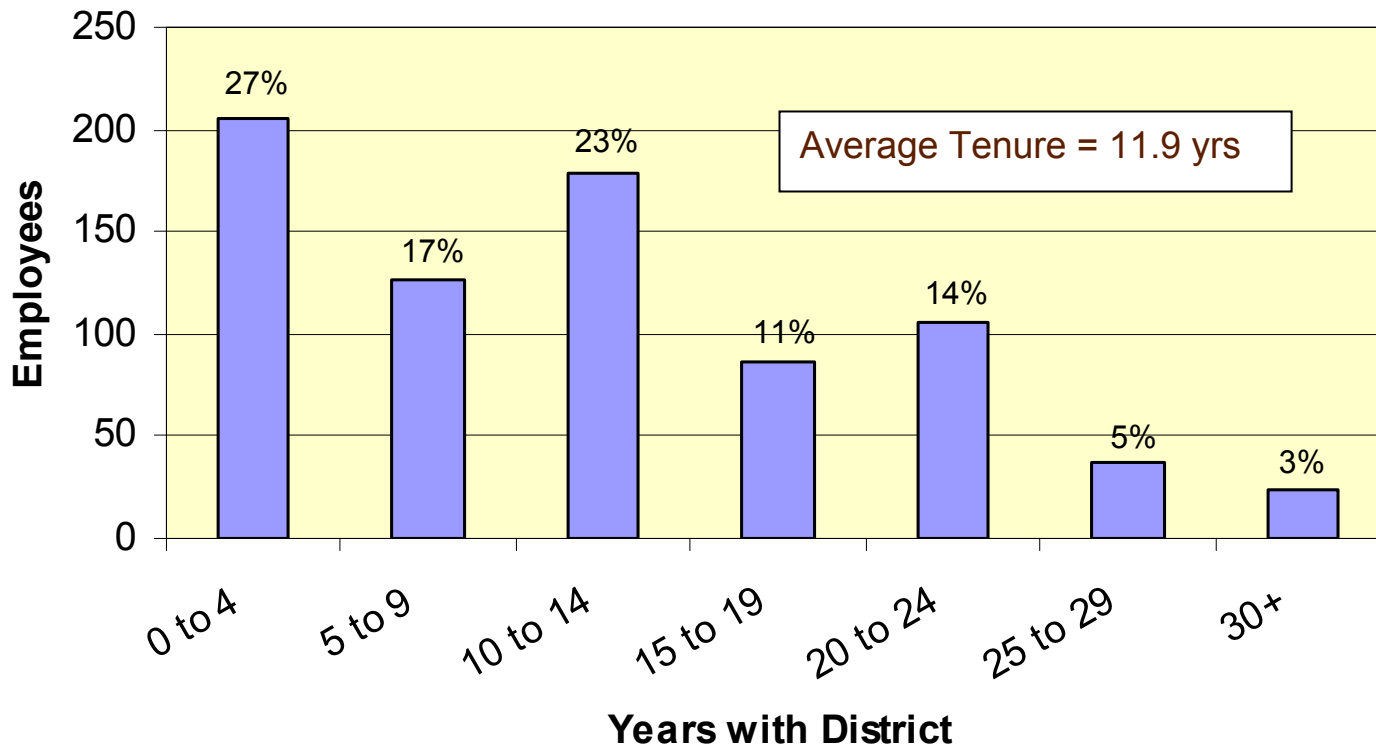
# Achievements - Appropriate Number of Staff

## Facilities Management Division Growth



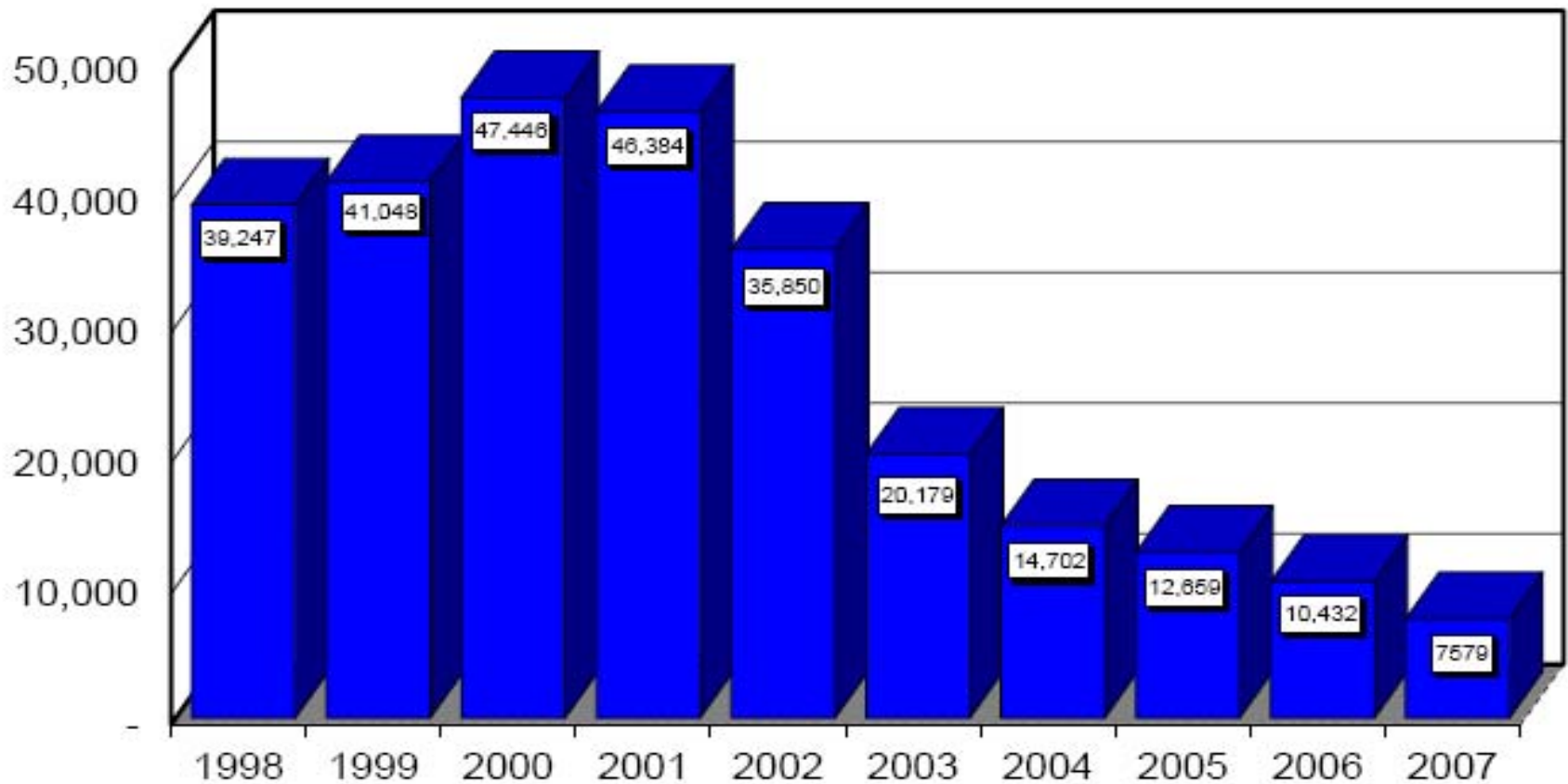
# Achievements - Increase Tenure

## FACMAN Employees Longevity



# Achievements - Eliminate CSIR Citations

Comprehensive Safety Inspection Citations By Year



# School safety best in 10 years

Inspection reports show a declining trend in citations.

By GUY CARON  
Falm Beach Post Staff Writer

Falm Beach County schools are the safest they have been in a decade, according to the latest fire and safety inspection reports.

The figures show the lowest number of violations since the 2007-2008 school year.

It caps off seven consecutive years of declining citations — an 84 percent drop since 2000 with 42,448 citations — for violations such as blocked emergency exits and prohibited cooking-baking ovens, despite an increase of about 4 million square feet of building space and damage caused by three hurricanes.

Joseph Sanchez, the district's facilities management chief, credited the maintenance department, whose staff has been "focused like a laser beam on reducing the number" of violations.

"Staff has been trained to look out for the same things inspectors look for and then correct them even before they get picked up during an inspection," Sanchez said.

Annual inspections conducted

during the 2005-2007 school year yielded 2079 violations, including nearly 1,500 "serious life-safety" citations at county schools. State law lists what hazards are deemed "serious" and include defective fire alarms, expired fire extinguishers and structural failures.

Despite the overall drop, some schools struggled with violations.

See SC9035, 4C

## Newer schools often have fewer problems

### ► SCHOOLS, page 10

Seven of the district's 23 high schools were cited for more than 100 violations, including an average of 20 serious violations.

Falm Beach Lakes topped the list with 261 violations, including citations for blocked exits, having prohibited candles and improperly storing a 20-gallon drum of flammable solvent and parts cleaner. The violations included 56 that were deemed serious, more than half of which had been cited at least once before.

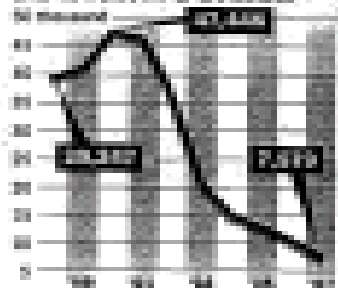
The old Atlantic High School, also known as the Oceanfront Campus, was cited for 220 violations. The building is used as a holding facility for students whose schools are being renovated or rebuilt.

And while most schools had fewer violations since last year, others such as Discovery Bay Elementary, Grand Middle and Jupiter High were cited for more problems.

Jupiter High Principal Paula Swenson blamed crowding at the school, which was 11 percent over its capacity.

### Safer schools

The number of safety and fire citations issued in this year's school inspections is the lowest in a decade.



Source: Falm Beach County Inspections and Safety Department

The school was cited for 20 serious violations, including ones for storing a vending machine in a prohibited room and running electrical cords through stairways.

"Most of our infractions ... were corrected immediately," Swenson said.

As violations are noted in inspection reports, they are usually corrected right on the spot, said Christopher Flaherty, a Falm Beach County

### School resources

Check Hall grades, get tips for parents, news, photos and more!  
[FalmBeachPost.com/schools](mailto:FalmBeachPost.com/schools)

Fire-Rescue fire inspector that visits about 90 schools each year.

County and municipal fire inspectors usually visit schools at the same time as district inspectors. They complete separate reports but later combine them after making out any discrepancies.

The school board is scheduled to review the reports on June 27. After the board signs off a report is submitted to the state fire marshal.

While there is no official penalty for principals whose schools have numerous violations, annual performance evaluations include criteria for providing a safe campus, Sanchez said. "No principal would want to be labeled as having an unsafe school," he said.

Those consequences have become less likely over the years. One school, Grand Waters Elementary in suburban West Palm Beach, received

no citations this year.

Aside from a proactive maintenance staff, Sanchez said an aggressive district construction program has provided more modern facilities with fewer problems.

"We are able to demolish older buildings and portable and eliminate citations that way," he said.

More violations are often found at older urban schools. In fact, the five elementary schools with the most citations are all more than 40 years old, and only one of the six renovated high schools has been built since 2000.

The number of violations Citrus Cove Elementary received was cut almost in half since last year, and Physical Health Advisory attributes the drop to communication among her staff.

Advisory said she met with teachers to discuss potential violations before inspectors toured the Boynton Beach school.

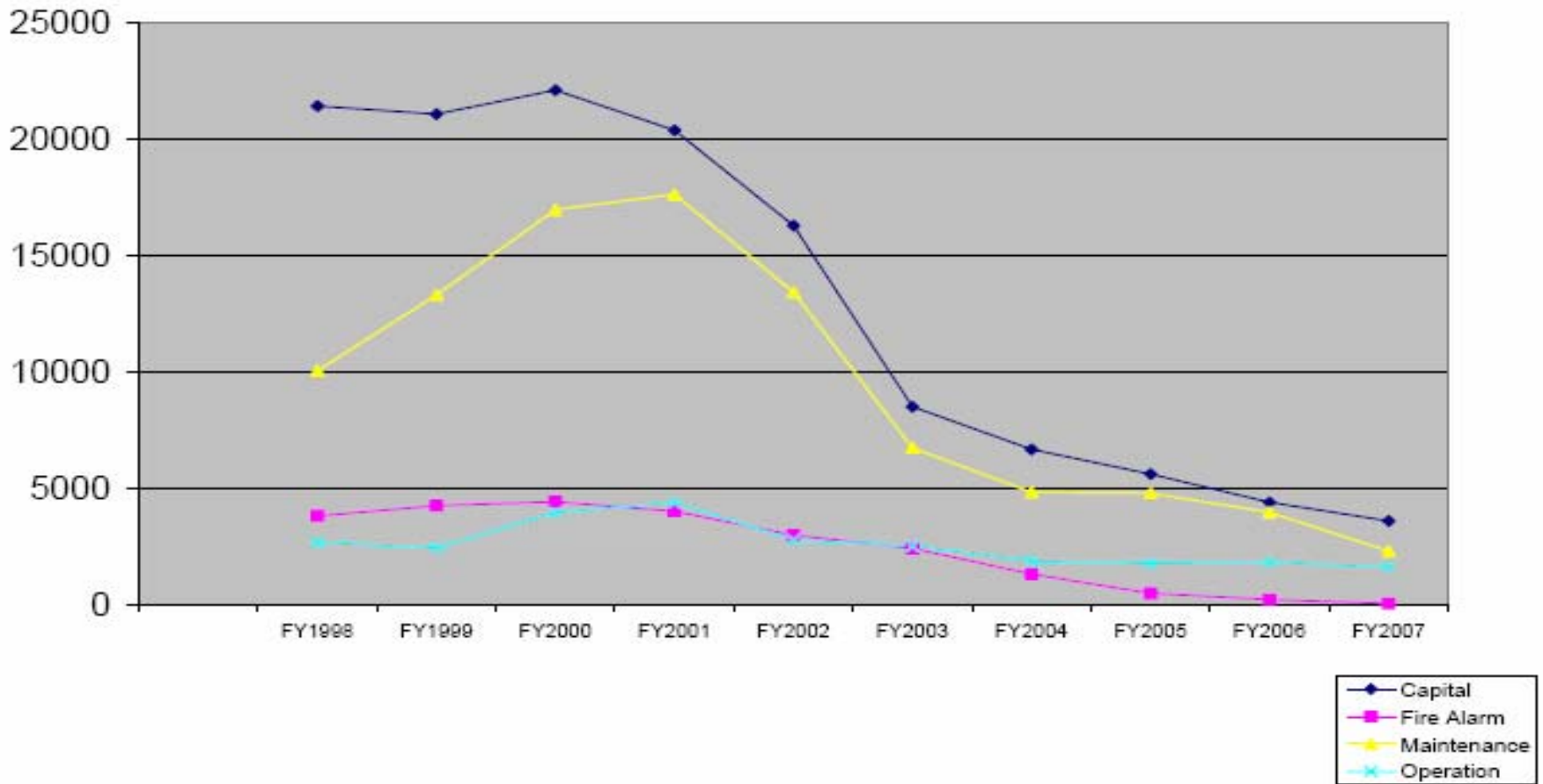
"Knowing what is acceptable and what isn't really made a difference," she said. "The awareness was the key to our success."

See [www.falmbeachpost.com](http://www.falmbeachpost.com)



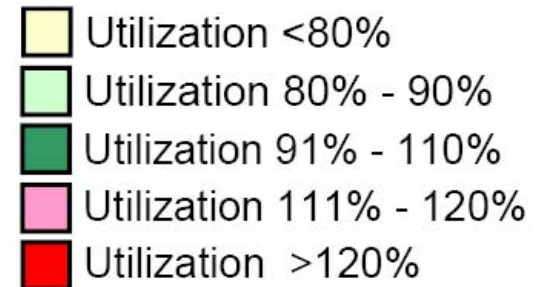
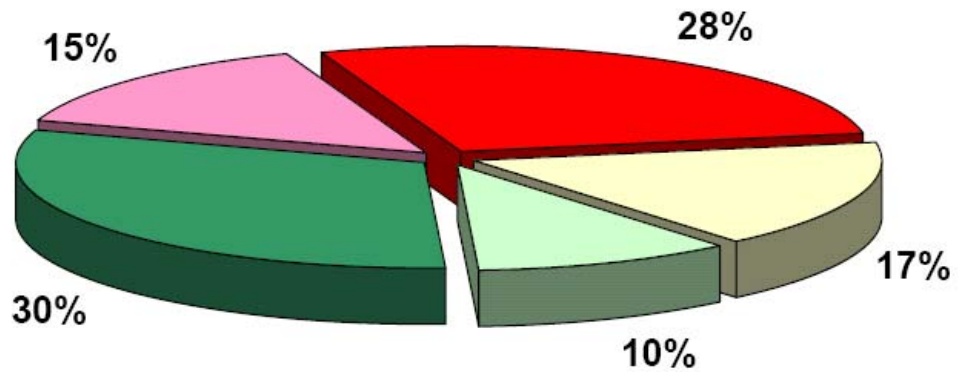
# Achievements - Eliminate CSIR Citations

## FY 2007 Comprehensive Safety Inspection Report Summary By Type

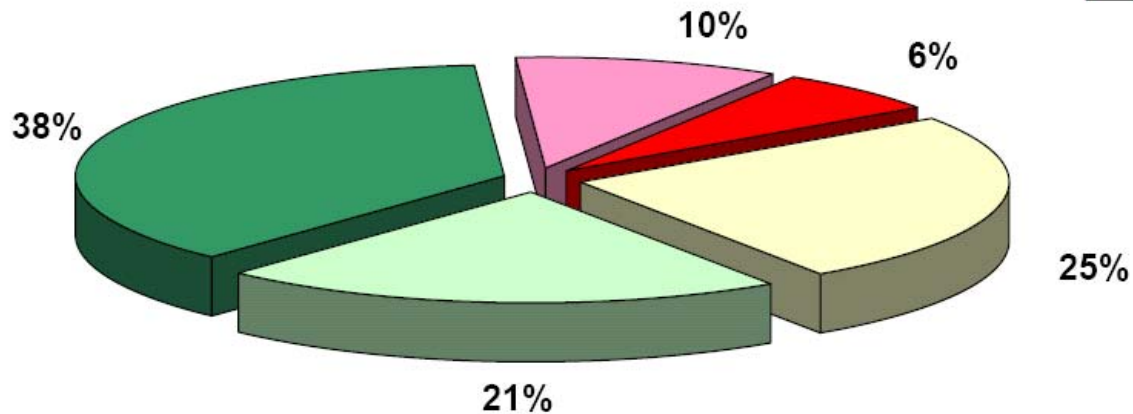


# Achievements - Eliminate Overcrowding

## Capacity Utilization FY2002 data



## Capacity Utilization FY2007 data



Achievements - See Handout

## *Department Achievements for FY 2007*

- *Planning*
- *Real Estate Services*
- *Building Department*
- *Maintenance & Plant Operations*
- *Program Management*
- *Environmental Control Office*
- *Project Controls*

# Execution

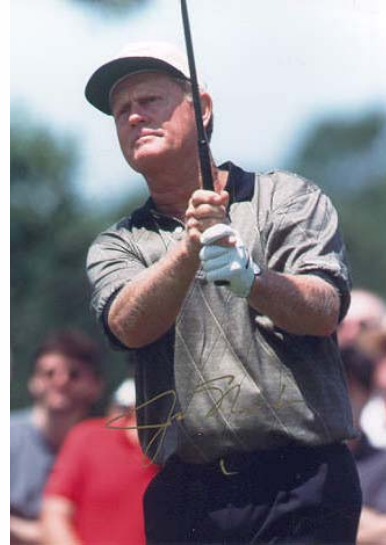
*“Greatness is more than potential. It is the execution of that potential.”*

**Eric A. Burns**



Tyson Gay – Fastest Man in the World

# (World Class) Execution



# Execution

- **Annual Golf Outing and Summer Internship Program**
  - Sunshine Medallion Award and the Best of Show Award from SUNSPRA
  - 2007 raised \$97,000 and funded 30 summer interns
- **L.C. Swain Middle**
  - Eagle Award for Excellence in Construction from the Associated Builders & Contractors
- **Atlantic High**
  - Merit Award for Excellence in Construction from the Associated Builders & Contractors

# Execution

- **Palm Springs Middle**
  - 1st Place for Middle Schools in the 2007 FEFPA Architectural Showcase
- **Seminole Ridge High**
  - Award of Merit for High Schools in the 2007 FEFPA Architectural Showcase
- **Palm Beach Public**
  - 1st Place for Elementary Schools in the 2007 FEFPA Architectural Showcase
  - 2006 Eagle Award for Excellence in Construction from the Associated Builders & Contractors
  - Best K-12 School from *Southeast Construction Magazine*

# Execution

- **Summit/Jog Area Elementary (03-Y)**
  - Broke ground on the state's first LEED-certified (i.e. "green") K-12 school in Florida
- **Turning Points Academy**
  - First new building ever built for an alternative education program in Palm Beach County

# Execution - FY07 Support Services Survey

	2001	2002	2003	2004	2005	2006	2007
Planning	3.39	3.78	3.69	3.91	4.06	4.18	4.17
Program Management	3.3	3.81	3.95	4.0	4.14	4.18	4.12
Real Estate Services	3.34	3.78	4.02		4.04	4.27	4.24
Building Department	3.71	3.71	3.91		4.29	4.28	4.14
M&PO	3.06	3.6	3.99	4.19	4.09	4.15	4.18
ECO					4.36	4.29	4.34
Project Controls						4.00	4.11
<b>Average</b>	<b>3.36</b>	<b>3.74</b>	<b>3.91</b>	<b>4.03</b>	<b>4.16</b>	<b>4.19</b>	<b>4.18</b>

## Execution - FY07 Support Services Survey

- Most Familiar: M&PO 97%, Building 96%
- Best Score: ECO 4.34 (3<sup>rd</sup> Year in a Row)
- Most Improved: Project Controls +0.11
- Greatest Increase in Familiarity: Real Estate 44% to 46%
- No “Strongly Disagree” in any category: Planning and Real Estate
- Program Management: 100% of HS Principals either Strongly Agree or Agree that they provide good customer service in all 6 categories

# Leadership

“Leadership is unlocking people's potential to become better.”

Bill Bradley

# Leadership

## Who are the leaders in Facilities Management?

- Directors, Assistant Directors, General Manager
- Managers
- Team Leaders & Task Leaders
- Senior Project Administrators & Project Coordinators
- Custodial Coordinators
- Office Managers
- Everyone that manages people and/or vendors***

An army with only generals and soldiers and no sergeants, lieutenants and captains is doomed to defeat.

# Leadership

## Responding to Issues Raised by Team Members:

- Continuing to address ESS areas of concern
- Stopped the unsolicited placements in M&PO in FY07
- Constructed a M&PO Training Center
- Increased Training Opportunities
- Implemented Employee of the Month and Year, and Rookie of the Year Awards
- Improved access to senior management so concerns can be communicated - 19 Small Group Meetings
- Implemented monthly newsletter (*Focus on Facilities*) to increase awareness and share information

# Leadership

## Initiatives Taken by Division Leadership

- Making all employees aware of all job openings and opportunities for career advancement
- Increased employee recognition (website, postings, awards, gifts, newsletter, breakfast, BBQ)
- Hired new HR Compliance Manager for M&PO
- Improved compliance with the District's vehicle policies
- Revised M&PO hiring and promotion process
- All employees are getting access to email

# Leadership

## Small Group Meetings:

- Service Vehicles – delayed repairs, need replacements, need additional vehicles
  - New Service Fleet Manager
- Poor Paint Quality
  - Implementing paint inspections
- Pay and Levels of Employees
  - Starting a review of all positions and job descriptions
- Need Technical Training on New Equipment
  - Will be offering more classes and improved training at project close out
  - Manufacturer training (onsite and offsite)

# Leadership

## Small Group Meetings:

- PeopleSoft Programs
  - Collecting feedback from users
  - Increasing training for users and Help Desk staff
- Forced to Use Poor and Non-responsive Vendors
  - Working on replacing these vendors
- Unacceptable Materials and Equipment
  - Started District Standards Committee
  - Planning contracts for standardized equipment and materials
- Too Many EMS Points – Additional Expense
  - Eliminated some points to save money and maintenance

# Leadership

## Small Group Meetings:

- Multiple Failed Construction Inspections
  - Working out a way to charge for re-inspections
- Cell Phone Reimbursement
  - Committee to develop recommended policy revisions
- Confusion with Commissioning
  - Workshop was held March 5, 2007
  - New contracts being developed
  - Planning workshop with test and balance, W&J, and others
- Pay for Performance
  - Being implemented for FY2007 with plans for future expansion

# Leadership – M&PO Training

EEO Laws

Workplace Harassment

Persuasion Power

Diversity

Quality Customer Service

Building Positive Self-Esteem

Managing a Multi-generational  
Workforce

Supervisors Orientation

Anger Management

Safe Driving

Safety Awareness

Bloodborne Pathogens Refresher

Building Effective Communication

Becoming More Assertive

Creating a Healthy Lifestyle

Stress Management

Time Management

Workplace Safety

Teamwork & Leadership I & II

Respirator Initial & Refresher

Forklift Initial & Refresher

Job Hazard Analysis

Back Support Belt

Understanding Workers Comp

# Leadership - Training

## Other Training – All Levels

- Legal Symposium
- Lessons Learned & Best Practices Workshops
- Executive Training with University of Miami
- Project Management Training (PMP)
- Conferences
- PBCC
- Lunch & Learns
- Community Schools



## Goals & Strategy

*“Our goals can only be reached through a vehicle of a plan, in which we much fervently believe, and upon which we must vigorously act. There is no other route to success.”*

Stephen A. Brennan

*“If you don't know where you are going, you might wind up someplace else.”*

Yogi Berra

# Goals & Strategy

## **District Strategic Planning – October 5<sup>th</sup> Kickoff**

### **School Board Mission**

The School Board of Palm Beach County is committed to excellence in education and preparation of all our students with the knowledge, skills, and ethics required for responsible citizenship and productive employment.

### **Facilities Management's Vision**

To provide world-class, high-performance facilities that support and enhance the learning process and lead to greater student achievement.

# Goals & Strategy

Goal: Become a “World Class” organization

Strategies:

- National and International Accreditation – Building Department
- State and National Awards - Facilities Master Award, Governor’s Sterling Award
- 100 Hours of High Quality Training per Employee
- Foster relationships with colleges and universities for research and development
- Increased participation in state, national and international associations and publications

# Goals & Strategy

## Goal: Schools Last 50 Years

### Strategies:

- Improve quality of design and construction by allowing more time and increasing inspections
- Improve the durability and maintainability of our schools
- Increase funding for renovations and systems replacement of “middle-aged” schools
- Increase preventative maintenance

# Goals & Strategy

Goal: Become a Model “Green” School District

Strategies:

- Build schools with sustainable materials and renewable energy
- Select architects and contractors based on their ability to design and build schools that are “green”
- Implement “green” cleaning
- Engage schools through education and behavior modification
- Develop “green” policies and procedures
- Train Facilities staff to become more environmentally conscious
- Become a U.S. DOE ENERGY STAR Award winning district

# Goals & Strategy

Goal: Eliminate All Educational Facilities that are in Poor Condition

Strategies:

- Focus spending on modernizations
- Focus spending on building schools and additions to relieve overcrowding in order to reduce portables
- Explore boundary changes to balance enrollment and reduce portables

# Goals & Strategy

**Goal: Eliminate Loss of Instructional Time Due to Controllable Facility Issues**

**Strategies:**

- Increase preventative and predictive maintenance (esp. HVAC, Electrical, Building Envelop)
- Increase maintenance funding
- Complete all capital projects on time; allow sufficient time for projects
- Manage expectations

# Goals & Strategy

Goal: Hire, Develop and Retain a Highly Skilled Workforce

Strategies:

- Partner with established apprenticeship programs
- Continued internship programs for high school and college students
- Develop relationships with high school programs, community colleges and universities
- Eliminate pay disparities with similar organizations
- 100 hours of high quality training per employee annually
- National and International Employee Certifications

# Goals & Strategy

Goal: Increase Customer Service Satisfaction

Strategies:

- Continue to improve employee satisfaction by addressing areas of concern
- Require customer service training for all employees
- Increase customer contact and communications
- Customer surveys and post-occupancy evaluations (Maintain 4.0 or better on Support Services Survey)
- Implement and effectively use technology to speed response





## Real Estate Management

**Portfolio Management**

- Portfolio Management
- Pipeline Planning
- Program Planning

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**RE Project Management**

- Transaction Management
- Site Evaluation
- Scenario Analysis
- Business Case
- Service Provider Evaluation

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**RE Contract Mgmt**

- Lease Administration
- Track Critical Dates
- Manage Financials
- FASB Reporting
- Manage Contract Issues

## Project Management

**Project Management**

- Project Integration Management
- Scope Management
- Time/Schedule Management
- Budget/Cost Management
- Quality Management
- Human Resource Management
- Communication Management
- Risk Management
- Supply Chain Management

## Facility Management

**Facility Management**

- Space Management
- Space Chargebacks
- Space Planning
- Graphics Management (CAD)
- Move, Add & Change (MACS)

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**Contact Center**

- Service Requests
- Product Requests
- Knowledge Management

## Operations & Maintenance

**Service Management**

- Corrective Maintenance
- Preventive Maintenance
- Service Agreements
- Warranty Management
- Procedure Management
- Performance Management

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**Asset Management**

- Inventory Management
- Inventory Control
- Receiving>Returns
- Asset Management
- Asset Contract Management
- Requisition/Procurement

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**Security Management**

- Key Management
- Lock Management
- Key Security Administration

## Additional Capabilities

**Reservation Mgmt**

- Conference Reservations
- Hoteling
- Asset Reservations
- Vehicle Reservations
- Food Services
- Audio/Visual Services

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**Condition Assessment**

- Capital Planning
- Condition Inspections
- Facility Condition Index Assessment

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**Mobile Solutions**

- Service Management
- Inventory Control
- Asset Management

## Momentum Platform

Content and Document Management

Workflow Management

Decision Support

Financial Management

System Administration

# Goals & Strategy

## Name the CAFM System

System includes work orders for various departments (within and outside of Facilities Management), project management, leasing, space management, condition assessment, mobility and inventory management.

### Naming Guidelines:

- Do not include the word “Facility” or “Facilities”
- Does not have to be an acronym
- Easy to pronounce
- Encompass the breath of the system

# Goals & Strategy

Goal: Provide a Healthy and Safe Work and Educational Environment

## Strategies:

- Focus resources on the elimination of ALL CSIR's
- Immediately and appropriately respond to all health and safety concerns
- Ensure all newly constructed facilities are free of health and safety issues
- Train Facilities and school center staff to identify and, if possible, eliminate safety issues
- Recognize schools and staff that help achieve this goal
- Implement recommendations of Restroom Committee
- Use appropriate national measures such as HealthySEAT and IAQ Tools for Schools



Newest Employee

**Aracelia Gutierrez**

**First Day: 9/12/07**

Longest Name

Orlando Villanueva-Rivera (23)





# Milestone Anniversaries

**No. of Employees Making District  
Anniversaries in FY 2007 (7/1/06-6/30/07)**  
(see back of handout)

**25 – 5 Years with the District**

**22 – 10 Years with the District**

**5 – 15 Years with the District**



# Milestone Anniversaries

## 25-Year District Anniversaries in FY2007

**Ben Davis**

**Charles Dean**

**Robert Jennings**

**Joseph Mineo**

**James Pickering**

# Milestone Anniversaries

## 30-Year District Anniversaries in FY2007

**Anthony Angelora**

**Bobby Rozier**

**Larry Tower**

Milestone Anniversaries

35-Year District Anniversaries in FY2007

**Gregory Blackshear**

# Outstanding Service Awards



FY 2007 (7/1/06-6/30/07)

See Back of Handout



FY 2007  
Facilities Management  
Rookie of the Year

Matthew Guice, M&PO

# Employees of the Month

Jul 06	Lynn Barnes, RES
Aug 06	Linda Yokota, M&PO
Sep 06	Nancy Hughes, BD
Oct 06	James Whitney, ECO
Nov 06	Hector Jimenez, M&PO
Dec 06	Josie Jones, PM
Jan 07	Art Wittman, Planning
Feb 07	Pamela Horvath, PM
Mar 07	Mark DeStefanis, M&PO
Apr 07	Henry Romero, ECO
May 07	Mario Potosme, M&PO
Jun 07	Danielle Varner, PM



FY 2007 Facilities Management  
Employee of the Year

**Mark DeStefanis, M&PO**



Before You Go

**Please don't forget to turn in the  
Feedback Form**

**Thank You!**

***Let's Have a Great 2008!***