

**Capital Outlay Management Plan for the  
Delegation of Capital Outlay Authority  
For  
California State University, San Bernardino**



Date submitted to CPDC January 30, 2020

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**California State University, San Bernardino**

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**Introduction**  
**California State University, San Bernardino**

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Campus Name: CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

**Manager Responsible for this update:**

Leatha J. Elsdon, Director/Deputy Building Official/Campus Architect  
Facilities Planning, Design & Construction  
Phone: (909) 537-5136 Fax: (909) 537-3182  
Email: [leatha.elsdon@csusb.edu](mailto:leatha.elsdon@csusb.edu)

Manager's administrative assistant:

Domonique Conerly, Administrative Support Coordinator  
Facilities Planning, Design & Construction  
Phone: (909) 537-3138 Fax: (909) 537-5989  
Email: [Domonique.conerly@csusb.edu](mailto:Domonique.conerly@csusb.edu)

Date of Campus's current Form of Delegation Agreement: 01/31/2019

In the table below, provide a list and summary of changes of all capital outlay management plans submitted subsequent to issuance of above management delegation agreement.

<b>Revision Date</b>	<b>Summarize the change(s) made in each revision</b>
01/06/2019	Avelina Saavedra, Contracts Administrator, Procurement & Contracts - Retired
08/15/2019	Carter Larson, Associate Director, Facilities Planning, Design & Construction - Hired
10/14/2020	Miguel Martin, Senior Project Administrator, Facilities Planning, Design & Construction - Hired
12/16/2019	Mary Grace Borbe, Project Manager, Facilities Planning, Design & Construction – Separated
01/13/2020	Performing Arts Building Addition – New Capital Project

**Statement of Compliance**  
**California State University, San Bernardino**

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In signing below, campus vice president certifies that he or she:

- Identified project executives and subordinate positions directly responsible for the administration of capital projects.
- Provided an organizational chart for the administration of capital projects identifying the following positions: Vice President and direct reports to the VP, such as, Asst. or Assoc. Vice Presidents/Directors, to include Risk Managers, Financial Managers, and Procurement Officers. Also identified those positions reporting to the aforementioned positions, such as Construction Managers, Financial Analysts, Project Managers, Inspectors, and others. Identified; contracted positions and their supervisors.
- Indicated those positions serving as Executive Facilities Officer, Deputy Building Official, Risk Manager, Certified Access Specialist (CASp), Construction Administrator, Project Manager, and Inspector of Record.
- Provided levels of signature authority for all project participants listed above and identified the maximum level of authority for each; contracted positions have no signature authority.
- Provided resumes of all positions listed in the organizational chart [resumes for president and vice president not required].
- Provided a report listing training completed by each staff member.
- Provided summary of projects in progress or completed within the past two years.
- Confirms that project management and administration staffs fully understand and shall comply with SUAM and all laws, executive orders, and CSU administrative manuals in fulfilling all project management responsibilities authorized under delegation of capital outlay management authority, including project management for auxiliary projects.

Signature:

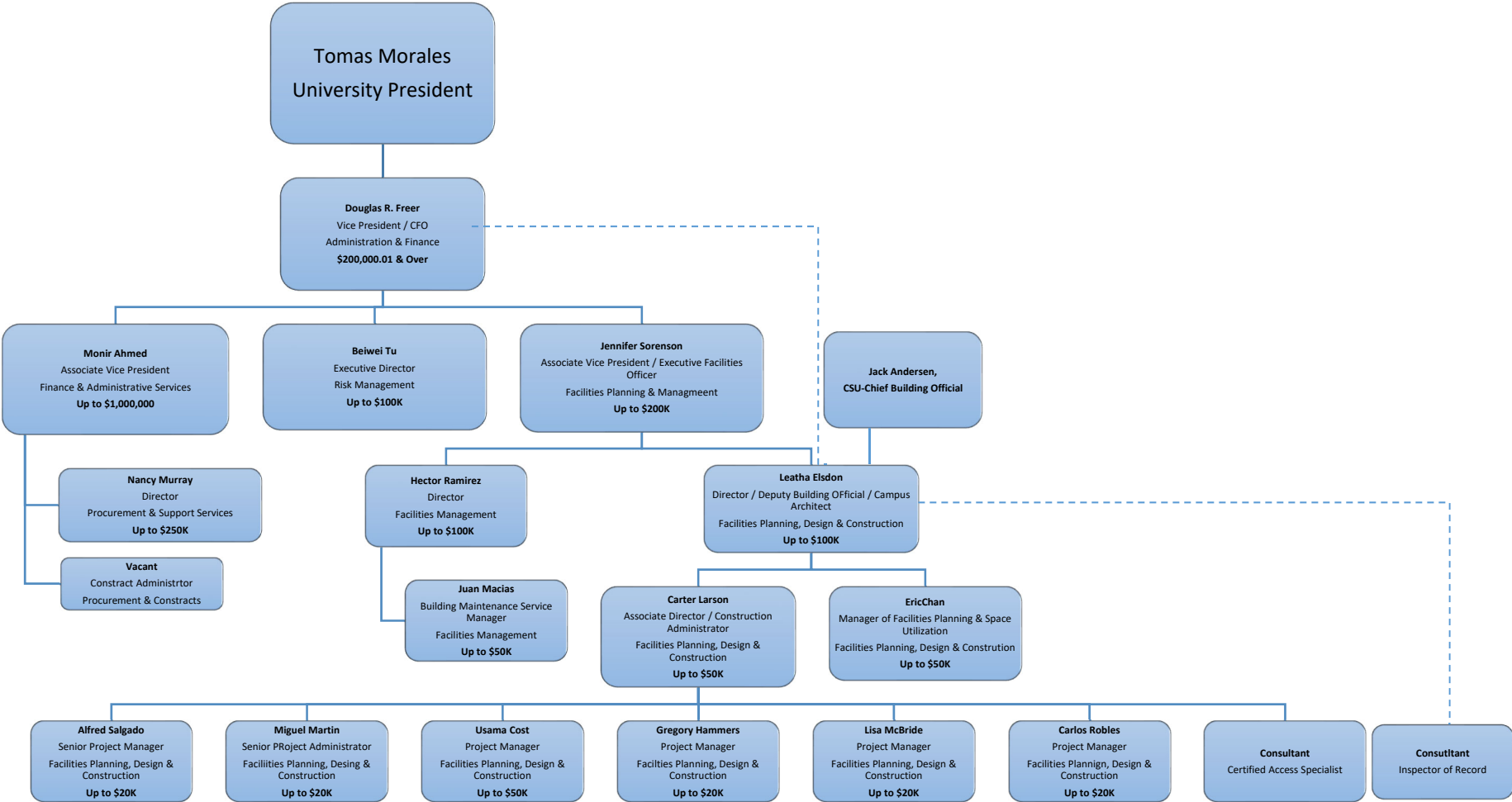


Douglas R. Freer, Ed.D. Vice President  
Administration & Finance

1/29/20

Date

# Organizational Chart for the Administration of Capital Projects California State University, San Bernardino



## Levels of Signature Authority for Project Participants California State University, San Bernardino

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### **Signature Authority Authorization (\$200,000.01 and Over)**

*Document types: Contracts, Change Orders, Field Instructions, Service Agreements, Service Agreement Amendments, and Extra Service Authorizations*

Vice President for Administration & Finance, **Douglas R. Freer**

### **Signature Authority Authorization (\$1,000,000.00 and Under)**

*Document types: Contracts, Change Orders, Field Instructions, Service Agreements, Service Agreement Amendments, and Extra Service Authorizations*

Associate Vice President – Finance & Administrative Services, **M. Monir Ahmed**

### **Signature Authority Authorization (\$250,000.00 and Under)**

*Document types: Contracts, Change Orders, Field Instructions, Service Agreements, Service Agreement Amendments, and Extra Service Authorizations*

Director – Procurement & Contracts, **Nancy Murray**

### **Signature Authority Authorization (\$200,000.00 and Under)**

*Document types: Contracts, Change Orders, Field Instructions, Service Agreements, Service Agreement Amendments, and Extra Service Authorizations*

Associate Vice President – Facilities Planning & Management, **Jennifer Sorenson**

### **Signature Authority Authorization (Up to \$100,000)**

*Document types: Contracts, Change Orders, Field Instructions, Service Agreements, Service Agreement Amendments, and Extra Service Authorizations*

Director/Deputy Building Official/Campus Architect – Facilities Planning, Design & Construction, **Leatha J. Elsdon**

Director – Facilities Management, **Hector Ramirez**

Executive Director – Risk Management, **Beiwei Tu**

### **Signature Authority Authorization (Up to \$50,000)**

*Document types: Contracts, Change Orders, Field Instructions, Service Agreements, Service Agreement Amendments, and Extra Service Authorizations*

Associate Director/Construction Administrator – Facilities Planning, Design & Construction, **Carter Larson**

### **Signature Authority Authorization (Up to \$20,000)**

*Document types: Change Orders, Field Instructions*

Facilities Planning & Space Utilization Manager – Facilities Planning, Design & Construction, **Eric Chan**

Senior Project Manager – Facilities Planning, Design & Construction, **Alfred Salgado**

Senior Project Administrator – Facilities Planning, Design & Construction, **Miguel Martin**

Project Manager – Facilities Planning, Design & Construction, **Usama Cost**

Project Manager – Facilities Planning, Design & Construction, **Gregory Hammers**

Project Manager – Facilities Planning, Design & Construction, **Lisa McBride**

Project Manager – Facilities Planning, Design & Construction, **Carlos Robles**

Building Maintenance Service Manager – Facilities Management, **Juan Macias**

# Facilities Planning & Management Team

**Name:** Jennifer Sorenson, MPH, REHS

**Position Title:** Associate Vice President, Facilities Planning & Management  
This position reports to the Vice President of Administration & Finance/CFO

Fully staffed this position has 5 direct reports

**This position has signature authority of up to \$200,000.**

**Payroll Classification:** Administrator III

**Appointed:** July 2017

**Position Description:** The Associate Vice President (AVP) is the principal facilities administrator at CSUSB. Reporting to the Vice President for Administration and Finance, this position is responsible for leading and directing the strategic operational and developmental planning of all campus facilities to support the mission of the University. The AVP provides vision and leadership for Facilities Planning and Management, which includes the following departments; Planning, Design and Construction, Building and Mechanical Services, Grounds and Automotive Services, Custodial Services, and the Office of Sustainability as well as the Financial and Administrative Services unit supporting the needs of these departments.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Master of Public Health, Environmental and Occupational Health  
Loma Linda University, 2000

Bachelor of Science, Biology  
University of California Riverside 1999

**Skills:** Computer Software: Microsoft Word, Microsoft Excel, Visio, Project. Familiar With: Uniform Building Code, Title 24, American Disabilities Act (ADA), Uniform Fire Code/ NFPA, Title 8 (OSHA), Clean Air Act Compliance (SCAQMD)

**Registration:** Registered Environmental Health Specialist (REHS) Department of Public Health #6979

**Honors:** Graduated Phi Beta Kappa, University of California, Riverside 1997

**Personal:** Married, mother of two children, active volunteer with Boy Scouts of America and Central Little League

**Relevant Project Experience Summary:**

**Professional Experience:**



07/2017 – Present

**Associate Vice President, Facilities Planning & Management, California State University, San Bernardino**

- Under general supervision of the Vice President for Administration & Finance, the Associate Vice President will provide leadership and management.

01/2016-07/2017

**Director, Facilities Management, California State University, San Bernardino**

- Manage the Grounds, Custodial, and Building Maintenance, Mechanical and Utilities of the San Bernardino Campus and one satellite campus in Palm Desert.
- Administrator and develop the Facilities Management operational budget and deferred maintenance allocations.
- Manage Human Resources of a 115-member department including represented staff from SETC and CSUEU as well as MPP employees. This includes recruitment, hiring, training, developing performance standards, and Administrating corrective action.

09/2008-01/2016

**Associate Director, Facilities Operations, University of Redlands**

- Manage facilities operations including building maintenance, custodial services, environmental health and safety, grounds, recycling, vehicle maintenance, and waste management
- Administrator and develop approximately \$7 million Facilities Management operational budget Manage departmental human resources including recruitment, hiring, training, developing performance standards, and Administrating corrective action for 60 Facilities Management personnel

11/2004-09/2008

**Environmental Health and Safety Manager**

- Managed all environmental, health and safety compliance issues for the campus and regional campuses in accordance with local, state and federal regulations
- Served as liaison with federal, state and local regulatory agencies including City and County Fire, South Coast Air Quality Management District, Cal-OSHA, EPA, and Department of Agriculture
- Responsible for campus fire protection and suppression equipment as well as system drill and testing

01/2001-11/2004

**Safety Engineer, California Institute of Technology**

- Conducted Environmental Health and Safety inspections of laboratories, offices, and physical plant areas
- Developed and implemented training programs for faculty, students and staff on Environmental Health and Safety topics

08/1997-01/2001

**Hazardous Materials Technologist, Hazardous Materials Safety, Loma Linda University and Medical Center**

- Managed the collection, treatment and disposal of hazardous waste.
- Served as first responder on hazardous material and biohazard response team

# Facilities Planning, Design & Construction Team

**Name:** Leatha Elsdon, AIA LEED AP

**Position Title:** Director/Construction Administrator  
This position reports to the Associate Vice President of Facilities Planning & Management  
Fully staffed this position has 5 direct reports  
**This position has signature authority of up to \$100,000.**

**Payroll Classification:** Administrator III

**Appointed:** June 2018

**Position Description:** The Director assists the Associate Vice President for Facilities Planning and Management in the processes of design, construction, renovation and modifications of campus facilities and infrastructure

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Masters of Architecture,  
California State Polytechnic University, Pomona, 1992  
  
Bachelor of Arts  
San Diego State University, 1989

**Skills:** Computer Software: AutoCAD, Microsoft Word, Microsoft Excel. Familiar With: Uniform Building Code. Title 24, American Disabilities Act (ADA), California Environmental Quality Act.)

**Registration:** Licensed Architect, State of California, C26205

**Honors:** Outstanding Achievement Award Council Contractors, University Library  
AIA Merit Award, Santa Barbara County Emergency Dispatch Center, CA.  
City of Claremont Architecture Award, Claremont City Hall Renovation, CA.

**Professional Affiliations:** American Institute of Architects (AIA) 1995-2003

**Relevant Project Experience Summary:**

**Professional Experience:**

*06/2018 – Present*

**Director, Facilities Planning, Design & Construction, California State University, San Bernardino**

- Assists the Associate Vice President for Facilities Planning & Management in the processes of design, construction, renovation and modifications of campus facilities and infrastructure

2015-2018

**Associate Director, Facilities Management, California State University, San Bernardino**

- Assists the Director in the processes of design, construction, renovation and modifications of campus facilities and infrastructure
- Oversees campus capital projects development and management.
- Direct oversight in the development of the following major capital outlay projects:
  - Parking Lot N
  - Student Housing and Dining Commons
  - College of Extended Learning (CEL) Expansion

2003-2015

**Senior Project Manager, Facilities Planning, Design and Construction, California State Polytechnic, University Pomona**

- Plan and manage multi-million-dollar capital projects from concept to completion, to date \$304 million.
- Develop project feasibility & master plan studies for campus and BOT approval.
- Prepare agenda material for Board of Trustees (BOT) review/approval.
- Coordinate project design elements and logistics with campus and CSU staff.
- Liaison to the Office of the Chancellor, Capital Planning, Design & Construction.
- Manage all required CSU approvals, minor master plan revisions, project approvals, funding approvals
- Direct project teams consisting of numerous consultants
- Manage all required approvals from planning phase through project completion.
- Responsible for developing multi-million-dollar service and construction agreements.
- Negotiate all construction change orders and potential claims.
- Develop and maintain essential communication with the campus community.
- Present projects to the campus community and committees.
- Assist department staff regarding project development and completion.
- Managed projects with CSU/CPP first time programs; CMAR, BRIP, OCIP, Net Zero.
- Aid department staff regarding CSU/CPP first time programs.
- Develop initial project cost estimates and coordinate consultant cost estimates.
- Oversee all aspects of project budgets.
- Provide document review and analysis at all design phases
- Direct oversight in the development of the following projects:
  - Administration Replacement Building, 138,000 gsf
  - Bronco Recreation and Intramural Complex, 120,000 gsf
  - University Library Addition and Renovation, Phase 1 and 2, 312,000 gsf.
  - WK Kellogg Arabian Horse Library, 6,000 gsf.
  - Huntley Art Gallery, 2,000 gsf.
  - Pedestrian Safety Improvements, Palm Drive
  - Lower Reservoir Replacement
  - Pedestrian Safety Improvements Phase 1.
  - Pedestrian Safety Improvements Phase 2 and 3.
  - Disability Recourse Center Renovation, Building 9, 4,000 gsf.

1993-2003

**Project Manager & Associate, Project Manager, Patrick Sullivan Associates**

- Specializing in higher education, government and master plan projects.
- Project architect and interior designer.
- Responsible for project acquisition and contract negotiations with clients and consultants.
- Directed design staff of 4-8 employees, including training and scheduling.
- Oversaw the planning, design and construction of \$139 million of capital projects.
- Prepared and presented project design proposals to clients and agencies

- Conducted client interviews for programming and needs assessment documentation.
- Developed and coordinated project cost estimates.
- Performed code, egress and constructability reviews.
- Developed firm marketing material, AutoCAD guidelines and document recourses.
- Developed accessibility survey process for numerous city and county agencies.
- Direct oversight in the development of the following projects:
  - Valley of the Moon Children's Home, Sonoma County, CA, 50,000 gsf.
  - Maricopa County Juvenile Court & Detention projects, Ariz., 95,000 gsf.
  - Merced County Juvenile Justice Correction Complex, El Nedo, CA 110,00 gsf
  - State of Washington, Green Hill School Master Plan & Renovation, Chehalis, WA, 125,000gsf.
  - Claremont City Hall Renovation, Claremont CA, 18,000 gsf
  - Claremont McKenna College Student Activity Center, *The Hub*, CA, 8,000 gsf.
  - Santa Barbara County Emergency Dispatch Center, CA, 6,000 gsf.
  - County of Riverside Accessibility Survey, CA, over 300 county facilities surveyed.

**Graduate Assistant, College of Environmental Design, California State Polytechnic University, Pomona**

- Specializing in government and accessibility projects.
- Managed the US Postal Service Architectural Barriers Program, Van Nuys, California Division.
- Responsible for developing and managing consultant agreements.
- Managed project budgets and multiple consultants.
- Managed all client, agency reviews and approvals.
- Assisted in the development of the firms AutoCAD standards.

**Name:** Carter Larson

**Position Title:** Associate Director, Facilities Planning, Design & Construction  
This position reports to the Director of Facilities Planning, Design & Construction

Fully staffed this position has 7 direct reports

**This position has signature authority of up to \$50,000.**

**Payroll Classification:** Administrator II

**Appointed:** July 15, 2019

**Position Description:** Associate Director assists the Director in the processes of design, construction, renovation and modifications of campus facilities and infrastructure.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Bachelor of Science, Architecture,  
University of Michigan, 1997

**Skills:** Computer Software: AutoCAD, Microsoft Office, Speclink-E, Revit, Bluebeam, Prolog, Procore

**Registration:** Licensed Architect, State of California, C37145

**Relevant Project Experience Summary:**

**Professional Experience:**

*07/2018 – Present* **Associate Director, Facilities Planning, Design & Construction, California State University, San Bernardino**

*09/2012 – 07/2019* **Project Manager, Clerkin & Clerkin Architects**

- Managing all phases of mid and minor cap modernization projects. Student Housing and Dining Commons
- Responsible for constructability, code compliance, document production, permitting, specification writing, and construction administration for higher education projects
- Completed over 50 projects for public higher education clients in the last seven years, ranging from minor capital to \$50 million

*01/2011 – 09/2012* **Project Manager, The Albert Group**

- Managed all phases of public facilities improvement projects for clients including LA County, ISD, LA County Public Works & MTA
- Supervised document production with a staff of 3-6 junior employees
- Responsible for constructability, code compliance, specification writing, and construction administration

04/2008 – 03/2010

**Architect III (Senior Job Captain), Perkins + Will**

- Specialized in code compliance, detailing and constructability review for healthcare projects.

01/2007 – 03/2008

**Senior Job Captain, Johnson Fain**

- Specialized in code compliance, and construction administration
- Oversaw the coordination of Architecture with Structural, Civil, and MEP for Type I, II, & III projects up to 250,000 SF
- Administered a team of up to six members to produce construction documents and provided construction administration for \$10 million of new construction during 2007

02/2003 – 12/2006

**Self Employed**

- Freelance construction document production, permit expediting and construction administration services for variety of local architects and developers
- Permitted a total of 260,000 SF of new construction

03/2001 – 02/2003

**Job Captain, Rios Clementi Hale Studios**

08/2000 – 03/2001

**Job Captain, Clive Wilkinson Architects**

08/1998 – 08/1999

**Hayes Architecture Interiors**

**Name:** Eric Chan

**Position Title:** Manager Facilities Planning and Space Utilization - Facilities Planning, Design & Construction  
This position reports to Director of Facilities Planning, Design & Construction.

**This position has signature authority of up to \$20,000.**

**Payroll Classification:** Administrator I

**Appointed:** December 2017

**Position Description:** The Space and Facilities Utilization Manager works within the Facilities Planning, Design & Construction (FPDC) department of FPM, which provides project planning, architectural design/coordination, construction, project management services, campus master planning, and space management for CSUSB

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Master of Urban and Regional Planning,  
University of California, Irvine 2008

Bachelor of Arts, Economics  
University of California, Irvine 2006

**Relevant Project Experience Summary:**

**Professional Experience:**

*12/2017-Present* **Manager of Facilities Planning and Space Utilization, Facilities Planning, Design & Construction, California State University, San Bernardino**

*01/2017-12/2017* **University Planner, Capital Planning, Design and Construction, California State University, Office of the Chancellor,**

*02/2014-12/2016* **Associate University Planner, Capital Planning, Design and Construction, California State University, Office of the Chancellor,**



**Name:** Miguel Martin

**Position Title:** Senior Project Administrator

This position reports to the Director of Facilities Planning, Design & Construction  
Fully staffed this position has 2 direct reports

**Payroll Classification:** Administrator I

**Appointed:** June 16, 2003

**Position Description:** The Senior Project Administrator assists the Associate Director for Facilities Planning, Design & Construction in the processes of design, construction, renovation and modifications of campus facilities and infrastructure; and manages annual contracts such as Task Order Service Agreements and Task Order Construction Agreements.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Masters of Public Administration  
California State University, San Bernardino, 2017

Bachelor of Arts, Art with Emphasis on Design  
California State University, San Bernardino, 2003

**Skills:** Computer Software: AutoCAD, Illustrator, InDesign, Photoshop, Adobe Acrobat, Microsoft Office Suite of Programs, Microsoft Outlook, Microsoft Project, Strategic planning

**Honors:** Recipient of 2017 College of Business and Public Administration's Department Chair's Award for Public Administration

**Professional Affiliations:** Phi Kappa Phi, Pi Alpha Alpha

**Relevant Project Experience Summary:**

**Professional Experience:**

*06/2018 – Present*

**Interim Director, Parking and Transportation Services, California State University, San Bernardino**

- Administer the parking operations for the university which is a self-funded department within the overall University. The department is responsible for all the parking needs of the University and its community members
- Manage and supervise 8 non-sworn parking enforcement personnel, 10 administrative staff members, and 28 student employees
- Manage the use of campus parking facilities and oversee the maintenance and planning for new parking infrastructure for both San Bernardino and Palm Desert campuses

- Management and oversight of the campus's alternative transportation programs and its alignment to the overall strategic goals of the University and its sustainability efforts
- Coordinate campus safety with the University Police Department. Act as Logistics Section Chief and part of the campus emergency operations center (EOC)

01/2018 – 06/2018

**Interim Manager & Sustainability Manager, Facilities Management, California State University, San Bernardino**

- Performed all administrative duties required to manage and operate a department within the current university setting
- Supervised 3 student interns, 1 full-time administrative support staff and 1 part-time analyst
- Chaired and participated in hiring committees
- Created overall campus strategic plan for sustainability using an integrative process with all University stakeholders
- Created and coordinated public events as it relates to the sustainability efforts of the University
- Prepare and submit reports required for various regulatory agencies, the Chancellors Office, and inter-campus departments

03/2007 - Present

**Project Manager / Administrator, Facilities Management, California State University, San Bernardino**

- Manage the design, procurement, construction and budgetary aspects related to various projects with successful results
- Consult with various stakeholders to establish project requirements and address concerns to achieve the desired results
- Analyze projects to ensure the appropriate organizational policies and applicable State and Federal codes and regulations are adhered to
- Create and track project schedules. Establish milestones and make the necessary adjustments within a project to meet the established milestones.
- Schedule and conduct meetings using various mediums
- Create reports to brief upper levels of management on various aspects related to ongoing projects
- Serve as the on-call manager for facilities related issues on a 24/7 basis

01/2015 – 07/2015

**Heating and Air Conditioning Interim Manager / Administrator, Facilities Management, California State University, San Bernardino**

- Manage, plan and schedule the daily activities of a 10-member staff: consisting of technical and clerical job classifications to ensure a successful delivery of service essential to the mission of the organization
- Perform required human resource functions, such as performance reviews within the department to ensure organizational effectiveness
- Establish service contracts from third party providers to ensure effective operation and delivery of required mechanical services to more than 30 buildings across 450 acres on a 24/7 basis

07/2006 – 03/2007

**Project Manager, University of California, Riverside**

- Consult with stakeholders and effectively manage activities related to building construction to ensure the programmatic, design and budgetary requirements of the project are fulfilled
- Prepare and review project documentation to ensure compliance with organizational policies
- Evaluate and provide recommendations to the department director with regards to a project's impact to the University

- Manage secondary projects that are essential to the functionality of the overall project: examples include the design and construction of the food service function of a student union expansion

06/2003 – 07/2006

**Design Analyst / Project Coordinator, California State University, San Bernardino**

- Perform complex coordination of multiple projects in various stages to produce deliverables that support ongoing projects
- Aid in the design and completion of projects that support the university mission
- Create construction drawings and other building specific detailing in support of the successful completion of projects
- Provide oversight for department drafting resources and personnel
- Provide inspection and oversight on detailed activities to various projects
- Create and track departmental and system wide required contract documentation

**Name:** Alfred G. Salgado  
**Position Title:** Senior Project Manager  
This position reports to Director of Facilities Planning, Design & Construction.  
**This position has signature authority of up to \$20,000.**

**Payroll Classification:** Administrator I

**Appointed:** October, 2002

**Position Description:** As a Project Manager, he reviews and makes recommendations on all proposals by users and checks design and construction drawings for completeness to ensure compliance with program requirements, including engineering reviews of mechanical, plumbing, electrical, utility and equipment group I designs. He functions as the University on-site representative to ensure that the architect's/engineer's plans and specifications are followed by the Construction Contractor in the performance of the contract documents and will resolve construction issues at the job site. He works with representatives from public and private entities and handles potentially sensitive situations.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Bachelor of Arts, Architecture,  
Cal Poly Pomona, 1985

**Skills:** Computer Software: AutoCAD, Microsoft Word, Microsoft Excel. Familiar With: Uniform Building Code. Title 24, American Disabilities Act (ADA), California Environmental Quality Act.)

**Registration:** Licensed Architect, State of California  
Licensed General Contractor, State of California

**Relevant Project Experience Summary:**

**Professional Experience:**

2000 – Present

**Senior Project Manager, Facilities Planning, Design & Construction, California State University, San Bernardino**

- Direct oversight in the development of the following projects:
  - Performing Arts HVAC Replacement
  - Campus Utility Infrastructure
  - Observatory – AC & Electrical Upgrades \$ 150, 000.00, 0 % complete (Rebid)
  - ADA Access - Interior Door Hardware Upgrades \$486,900.00 15% Complete
  - ADA Access – Performing Arts Interior Modification \$ 551,077.00 Complete
  - ADA Access – Campus Wide Building Entrance \$133,153.00 Complete
  - ADA Access – Pathway Campus Wide \$1,051,505.00 Complete
  - ADA University Hall Stairs & Ramps Upgrade \$431,040.00 Complete
  - Fire Alarm Upgrades: Pfau Library, University Hall, Faculty Office Building & Animal House, which is about - complete

- Student Health Center – HVAC Replacement, which is about 50 % complete
- ADA Transaction Counters for Sierra Hall, Performing Arts & University Hall
- Student Services w/ Disabilities (SSD) Modifications/Remodel
- College of Education (COE) Smoke Evacuation Window replacement
- Student Health Center, 20,000 sq. ft. addition and renovation.
- College of Education for \$49.7M - 135,000 s.f.
- Parking Structures for \$23M.
- Biology & Physical Sciences Buildings Renovation for \$ 29M, 100,000 s.f.
- Student Union for \$18M
- Student Recreational Center for \$ 13M.
- Campus Wide Telecommunication Infrastructure Upgrade, 26 Buildings, \$ 4.4M.
- Geo Prep Lab – Design & Construction
- Warehouse Storage / Multiple Bldg - Design & Construction
- Storm Drain System Upgrades - Design & Construction
- Temporary Student Rec. Center - Design & Construction
- Parking Lot F & G - Design & Construction
- Soccer Field - Design & Construction
- Murillo Family Observatory - Design
- PA's Ticket Booth & ADA Restrooms - Design & Construction
- Performing Arts' Labs Acoustical Mitigation - Design & Construction
- Proposed On Campus TV Station - Design
- OTTC Bldg. - Design
- PDC - Addressed site erosion issues - Design & Construction
- Windscreens for VA, UH, JB, HPE, etc... - Design & Construction
- Children's Center Playground - Design & Construction
- Campus Wide Signage - Design & Construction
- Common's Loading Dock - Design
- Starbucks Café Shell - Design & Construction

1984 – 2000

**Vice President / Architect, Wheeler & Wheeler Architects, Inc.**

1978 – 1984

**Draftsman/Designer/Freelance, Imperial Valley & Inland Empire**

**Name:** Gregory Hammers

**Position Title:** Project Manager  
This position reports to Director of Facilities Planning, Design & Construction.  
  
Fully staffed, this position has 1 direct report.  
  
**This position has signature authority of up to \$20,000.**

**Payroll Classification:** Administrator II

**Appointed:** January 2016

**Position Description:** Project Manager/Construction Administrator, responsible for project construction management/coordination analysis and communication with campus, consultants, contractors, end-users and vendors engaged in the construction process. Provides assistance in the project administration of major capital outlay construction projects. Responsible for various new and renovated construction projects, coordinates and maintains project logs and ensures all campus construction "permits" issued are valid, designed and built per code. Provides technical administration for campus construction, monitoring all construction progress, reporting and documenting the status of construction, remodel, renovation and alteration projects. This position provides recommended solutions to problems related to design and have a broad familiarity with construction management processes, practices, contracting procedures, codes and regulations

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Certificate in Educational Facilities Planner  
University of California, Riverside, 2007  
  
Certificate in Alternative Energy Resources Design  
Mt San Jacinto Community College, 1981  
  
Bachelor of Art, Environmental Design  
University of Hawaii, 1973

**Skills:** Computer Software: AutoCAD, Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft PowerPoint, Microsoft Bluebeam Revu, Project Scheduling, and Adobe Acrobat

**Registration:** Licensed Architect, State of California, C11937  
Licensed Architect, National Council of Architectural Registration Board, 44215  
Licensed General Contractor, State of California, B-513604

**Honors:** Outstanding Achievement Award Council Contractors, University Library  
AIA Merit Award, Santa Barbara County Emergency Dispatch Center, CA.  
City of Claremont Architecture Award, Claremont City Hall Renovation, CA.

**Professional Affiliations:** Student Chapter President, American Institute of Architects (AIA)  
Coalition for Adequate School Housing (CASH)

## **Relevant Project Experience Summary:**

### **Professional Experience:**

01/2016-Present

#### **Project Manager, Facilities Planning, Design & Construction, California State University, San Bernardino**

- Project Manager/Construction Administrator, responsible for project construction management/coordination analysis and communication with campus, consultants, contractors, end-users and vendors engaged in the construction process. Aids in the project administration of major capital outlay construction projects. Responsible for various new and renovated construction projects, coordinates and maintains project logs and ensures all campus construction “permits” issued are valid, designed and built per code. Provides technical administration for campus construction, monitoring all construction progress, reporting and documenting the status of construction, remodel, renovation and alteration projects. This position provides recommended solutions to problems related to design and have a broad familiarity with construction management processes, practices, contracting procedures, codes and regulations.
- Direct oversight in the development of the following projects:
  - Parking Lot N
  - Student Housing & Dining Commons

07/2003-01/2016

#### **Senior Architect, PSWC Group, Architects**

- 18 Person Firm, 2 Offices, Firm Specializes in K-12 public school facility projects.
- Directly responsible for all phases of comprehensive architectural services. Assist with day-to-day management of company operations. Project management serving multiple clients and projects. Marketing and business development

01/2000-06/2003

#### **Director, Project Management, Turnkey Schools of America**

- Reported directly to Vice President of Construction Management. Directly responsible for operational protocol of design-build projects. Coordinated efforts of contract negotiation, financing, programming and design, manufacturing, cost estimating, scheduling, constructability review, state and local agency approvals, client communications and satisfaction, public bidding and contract administration, construction observation, close out and warranty services. Firm specialized in new public-school facilities. Managed construction on the very first “developer-built school” in Southern California.

01/1997-12/1999

#### **Principal Architect, PSWC Group, Architects**

- Reported directly to Vice President of Construction Management. Directly responsible for operational protocol of design-build projects. Coordinated efforts of contract negotiation, financing, programming and design, manufacturing, cost estimating, scheduling, constructability review, state and local agency approvals, client communications and satisfaction, public bidding and contract administration, construction observation, close out and warranty services. Firm specialized in new public-school facilities. Managed construction on the very first “developer-built school” in Southern California.

01/1994-12/1996

#### **Project Architect, Porter-Stinson-Miller, Architects**

- Directly responsible for design, construction document preparation and construction administration services on a project-to-project basis. Firm specializes

in all types of public-school projects. Quickly promoted from Job Captain to Project Architect based on success of projects' quality and adherence to schedule. Designed and performed construction observation on a pre-engineered modular elementary school, approved in 34 days and built in 140 days.



**Name:** Lisa McBride  
**Position Title:** Project Manager  
This position reports to Director of Facilities Planning, Design & Construction.

**This position has signature authority of up to \$20,000.**

**Payroll Classification:** Administrator II

**Appointed:** May 2016

**Position Description:** Project Manager performs project management, project inspection and project administration for various construction projects on campus. The incumbent is fully responsible for the day-to-day construction management and administration of renovations and construction projects as assigned, from pre-design through construction, and final inspection with some involvement during the warranty period. The incumbent will function as the University on-site representative to ensure that the architect's/engineers' plans and specifications are followed by the Construction Contractor in the performance of the contract documents; coordinates design issues with the project architect, user groups, campus departments and the contractors; reviews project schedules, prepares progress reports, analyze and manage established project budgets, supervises project inspectors, and safeguards the interest of the University. The incumbent will perform other duties as assigned.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Bachelor of Science, Construction Management  
Everglades University, 2013

Associate of Arts, Liberal Arts  
LA Trade Technical College, 2003

Certificate in Real Estate and Finance  
University of Southern California, 2002

**Skills:** Microsoft Outlook, Word, Excel, Project Scheduling, Primavera Expedition and SureTrak.

**Registration:** Licensed General Contractor, State of California, B-1

**Relevant Project Experience Summary:**

**Professional Experience:**

*05/2016 - Present*

**Project Manager, Facilities Planning, Design & Construction, California State University, San Bernardino**

- Direct oversight in the development of the following projects:
  - College of Extended Learning Expansion

- SBS 355 -357 Tenant Improvement

11/2014 – 04/2016

**Project Coordinator, Facilities Planning, Design & Construction, Cal Polytechnic Pomona**

Facilities Management

10/2012 – 11/2014

**Assistant Project Manager/Project Engineer/Admin Support, Fs3, Inc.**

Direct oversight in the development of the following projects:

- Bronco Recreation & Intramural Complex – Cal Poly Pomona

02/2010 – 10/2012

**Construction Manager, Restore Neighborhoods LA, Inc.**

Residential Suites Phase II – Cal Poly Pomona

07/2008 – 02/2010

**Assistant Project Manager, O'Conner Construction Management, Inc.**

HUD Asset Control Program

**Name:** Carlos E. Robles  
**Position Title:** Project Manager  
This position reports to Director of Facilities Planning, Design & Construction.  
Fully staffed, this position has 1 direct report.  
**This position has signature authority of up to \$20,000.**

**Payroll Classification:** Administrator I

**Appointed:** March 2017

**Position Description:** Project Manager performs project management, project inspection and project administration for various construction projects on campus. The incumbent is fully responsible for the day-to-day construction management and administration of renovations and construction projects as assigned, from pre-design through construction, and final inspection with some involvement during the warranty period. The incumbent will function as the University on-site representative to ensure that the architect's/engineers' plans and specifications are followed by the Construction Contractor in the performance of the contract documents; coordinates design issues with the project architect, user groups, campus departments and the contractors; reviews project schedules, prepares progress reports, analyze and manage established project budgets, supervises project inspectors, and safeguards the interest of the University. The incumbent will perform other duties as assigned.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Masters of Public Administration,  
California State University, San Bernardino, 2017  
  
Bachelor of Arts, Graphic Design  
California State University, San Bernardino, 2010

**Registration:** President-Elect - Association of Latino Faculty, Staff and Students  
California State University, San Bernardino,  
2017-2019  
  
Vice President of Marketing - Association of Latino Faculty, Staff and Students  
California State University, San Bernardino  
2016-2017

**Relevant Project Experience Summary:**

**Professional Experience:**

*03/2017 – Present* **Project Manager, Facilities Planning, Design and Construction, California State University, San Bernardino**

*2011-2017* **Project Coordinator, Facilities Planning, Design and Construction, California State University, San Bernardino**

**Name:** Usama Cost  
**Position Title:** Project Manager  
This position reports to Director of Facilities Planning, Design & Construction.

**This position has signature authority of up to \$20,000.**

**Payroll Classification:** Administrator I

**Appointed:** July 2018

**Position Description:** Project Manager performs project management, project inspection and project administration for various construction projects on campus. The incumbent is fully responsible for the day-to-day construction management and administration of renovations and construction projects as assigned, from pre-design through construction, and final inspection with some involvement during the warranty period. The incumbent will function as the University on-site representative to ensure that the architect's/engineers' plans and specifications are followed by the Construction Contractor in the performance of the contract documents; coordinates design issues with the project architect, user groups, campus departments and the contractors; reviews project schedules, prepares progress reports, analyze and manage established project budgets, supervises project inspectors, and safeguards the interest of the University. The incumbent will perform other duties as assigned.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Mini MBA Certificate  
Warnborough College, UK  
  
Bachelor of Science, Architectural Engineering  
Helwan University, 1991

**Skills:** AutoCAD, Adobe Photoshop, Adobe Pro, Adobe In-Design, Microsoft Office, Microsoft Projects, ProCore, Aconex, Textura, BidPlanroom, Newforma

**Registration:** Certified PMI, PMP #1344876

**Professional Affiliations** Egyptian Syndicate of Engineers  
Project Management Institute  
U.S. Green Building Council

**Relevant Project Experience Summary:**

**Professional Experience:**

*07/2018-Present*

**Project Manager, Facilities Planning, Design and Construction, California State University, San Bernardino**

- Under the general direction of the University Facilities Planning, Design & Construction Associate Director, perform project management and project administration duties for various planning, design and construction projects on

campus. Directs, manages, and oversees Major Capital projects from inception through the Project's closeout. Manages the predesign, design, and construction of projects from the initial concept development through turnover and occupancy. Analyzes and interprets projects' physical requirements based on the needs of the project. Responsible for seeing that all State, Public Works laws, CSU standards, code requirements, campus standards, and other factors are incorporated into solutions.

- Function as the university representative to ensure that the architect's/engineer's plans and documents are consistent with the university's project program, goals, and objectives. Coordinate the planning, design and construction activities with the project architect, user groups, campus departments and the contractors. Manages project schedules, prepares progress reports, prepares all project related agreements, analyze and manage established project budgets, and safeguards the interest of the University.

10/2014-07/2018

#### **Project Manager, Stainless Fixtures – General Contracting**

- Estimate, Bid for hospitality millwork construction, remodeling, Modernization projects, prepare RFP's, invite subcontractors, attend pre-bid conferences, negotiate awarded contracts and proposed substitutions, follow up projects under execution, prepare projects SOV's review interim payment applications, study and quote for change orders, follow up projects execution according to the planned dates and projects specs, follow up sub-contractor's deliverables, fabrication & installation in addition to regular projects administration work.
- Review and approve materials take off & purchase orders.
- Communicate with consultants & stakeholders to verify coordination among all disciplines during construction, plan construction activities and assign tasks to the construction teams, prepare and manage risks thru risk register management, prepare and conduct site tours to get client's approval, implement value engineering as required by client.
- Primary Liaison with Client & Conducts Job Startup with Management Team.
- Reviews All Documents (Contract/Specs/Plans) for each Job, Oversees Submittal Process
- Contract Management of Subcontractor/Vendors Documents
- Attends on Site Meetings as required for each Job, home appraisal and provide remodeling recommendations.
- Oversees Job Closeout
- Lead, coach and motivate project team members.
- Develop tools and best practices for project management and execution.

01/2014-10/2014

#### **Design Project Manager, Architectural & Engineering Consultants**

- Perform Projects design management from its inception until finalizing the tender documents. Assigning subs and following up their deliverables submissions according to the design time schedule and scope of work plus reviewing the coordination among the different disciplines and checking the implementation of all related local & international standards.
- Take Responsibility of all Technical, Contractual Issues Related to different types of Projects from Pre-Concept, and Feasibility Study Stage thru Concept development, schematic Design, Detailed Design, and Construction Documentation.
- Review construction documents, sending bid invitations to contractors, reply to their queries, issuing any required addendums, conducting tender opening meetings, prepare technical and commercial bidders assessment reports, conducting final negotiating with contractors before awarding,

awarding and attending signing the contracts, follow up projects construction and provide any require problem solving.

05/2011-12/2013

**Client Representative & Construction Project Manager, Dewan Architects & Engineers**

- Worked on building types from different market sectors like hospitality, residential, educational, retail, etc. located in different countries, ranging in value from half a million to over 400 million dollars. This is the advantage of working with a company ranked 2nd for top architectural firms in the Middle East & 49th globally.
- Perform project Technical duties to supervise and coordinate building project engineering, material approval and construction activities, to ensure that works are implemented to the specified requirements, within schedule and all Clients concerned requirements have been properly addressed and incorporated.
- Perform contract Administrative duties for Design and Construction Contracts, to ensure that these contracts are efficiently administered and that consultant and construction Contractors as well as Client obligations are provided in a timely manner.
- Direct oversight in the development of the following projects:
  - AL Khobar Mixed Use Development
  - AKH Tower
  - Repton Foundation School
  - Premier Inn Hotel
  - Abu Dhabi Future School Program

03/2008-04/2011

**Construction Project Manager, Bainona Consulting Engineering**

- Perform projects design management, technical duties to supervise, coordinate building project engineering, material approval, construction activities & method statements, to ensure that works are implemented to the specified requirements and all Client concerned divisions requirements have been properly addressed and incorporated.
- Perform contract Administrative duties for Design and Construction Contracts, to ensure that these contracts are efficiently administered and that consultant and construction Contractors as well as Client obligations are provided in a timely manner.

12/2001-02/2008

**Design Project Manager, Architectural & Engineering Consultants**

- Take Responsibility of all Technical, Contractual Issues Related to different types of Projects from Pre-Concept, and Feasibility Study Stage through Concept development, schematic Design, Detailed Design, and Construction Documentation.
- Acting as a Local Consultant Representative, Design Project Manager for International Consultants (Joint Venture) Such As: WZMH Architects, Stolzel-Sahih-German Architects.
- Following the Permit Process with Municipality and Province; to Ensure Clear Understanding of Zoning, Development, Planning, and Permit Processes and Requirements & Reviewing & Approving all Submittals of all project shop drawings and Materials.
- Also Responsible for Preparing RFP for Sub consultants, Reviewing the Contracts, Coordinating Between All Disciplines and implementing all the MEP, Local Regulations, international building Codes & NFPA requirements to the Architectural Concept Designs.

10/1996-12/2001

**Client Representative, Senior Architecture & Coordinator, Orascomm Hotels and Development**

- Responsible for updating El Gouna Mapping (buildings & infrastructure), entering data in the GIS database/attributes according along with "coordinate systems": Geographic Coordinate System (latitude and longitude) and Projected Coordinate System (X and Y). Both geographic coordinate system's and projected coordinate systems use a datum for reference.
- Co-ordination between all the project disciplines/ trades, applying architectural design enhancements to increase the areas efficiency, preparing all letters of awards, consultant agreements, reviewing, checking the architectural, electromechanical designs to ensure the implementation of the hotel operator requirements using the operator manual, standards and specs for: "Nile City mixed use development" which is consists of Two Office Towers & 5 Stars Hotel Tower located on Cornish El Nil – Cairo - May 2000 – 2B, G, M+36 Typ. & penthouse floor.
- Architectural Design, coordination and preparing working drawings for a residential building in "Marina Pensions – El Gouna- Hurghada".
- Architectural Design, coordination and preparing working drawings for "Misr Bank – El Gouna Branch".
- Architectural Design, coordination, preparing detailed working drawings/interior design for more than (7) 5 star hotels.

# Facilities Management Team



**Name:** Hector Ramirez

**Position Title:** Director of Facilities Management  
This position reports to the Associate Vice President of Facilities Planning & Management  
  
Fully staffed this position has 5 direct reports  
  
**This position has signature authority of up to \$100,000.**

**Payroll Classification:** Administrator II

**Appointed:** April 2018

**Position Description:** Manages the maintenance and operations of campus academic and administrative buildings for the San Bernardino and Palm Desert campuses. Manage both improved and unimproved acreage of the campus grounds. Responsible for all campus utility systems. Monitors all facilities management operational budget and deferred maintenance allocations.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Master of Public Administration  
California State University, San Bernardino  
  
Master of Business Administration  
University of Redlands  
  
Bachelor of Arts, Government  
University of California, Berkeley

**Registration:** ISA Certified Arborist  
Qualified Applicator Certificate (QAC),  
Irrigation Certificate  
Hazardous Waste (HAZWOPER) Certificate  
EMT, CPR, First Aid

**Honors:** Phi Kappa Phi Honor Society  
Golden Key International Honor Society  
Pi Alpha Alpha International Honor Society

**Relevant Project Experience Summary:**

**Professional Experience:**

*04/2018-Present* **Director, Facilities Management, California State University, San Bernardino**  
Oversees administrative staff and operational functions. Directs 150 employees including 5 subordinate facilities management managers

11/2014-04-2018

**Grounds Manager, San Bernardino Unified School District**

- Supervised and trained grounds staff consisting of 41 employees and contract support services across 80 school sites. Manages budgets, creates requisitions, and handles personnel matters. Conducts annual review of staff, hires new employees, resolves grievances, and leads monthly OSHA safety training. Plans, schedules, and coordinates grounds maintenance including new landscape installation, turf mowing and care, athletic field care, tree pruning and removal, integrated pest management, irrigation maintenance, water management, tree surveys, tree care and pruning, and heavy equipment. Reviews construction plans, works with site construction staff to assure proper installation, and inspects/approves final product.

08/2011-11/2014

**Grounds and Operations Supervisor/Integrated Pest Management Coordinator, Torrance Unified School District**

- Served as department head responsible for the supervision of a staff of 14 with two supervising subordinates. Conducted annual reviews of staff members, hired employees, resolved grievances, trained staff in safety issues and the use of pesticides, managed budgets and requisitions, handled personnel matters, and initiated disciplinary action when necessary. Oversaw the complete maintenance of 33 school sites and contractor support services. Responsible for all areas of maintenance including concrete surfaces, playground equipment repair, integrated pest management, hazardous waste, turf maintenance, arboriculture, landscaping, irrigation, water management, and rubbish disposal

08/2010-05/2011

**Landscape Maintenance Supervisor/District Fleet and Auto Shop Manager, Pomona Unified School District**

- Supervised a staff of 30 across 43 school sites in grounds maintenance, irrigation, water management, graffiti removal, weed abatement, masonry, and pest control. Managed the district's vehicle/equipment fleet maintenance, supervised auto shop, ensured passage of school bus inspections, and coordinated vendor services. Handled personnel issues including budget preparations, review of staff, interviews, and resolution of complaints.

07/2007-08/2010

**Park Maintenance Technician 2, City of Riverside**

- Supervised a 20-member crew in conducting municipal maintenance projects.

07/2006-08/2007

**Public Works Supervisor, City of Riverside**

- Supervised a 20-member crew in conducting municipal maintenance projects.

07/2005-08/2007

**Landscape Maintenance Crew Leader, Pomona Unified School District**

- Supervised a 5-member crew across 20 school sites in grounds maintenance including maintenance and repairs, irrigation, weed abatement, turf care, and playground safety

02/1997-05/2005

**Landscape Services Business Owner, HR Landscaping**

- Owned and operated business providing landscape services to commercial and residential clients. Managed a 7- member crew in projects such as landscape design and installation, irrigation installation, water management, arboriculture, hardscapes, integrated pest management, and landscape maintenance.

**Name:** Juan Macias  
**Position Title:** Building & Mechanical Services Manager  
This position reports to Director of Facilities Management  
  
Fully staffed this position has 34 direct reports  
  
**This position has signature authority of up to \$20,000.**

**Payroll Classification:** Administrator II

**Appointed:** June 2015

**Position Description:** Manage and oversee the Building and Mechanical Services Department including but not limited to building maintenance administration, heating & air conditioning administration, project coordination, preventative maintenance, personnel, Facilities Planning, Design, and Construction (FPDC) Quality Assurance, Building & Mechanical Services quality assurance, work order management, and monitoring budget expenditures in all categories to assure that the budget is not exceeded and that funds are effectively utilized.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Door & Hardware Institute, Fire & Egress Door Assembly Inspection Certification, 2012  
  
Associate of Science, Electronics & Computer Technology  
DeVry Institute of Technology, 2001  
  
School of Lock Technology, Certified Locksmith, 1999

**Registration:** Licensed by Intertek, Fire Door Inspector

**Honors:** Graduated with Honors, DeVry Institute

**Relevant Project Experience Summary:**

**Professional Experience:**

*06/2015-Present*

**Building & Mechanical Services Manager, Facilities Management, California State University, San Bernardino**

- Manage and oversee the Building and Mechanical Services Department including but not limited to building maintenance administration, heating & air conditioning administration, project coordination, preventative maintenance, personnel, Facilities Planning, Design, and Construction (FPDC) Quality Assurance, Building & Mechanical Services quality assurance, work order management, and monitoring budget expenditures in all categories to assure that the budget is not exceeded and that funds are effectively utilized.

10/2014-6/2015

**Interim Director of Facilities Management, Facilities Management, California State University, San Bernardino**

- Managing the maintenance and operations of campus academic and administrative buildings for the San Bernardino and Palm Desert campuses. Manage both improved and unimproved acreage of the campus grounds. Responsible for all campus utility systems. Monitors all facilities management operational budget and deferred maintenance allocations.

07/2011-.6/2015

**Building Maintenance Manager, Facilities Management, California State University, San Bernardino**

- Manage and oversee the Building Maintenance Department including but not limited to building maintenance administration, project coordination, preventative maintenance, personnel, Facilities Planning, Design, and Construction (CPDC) Quality Assurance, Building Maintenance quality assurance, work order management and monitoring budget expenditures in all categories to assure that the budget is not exceeded and that funds are effectively utilized

10/2010-07/2011

**Interim Building Maintenance Manager, Facilities Management, California State University, San Bernardino**

- Manage and oversee the Building Maintenance Department including but not limited to building maintenance administration, project coordination, preventative maintenance, personnel, Facilities Planning, Design, and Construction (CPDC) Quality Assurance, Building Maintenance quality assurance, work order management, and monitoring budget expenditures in all categories to assure that the budget is not exceeded and that funds are effectively utilized.

02/2008-10/2010

**Assistant Building Trades Manager, Facilities Management, California State University, San Bernardino**

- Assist with managing and overseeing the Building Maintenance Department including but not limited to building maintenance administration, project coordination, preventative maintenance, personnel, Facilities Planning, Design, and Construction (CPDC) Quality Assurance, Building Maintenance quality assurance, work order management, and monitoring budget expenditures in all categories to assure that the budget is not exceeded and that funds are effectively utilized.

12/2002-02/2008

**Lead Locksmith, Facilities Management, California State University, San Bernardino**

- In addition to performing skilled locksmith work under general supervision, responsible for providing lead work direction to crew of skilled Locksmiths, other skilled crafts workers and their assistants as well as the planning, design and oversight of the implementation and maintenance of the campus wide master lock and key program. Responsible for planning, scheduling and assigning work; monitoring work in progress; inspecting work to ensure it meets quality requirements and specifications; providing input on performance evaluations; oversee the locksmith shop; serve as the campus expert on all matters pertaining to locks, locking systems and fastening devices; and consult with campus administrators on the types of systems and devices most appropriate for new facilities and major replacements, as well as on the development of a key and access control policy and maintaining the computerized maintenance management system.

01/2000-12/2002

**Locksmith, Facilities Management, California State University, San Bernardino**

- Owned and operated business providing landscape services to commercial and residential clients. Managed a 7- member crew in projects such as landscape design and installation, irrigation installation, water management, arboriculture, hardscapes, integrated pest management, and landscape maintenance.

# Budget & Financial Operations Team

**Name:** **M. Monir Ahmed**

**Position Title:** Associate Vice President of Finance & Administrative Services  
This position reports to the Vice President of Administration & Finance/CFO

Fully staffed this position has 5 direct reports

**This position has signature authority of up to \$1,000,000.**

**Payroll Classification:** Administrator III

**Appointed:** September 2013

**Position Description:** Under general supervision of the Vice President for Administration & Finance, the Associate Vice President of Finance and Administrative Services will provide leadership and management oversight for campus financial management, budget, cash management, financial accounting, reporting, procurement, support services, university assets, business practices, and other financial activities.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Masters of Business Administration, Management Information Systems  
California State University, Northridge, 2001

Bachelor of Science, Business Administration  
Woodbury University, 1996

Bachelor of Arts  
Dhaka University, 1985

**Relevant Project Experience Summary:**

**Professional Experience:**

*09/2013 - Present*

**Associate Vice President, Administration & Finance, California State University, San Bernardino**

- Prepare financial plans and oversee the execution of the University's budget, as well as review the expenditure plan from all university auxiliary and enterprise funds.
- Serve as a member to the University Budget Advisory Council, Strategic Planning Council, Administrative Council, Common Management Systems (CMS) Executive Steering Committee, and the CSU Finance Officers' Association.
- Manage financial operations of the University Enterprises Corporation and the CSUSB Philanthropic Foundation.
- Serve as the deputy to the Vice President of Administration & Finance and represent the Vice President to the internal and external constituents as needed.

*11/2001 – 09/2013*

**Assistant Vice Chancellor, Business & Finance, University of California, Merced**

- Started as the founding director for Business & Finance and was promoted to Assistant Vice Chancellor with broader areas of responsibilities in Dec 2006.

- Provide executive leadership and counsel for administrative support services ; develop and monitor long-range strategic and operational plans, goals, objectives, service standards and performance measures that are aligned with campus strategic imperatives and are based on a thorough understanding of environmental factors, opportunities, risks, operational strengths and weaknesses keeping focus on customer needs; Provide advisory services to the chancellor, vice chancellors, the school deans and other campus leadership. Work with campus leaders and system wide leadership to conceptualize, develop and implement mission critical projects with system wide implications.
- Key Accomplishments as part of the pioneering team:
  - Opened the 1<sup>st</sup> UC Campus in over 40 years, on-time under budget.
  - Successfully managed a 20% budget short-fall on construction projects totaling \$650 million over a three year period.
  - Received numerous regional and national awards and recognition for excellence in sustainability, efficiency and innovation.
  - Developed key staffs that are recognized as leaders in their respective areas of practice.

06/1994 – 11/2001

**Division of Vice Chancellor for Administration, University of California, Los Angeles**

- Worked in various units such as the immediate office of the Vice Chancellor, Financial Services and Transportation/Parking Services, etc., over a seven year period. Provided budget & financial management, analysis, IT support as well as managed transaction processing for various units within the organization. During the tenure performed data analysis, need assessments, utilization projections; implemented organizational realignment and staff development recommendations for various VCA units. Managed campus self-supporting/auxiliary finance as well as accounts payable and disbursement operations, and lead various process improvement initiatives. Stood up the first Shared Services functions for multiple locations and led programming changes to redeploy existing financial systems to handle multi-location transactions.
- Key Accomplishments as part of the improvement team:
  - Deployed web based procurement services (a first within UC at the time)
  - Implemented Electronic Data Interchange (EDI) for Accounts Payable
  - Implemented Electronic Fund Transfer (EFT) for employee reimbursement
  - Introduced Procurement Card Program
  - Stood up the first Shared Services functions for multiple locations
  - Implemented Partnership for Performance Matrices (p4p)
  - Achieved 35% revenue enhancement and 4% expense reduction annually for Parking Services
  - Implemented automated parking space inventory system for more than 40,000 spaces spread throughout the campus.



**Name:** Nancy Murray

**Position Title:** Director of Procurement and Support Services  
This position reports to the Associate Vice President of Finance and Administrative Services

Fully staffed this position has 5 direct reports

**This position has signature authority of up to \$250,000.**

**Payroll Classification:** Administrator II

**Appointed:** September 2018

**Position Description:** Administers, coordinates, and assists in performing the various operations of the Support Services program. Ensures that all fiscal procedures, bidding processes, and contract awards are performed in accordance with the mandates of the State of California, the Trustees of the California State University, and the Administration of California State University, San Bernardino. In support of the mission of the university, provides procurement and contracting, shipping and receiving, accounts payable, mail, property management and printing services to the campus community.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Master of Business Administration  
Valparaiso University, 2008

Bachelor of Science, Business Management  
Valparaiso University, 2000

**Professional Affiliations** National Association of Educational Procurement (NAEP)  
National Association of College and University Business Officers (NACUBO)  
National Association of College Auxiliary Services (NACAS)  
Institute for Supply Management (ISM)  
ISM's Report on Business Panel Member

**Relevant Project Experience Summary:**

**Professional Experience:**

*09/2018-Present* **Director, Procurement & Contracts, California State University, San Bernardino**

*2000-2018* **Director of Procurement & Support Services, Valparaiso University**

- Responsible for 85 requisitioning staff members' use of the procurement systems' \$132 million spend. Supervised a staff of 11 with two direct report managers, procurement services, mail services, and bookstore operations.

- Renegotiated 22 contracts over six months for \$675,000 cost reduction, with \$1.2 million in recurring savings over the next 36 months.
- Led request for proposal solicitations to hire consulting services. Examples include: facilities management assessment, marketing department assessment, pouring rights, bookstore operations, student housing, advancement fund raising, campus master plan architect, consolidating print, and a university consultant for diversity and inclusion training.
- Led projects for configuration and implementation of a web based, paperless, Purchasing Card program (Pcard) for 350+ accounts. Invited to present this project at CACUBO 2018.
- Built an auxiliary student services department crafting the identity and marketing services.
- Chaired search committee for the recent hire of University Human Resources Director.
- Prepared business cases and strategies for contract renegotiation.
- Co-chaired University's first Disaster Preparedness Committee and developed the first plan.
- Authored University Pcard policy, travel policy, and certificate of insurance policy.
- Outsourcing evaluations of print, mail, and facilities management.
- Project management leadership, budget planning, and capital equipment replacement assessment.

2011-2012

**University Instructor, Valparaiso University**

- Taught humanities in freshman Core program, a two-semester interdisciplinary course called "The Human Experience" creating a foundation for a student's general education that fosters skills, attitudes and work habits essential for success.

**Name:** Vacant  
**Position Title:** Contracts Administrator  
This position reports to the Director of Procurement & Contracts  
**Payroll Classification:** Administrative Analyst Exempt III

**Appointed:**  
**Position Description:** Responsible for processing Major Capital Outlay public works contracts for the State and the Foundation. Responsible for overseeing the processing of architectural and engineering agreements associated with construction projects and for overseeing the processing of Job Order Contracting (JOC) projects and Minor Capital Outlay contracts. Processing includes managing documents for projects from requisition stage to approval and execution of the agreement. Advertising, bid preparation and issuance, bid evaluation, contract award are all components of this process. Contract progress monitoring, project completion and contract invoicing, payment, escrow agreements (if requested) are also required activities. Interfacing with Legal Counsel, Chancellor Office CPDC, contractor legal counsel and auditors as necessary.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:**

**Skills:**

**Registration:**

**Honors:**

**Personal:**

**Relevant Project Experience Summary:**

**Professional Experience:**

# Risk Management Team

**Name:** Beiwei Tu

**Position Title:** Executive Director of Risk Management,  
This position reports to the Vice President of Administration & Finance/CFO

Fully staffed this position has 3 direct reports

**This position has signature authority of up to \$100,000.**

**Payroll Classification:** Administrator III

**Appointed:** April 2019

**Position Description:** Executive Director of Risk Management provides executive and administrative support to the Vice President of Administration and Finance. Utilizes risk management and safety as a means to reduce potential costly negative events. Directs responsibility for Environmental Health and Safety, Emergency Management and Business Continuity Departments.

**Experience Summary, Degrees Certifications, or Other Comments:**

**Education:** Master of Science, Occupational safety and Health  
Murray State University, 2000

Master of Science, Chemistry  
Murray State University, 2000

Bachelor of Science, Chemistry  
Zhong Shan University, Guangzhou, 1993

**Skills:** Enterprise management, strategic planning, insurance and claims, risk identification, analysis, and treatment. Litigation, worker's compensation, regulatory compliance, metrics and measures, audit and inspection, training and communication, cost reduction/avoidance, safety management systems, safety culture initiatives, hazard assessment and control, industrial hygiene, environmental protection

**Registration:** Certified Industrial Hygienist (CIH, Certification #8909CP), Certified Safety Professional (CSP, Certification #17364), CA Lead Related Inspector/Assessor (Certification #20043), OSHA Construction Industry Safety and Health Trainer, OSHA General Industry Safety and Health Trainer

**Honors:** National Champion – Semiconductor Environmental Safety & Health Association Graduate Student Paper Competition  
Semiconductor Safety Association Scholarship, 1999  
Scholarship for Outstanding Students, 1990 – 1993

## **Relevant Project Experience Summary:**

### **Professional Experience:**

04/2019 - Present

#### **Executive Director of Risk Management, State University, San Bernardino**

- Manage the department of Environmental Health and Safety, as well as Risk Management. Ensure excellent customer service in both departments.
- Build University-wide support and visibility for EHS and risk management programs and initiatives, obtaining stakeholder buy-in on program goals and objectives. Promote alignment of EHS and risk management practices with strategy and budgeting functions. Lead discussions to identify, assess, and prioritize risks, effectively engage in challenging thinking about risks. Recommend and implement processes to enhance the enterprise risk management function and related internal and external reporting.
- Direct, plan and implement the University's strategic guidance on EHS and risk management programs; creates and modifies policies and procedures to comply with Federal, State and Local laws and regulations, CSU polices and Executive Orders.
- Analyzes existing and new operations, identifies risks and recommends course of action designed to maintain the effectiveness of the University's EHS and risk management programs and insure their proper integration with various policy, procedures and process
- Represent the campus on the California State University Risk Management Authority ("CSURMA") Board of Directors.
- Oversee the risk management programs for the University, encompassing all administrative claims, loss control and insurance functions. Monitor and manage all self-insurance programs for the campus, work closely with insurance adjusters and underwriters for Workers' Compensation, Property, Boiler& Machinery, Inland Marine, EPL/D&O, MPL, AIME, Aviation, Owner-controlled Insurance program, Cyber Liability, Foreign Travel (FTIP), Fine Arts, Special Event, Student Travel Accident, SAFECLIP, SPLIP, and other insurance bound by Risk Management. Purchase coverage as warranted.
- Holds day-to-day responsibility for risk identification, mitigation and management issues. Collaborate with campus constituents to perform risk assessments, identify risk metrics, then develop monitoring and reporting protocols designed to mitigate and manage the risk.
- Monitors settlement of all claims Oversight for loss control programs, procedures to minimize accidents and injuries to students, faculty, staff and visitors. Manage claims against the university to achieve quality results and expense controls, working closely with the California State University Risk Management Authority (CSURMA) and California State University (CSU) general counsel in coordination of sensitive risk issues and litigation. Tracks and analyzes data for trending, and develops appropriate action plans and risk mitigation strategies. Oversight in the analysis of frequency and cause of claims.
- Engage other departments and offices, reasonable measures and best practices to control events and situations, appropriately limit exposure to risk, and strategically plan for the ever-changing environment of risk, compliance, safety, business continuity and emergency management.
- Ensure that the Risk Management program assists university personnel through policies and practices designed to minimize the adverse effects of losses experienced by CSUSB, its employees, volunteers, students, and visitors.
- Develop strategic plans and comprehensive initiatives for the management of risk in the above areas with additional consideration directed at international study abroad, international travel, and other campus programs and activities.

11/2007 – 04/2019

**Environmental Health and Safety Programs Manager, University of California, Riverside**

- Managed safety, Industrial hygiene, hazardous waste, chemical safety, control substances, occupational health, and environmental programs, ensure outstanding customer services for both internal and external customers throughout the campus
- Evaluate risk associate with campus operation and recommend proper controls and mitigations to ensure safety and wellbeing of campus community, audited site activities and advised management on actions necessary to comply with OSHA, EPA, and other regulatory agencies as well as university policy, advised employees and management cross campus on occupational health and safety related issues
- Managed an award-winning injury and illness prevention programs, reduced the OSHA recordable rate more than 40%, and worker's compensation costs more than 60%, maintained the lowest OSHA recordable rate among UC 10 campuses, and achieved the lowest injury rate for UC system in the last 25 years.
- Gathered, analyzed, and reported on key safety metrics which guided procedural changes to reduce work related injuries. Developed and executed Integrated Safety Environmental Management (ISEM) and Safety Incentive plans for multiple high-risk departments, lead safety culture change initiatives
- Assessed environmental health and safety regulatory training needs and partnered with training department to develop instructor lead and computer based training courses, ensure safety and health trainings meet regulatory requirements and job specific needs
- Managed environmental, health and safety hazards, including investigation, planning, and developing solutions to existing and future problems. Investigated incidents and recommended effective mitigations
- Served as subject matter expert for Safety and IH technical issues, performed exposure monitoring and hazard analysis, recommended control measures to mitigate the hazards
- Served as the Safety Officer in emergency operation center during campus emergencies
- Coordinated with Architect & Engineers, Facility Services and Fire Marshal for new facility construction and renovation review and safety programs
- Served as external agency contact on behalf of the University, assisted Risk Management to evaluate hazards and recommend mitigation for major events

03/2004 – 10/2007

**Safety and Health Manager, Walt Disney World (WDW)**

- Created, and implemented programs to meet changing regulatory demands, including companywide EHS programs to minimize risk of injury and illness for 65,000 employees within 11 Lines of Business, reduced OSHA recordable Injury rate 20% in three years
- Established plans to implement Safety Management System, managed safety culture changes and behavior base safety initiatives, inspired employees and management to embrace a culture of safety by detailing the business value and positive culture impact
- Provided broad technical management expertise to balance regulatory requirements, while embracing company concerns
- Worked with executive leadership teams to provide guidance for support of the strategic direction of the operation units
- Established and maintained communication with Legal, Labor Relations, Workers' Compensation, Operations, Facilities, and other stakeholders to achieve initiatives, drive network activities, cross-functional planning, and decision-making to reduce injury and illness and workers compensation cost

- Championed global safety initiatives and benchmarking process, including budget, consultants and inter-department coordination, managed major Ergonomic/Safety-in-Motion (SIM) initiative, which reduced ergonomic related injuries 50% in two years
- Designed business safety and health blueprints, global reporting process, and established metrics/targets used to guide EHS performance company-wide
- Managed incident investigation, including root cause analysis, injuries and illness data analysis, trends, and partnered with operational department leadership to reduce incident rates
- Represented the company in front of government agencies, managed OSHA complaints
- Designed online Safety Management System (SMS), developed self-assessments, evaluations and auditing processes, reviewed global computer-based safety training courses

06/2003 – 03/2004

**Industrial Hygienist, Environ International Corp**

- Assisted clients with EHS compliance reviews and program development
- Conducted EHS auditing, sampling, indoor air quality monitoring, and community noise reduction
- Oversaw Mold and Asbestos investigation and remediation
- Performed radiation safety survey, monitoring and emergency response
- Performed due diligence auditing, facility decontamination and decommission assistance
- Served as subject expert for litigation
- Assisted client with dangerous goods transportation compliance
- Managed multiple ongoing concurrent projects

03/2001 – 06/2003

**EHS Manager, Radiation Safety Officer, Laser Safety Officer, AXT Optoelectronics**

- Managed a team of dedicated EHS professionals with responsibility for talent acquisition, development and mentoring related to technical expertise and leadership capability of EHS staff
- Established goals and objectives to assure integration and consistent deployment of health and safety standards organization-wide
- Managed continuous improvement efforts that required integration of safety management systems at multiple locations
- Deployed safety, industrial hygiene, and environmental strategies to fill compliance and performance gaps in support of the business strategic plan
- Developed metrics to improve visibility and performance of EHS programs, reported progress to the executive leadership team on a regular basis
- Formed strategic partnerships cross the organization to ensure EHS culture engagement efforts are implemented and well-aligned with the business strategies, established effective working relationships with employees and management at all levels
- Provided expert advice to executive leadership on all environmental, health and safety related activities. Lead due diligence reviews for acquisitions, mergers, and divestitures activities, developed and implemented EHS integration plans for new facilities and businesses.
- Directed investigations of incident and environmental complaints, provided process improvement recommendations and/or preventative measures, lead the



EHS Inspection Program to ensure compliance with applicable federal, state and local laws and regulations

- Managed government reporting and recordkeeping process, developed Accident Release Prevention program (ARP) and Spill Prevention Control and Countermeasure program (SPCC), managed waste and hazards material program, oversee permits and registrations application and renewal;
- Lead system safety analysis, directed hazard and safety assessments, industrial hygiene monitoring and managed medical surveillance programs
- Developed and maintained a robust training program, including safety meetings, training seminars and new employee safety orientation, etc.
- Managed workers' compensation cases and return to work program to enhance facilities operations and reduce operating costs

12/2000 – 03/2001

**Industrial Hygienist, EHS2, LLC**

- Performed design reviews and onsite safety consultation for Applied Materials;
- Conducted system safety analysis - Hazards And Operability Analysis (HAZOP), What-If Analysis, Fault Tree Analysis, Failure Mode And Effect Analysis (FMEA)
- Performed risk assessments, SEMI S2 equipment safety assessments, SEMI S8 ergonomic assessments, SEMI F-15 tracer gas analysis, fire risk assessments
- Performed ventilation system evaluations, IH tests, air emission tests, wastewater characterization;
- Drafted equipment safety manual

05/2000 – 11/2000

**Sales Representative, General Motors Corp**

- Identified and shared best safety practices cross all divisions in General Motors
- Developed corporate ergonomic training program
- Participated UAW-GM joint safety audit and industrial hygiene investigation
- Developed corporate safety website
- Reviewed Design for Safety process and incident investigation process
- Developed safety lessons learned database

01/1994 – 08/2007

**Safety Specialist, ConocoPhillips Petroleum Company**

- Oversaw a group of 10 offshore safety coordinators to ensure employee safety in a high hazard environment
- Developed and implemented offshore oil safety programs to mitigate various hazards during oil rig construction and operation
- Managed hazard communication and facilitated safety training for a diverse workforce
- Performed safety inspections, incident investigations, and ergonomic assessments
- Managed contractor safety, including pre-qualification
- Developed offshore emergency response plan, which included helicopter safety, warehouses safety, oil spill and tornado respond procedures, etc.
- Coordinated oil spill emergency responses with other major oil companies operated in South China Sea

**Report of Completed Staff Training  
California State University, San Bernardino**

Name	Training Topic	Training Date
Jennifer Sorenson	EDU: Eliminate Campus Sexual Misconduct – Lawroom Seminar	04/2017
Jennifer Sorenson	Jumpin’ Jeopardy Webinar	07/2017
Jennifer Sorenson	PCAPPA Annual Conference	07/2017
Jennifer Sorenson	Chancellor’s Office CEQA Workshop	07/2017
Jennifer Sorenson	MPP Bootcamp	08/2017
Jennifer Sorenson	Executive of Facilities Meeting – CSU Monterey Bay	09/2017
Jennifer Sorenson	Women’s Leadership Forum – CSUSM	10/2017
Jennifer Sorenson	EDU: Supervisor: Anti-Harassment Discrimination, Retaliation (CA-13-H_ - Lawroom Seminar	12/2017
Jennifer Sorenson	Hiring Best Practices	01/2018
Leatha Elsdon	Getting to Zero Workshop	11/17/2016
Leatha Elsdon	Leadership Retreat	1/18/2017
Leatha Elsdon	CSU State Fire Marshall Training	5/1/2017
Leatha Elsdon	Executive Facilities Officers Meeting	6/13/2017
Leatha Elsdon	MPP Boot Camp	8/10/2017
Leatha Elsdon	FPM MPP Meeting	3/1/2019
Leatha Elsdon	Diversity, Awareness, Inclusion, & Equity	6/10/2019
Leatha Elsdon	EOC Exercise	7/11/2019
Leatha Elsdon	Diversity, Awareness, Inclusion, & Equity	7/30/2019
Eric Chan	Surviving an Act of Violence	2/15/2018
Eric Chan	MPP Boot Camp	2/23/2018
Eric Chan	CPDC 2-7 Training	3/15/2018
Eric Chan	FPM Diversity Workshop	11/5/2018
Eric Chan	FPM MPP Meeting	12/5/2018
Eric Chan	CEQA	3/1/2019
Eric Chan	CEQA	3/5/2019
Juan Macias	CSU State Fire Marshall Training	05/2017
Juan Macias	MPP Boot Camp	08/2017
Al Salgado	Cal Fire Training	6/8/2014
Al Salgado	Fire Alarm Panel	8/5/2015

Al Salgado	Law of Design & Construction	12/1/2015
Al Salgado	Stepping Thru Accessibility	8/19/2016
Al Salgado	Microaggressions	8/25/2016
Al Salgado	Bidding Regional General Job Order Contract	1/4/2017
Al Salgado	Leadership Retreat	1/18/2017
Al Salgado	CSU State Fire Marshall Training	5/1/2017
Al Salgado	MPP Boot Camp	8/10/2017
Al Salgado	Bluebeam Training	11/29/2017
Al Salgado	Bidding Regional General Job Order Contract	1/4/2018
Al Salgado	Bidding Regional General Job Order Contract	1/25/2018
Al Salgado	Bidding Regional General Job Order Contract	1/25/2018
Al Salgado	State Fire Marshal GovMotus	5/1/2018
Al Salgado	DSA Training	7/13/2018
Al Salgado	WebTMA	8/20/2018
Al Salgado	CPDC 2-7 Training	11/5/2018
Al Salgado	CPDC 2-7 Training	11/5/2018
Greg Hammers	New Employee Safety Training	2/19/2016
Greg Hammers	Diversity, Awareness, Inclusion, & Equity	3/9/2016
Greg Hammers	Microaggressions	8/9/2016
Greg Hammers	Stepping Thru Accessibility	8/19/2016
Greg Hammers	Fire Extinguisher Training	9/23/2016
Greg Hammers	Eliminate Campus Sexual Misconduct	12/28/2016
Greg Hammers	Leadership Retreat	1/18/2017
Greg Hammers	How to Overcome Disruptive Workstyle Differences	2/27/2017
Greg Hammers	MPP Boot Camp	8/1/2017
Greg Hammers	Bluebeam Training	11/29/2017
Greg Hammers	Surviving an Act of Violence	3/15/2018
Greg Hammers	Air Conditioning Training	5/29/2018
Greg Hammers	Security, Access Control	6/6/2018
Greg Hammers	DSA Training	7/1/2018
Greg Hammers	DSA Training	7/13/2018
Greg Hammers	Kaizen of Conflict	9/1/2018
Greg Hammers	Mentorship	9/1/2018
Greg Hammers	MPP Boot Camp	11/1/2018
Greg Hammers	CPDC 2-7 Training	11/5/2018
Lisa McBride	FPM Diversity Workshop	11/17/2016

Lisa McBride	FPM MPP Meeting	1/4/2017
Lisa McBride	Data Security & FERPA	1/4/2017
Lisa McBride	Caregiver Support Series - Estate Planning & Veteran Aid Benefits	1/18/2017
Lisa McBride	Finding Confidence in Conflict	2/9/2017
Lisa McBride	Diversity Awareness and Inclusion Training	2/9/2017
Lisa McBride	CSU State Fire Marshall Training	5/1/2017
Lisa McBride	Supervisor Anti-Harassment (CA-13A)	7/24/2017
Lisa McBride	MPP Boot Camp	8/1/2017
Lisa McBride	State Fire Marshal GovMotus	5/9/2018
Lisa McBride	DSA Training	7/13/2018
Lisa McBride	DSA Training	7/13/2018
Lisa McBride	CPDC 2-7 Training	11/5/2018
Lisa McBride	CPDC 2-7 Training	11/15/2018
Lisa McBride	Bluebeam Training	11/29/2018
Lisa McBride	FPM Diversity Workshop	12/5/2018
Lisa McBride	FPM MPP Meeting	3/1/2019
Carlos Robles	Project Inspection Management Training	8/12/2015
Carlos Robles	Bidding Regional General Job Order Contract	1/4/2017
Carlos Robles	Means of Egress CBC Chapter 10	2/16/2017
Carlos Robles	CSU State Fire Marshall Training	5/1/2017
Carlos Robles	SFM Plan Review & Approvals	5/1/2017
Carlos Robles	Campus Maps & Building Legends	8/1/2017
Carlos Robles	MPP Boot Camp	8/1/2017
Carlos Robles	Bluebeam Training	11/8/2017
Carlos Robles	Bidding Regional Job Order Contract	1/1/2018
Carlos Robles	Bidding Regional General Job Order Contract	1/25/2018
Carlos Robles	State Fire Marshal GovMotus	5/1/2018
Carlos Robles	State Fire Marshal GovMotus	5/9/2018
Carlos Robles	CSU Injury & Illness Prevention	6/6/2018
Carlos Robles	DSA Training	7/13/2018
Carlos Robles	WebTMA	8/20/2018
Carlos Robles	CPDC 2-7 Training	11/5/2018
Carlos Robles	CPDC 2-7 Training	11/15/2018
Carlos Robles	Bluebeam Training	11/26/2018
Carlos Robles	FPM Diversity Workshop	11/30/2018
Carlos Robles	CPDC 101	2/12/2019
Carlos Robles	CEQA	3/5/2019

Carlos Robles	CEQA	4/23/2019
Carlos Robles	FPM MPP Meeting	3/1/2019
Usama Cost	MPP Boot Camp	7/1/2018
Usama Cost	Kaizen of Conflict	9/1/2018
Usama Cost	Mentorship	9/1/2018
Usama Cost	CPDC 2-7 Training	11/5/2018
Usama Cost	Diversity, Awareness, Inclusion, & Equity	12/5/2018
Usama Cost	FPM Diversity Workshop	12/7/2018
Usama Cost	CSU Injury and Illness Prevention Program	12/7/2018
Usama Cost	EDU: Eliminate Campus Sexual Misconduct	12/7/2018
Usama Cost	CSU Conflicts of Interest	12/7/2018
Usama Cost	HIPPA Basics	12/7/2018
Usama Cost	EDU: Cleary Acts Basics	12/7/2018
Usama Cost	Red Flags	12/7/2018
Usama Cost	EDU: FERPA & Protecting Education	12/7/2018
Usama Cost	CSU Preventing Discrimination and Harassment for Non-Supervisors	12/7/2018
Usama Cost	EDU Supervisor: Anti-Harassment, Discrimination, Retaliation	3/1/2019
Usama Cost	FPM MPP Meeting	4/4/2019
Usama Cost	Data Security & FERPA	12/5/2018
Usama Cost	Diversity, Awareness, Inclusion, & Equity	12/7/2018
Mary Grace Borbe	New & Improved Gordian Program Launch	8/1/2018
Mary Grace Borbe	Kaizen of Conflict	9/1/2018
Mary Grace Borbe	Mentorship	9/1/2018
Mary Grace Borbe	Cross-Cultural Communication	9/1/2018
Mary Grace Borbe	Mixed Generation	9/1/2018
Mary Grace Borbe	MPP Boot Camp	9/1/2018
Mary Grace Borbe	CPDC 2-7 Training	11/5/2018
Mary Grace Borbe	FPM Diversity Workshop	11/30/2018
Mary Grace Borbe	CPDC 101	2/12/2019
Mary Grace Borbe	FPM MPP Meeting	3/1/2019

**Summary of Major Capital Projects  
California State University, San Bernardino**

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Project Name:	<b>College of Extended Learning Expansion</b>
Project Delivery Method:	CM @ Risk
Total Project Budget (PWCE):	\$55,000,000
Total Construction Budget:	\$43,078,000
Current Status of Development:	Construction
Project Start (actual/planned):	07/2016
Project Completion (actual/planned):	09/2019
Project Performance Report Date:	TBD

Comments:

The project will address program needs of the College of Extended Learning, providing the required space to meet the growth of the College. The project is anticipated to be a three-story building approximately 70,000 gsf; the project has been coordinated with the ongoing Campus Master Plan efforts.

**Summary of Major Capital Projects  
California State University, San Bernardino**

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Project Name:	<b>Anatomy Labs</b>
Project Delivery Method:	Design, Bid, Build
Total Project Budget (PWCE):	\$2,919,000
Total Construction Budget:	\$1,971,000
Current Status of Development:	Bidding
Project Start (actual/planned):	01/31/2018
Project Completion (actual/planned):	06/2020
Project Performance Report Date:	TBD

Comments:

The College of Natural Sciences at Cal State San Bernardino is getting two new Biology teaching labs and renovated Graduate research facilities.

The vacated museum space in the Chemical Sciences building, CS-141, will be converted into two new state-of-the-art Anatomy/Physiology teaching laboratories with a total of 48 seats and a shared specimen storage room. These new lab facilities will double the capacity of the existing Anatomy/ Physiology lab and will allow for additional course sections to be offered to meet student demand.

On the third floor of the Biological Sciences building, the existing specimen storage room , BI-326, will be converted into a new Geology Graduate research laboratory, to provide much needed research space for students and faculty. This space will include a safety shower/eyewash, and accessible accommodations for a fume hood and sink to ensure equal access to learning and opportunity for academic success.

**Summary of Major Capital Projects  
California State University, San Bernardino**

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Project Name:	<b>Student Union Expansion</b>
Project Delivery Method:	CM@Risk
Total Project Budget (PWCE):	\$90,200,000
Total Construction Budget:	\$68,614,000
Current Status of Development:	Construction
Project Start (actual/planned):	07/08/2019
Project Completion (actual/planned):	06/27/2021
Project Performance Report Date:	TBD.

Comments:

This project is a new three-story student union building located directly north of the Santos Manuel Student Union. The first level includes a pub with outdoor seating, game room, eight-lane bowling alley, food vendors and retail space, dining and lounge space, and the campus bookstore. The second level is highlighted by a multi-purpose conference center with an outdoor plaza. The third level will house administrative offices for Associated Students Inc. and student government, student success and cultural centers, and social and gathering space.



**Summary of Major Capital Projects  
California State University, San Bernardino**

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Project Name:	<b>Performing Arts Building Addition</b>
Project Delivery Method:	CM@Risk
Total Project Budget (PWCE):	TBD
Total Construction Budget:	TBD
Current Status of Development:	Schematic Design
Project Start (actual/planned):	TBD
Project Completion (actual/planned):	TBD
Project Performance Report Date:	TBD.

Comments:

This project is a new 500 seat performing arts theater, and classroom instructional building to house the Theater, Music and Communications Studies programs. The facility will include instructional labs, interdisciplinary classrooms, faculty offices, a recording studio, practice rooms and a new office suite for the Dean of the College of Arts and letters. This project is also the first stage in a longer process of collating the entire College of Arts and letters into a single precinct located off of the southwest corner of the campus mall.

## **Auxiliary Project Management California State University, San Bernardino**

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This statement confirms that all Auxiliary projects at California State University, San Bernardino are overseen and managed by Facilities Planning and Management. The management of projects by FPM ensures that each Auxiliary project complies with appropriate SUAM, building code, executive orders, and CSU administrative procedures.

Auxiliary projects are plan checked, reviewed for code compliance, and inspected under the campus building permit process. Responsibilities authorized under the Delegation of Capital Outlay Management Authority include design management, plan check, and inspection. Responsibility for project management (not including inspection) is determined on a case by case basis depending on the scope of work, availability of personnel, and complexities of the project.

The California State University, San Bernardino campus manages Auxiliary Project such as The New Student Housing & Dining Commons and The College of Extended Learning Expansion under the same organizational chart as provided in the Capital Outlay Management Plan for the Delegation of Capital Outlay Authority dated November 1, 2016.

### Auxiliary Projects currently managed under this organizational chart:

- College of Extended Learning Expansion
- Anatomy Labs
- Student Union Expansion
- Performing Arts Building Addition