

# Maintenance and Operations Department ASP for Academic Year 2024-2025 April 2024

---

## Description Of Section

### Connection to College Mission

The Maintenance and Operations (M&O) department supports Cerro Coso Community College (CCCC) campuses by ensuring that the physical resources at all locations where CCCC offers courses, programs and services are constructed and maintained. Utilizing physical resources to assure access, safety, security and a healthful learning and working environment to all students, staff, faculty and the community at large.

---

## Review And Planning

### Performance and Equity Gaps Still to be Addressed

The last three years Maintenance and Operations (M&O) has strived to keep buildings at all campuses comfortable to work and learn in and clean as part of the COVID-19 pandemic. M&O will continue to strive to provide the best kept facilities and support the daily functions of departments. Currently the Department is working on utilizing Asset Essentials and Event Manager as the two programs for Campus Staff to request M&O Support. This has been a slow process and M&O has the goal of having both programs fully functional by July 2026; as there are thousands of data entry points that must be found captured around the campus and then inputted.

Additional Gaps that still need to be addressed are Utilities usage, and support of ESCC and Tehachapi Campuses. Due to staffing constraints, and only one management position for nineteen direct report employees across five of the Cerro Coso campuses is a single point of failure. The remote Cerro Coso sites are still not receiving the support from the M&O department that they deserve; although it has continued to improve since 2020. Utilities are one of the largest single costs for the department, and with the use of SMSR dollars power and water monitoring systems are being installed to allow the department to fine tune usage.

### Last Year's Initiatives

#### Surplus of Materials

Very little movement has been made with the district in making changes with Surplusage, as the first half last fiscal year there was in interim CFO, and once a CFO was selected the Chancellor Position vacated. Once a new KCCD Chancellor is in place, Administrative Services will continue to advocate for district support in streamlining our much needed surplus.

#### Project Management

KCCD Facilities Department hired a Construction Project Manager that is based at Cerro Coso Ridgecrest. This has taken a large burden off of the M&O Executive Director with management of projects full time.

#### Equipment Identification

The department switched from School Dude to Asset Essentials, and hired a firm to do a survey of the Ridgecrest, Bishop, and Mammoth Campuses to input plant property. This equipment ID is nearly 90% complete, with parts and consumables imported into system at 5%. The goal is to have all assets and parts inputted into the system by FY26.

## Initiatives for Next Academic Year

### M&O FAQ's

#### Is this part of a multiyear initiative?

Yes

#### Specific Action Steps to be Taken:

Develop a M&O FAQ's and facilities standard document. This would be uploaded to the College Website, and allow all staff to know how to mail, request a car, what can be hung on the walls, how to submit a work order, event support, and many other categories that M&O takes care of.

#### Early Observational Data, or "Lead" Measure(s):

Currently there is no FAQ's or standards for KCCD or CC.

#### Does the department request help developing these instruments?

No

#### Institutional Performance Data, or "Lag" Measure(s):

Utilize reporting features of Asset Essentials and Event Manger on how many requests are denied due to the request not being a capability or something that goes against Facility Standards.

#### Person Responsible:

Cody Pauxtis / Executive Director of M&O

#### Unit gap or institutional goals addressed:

It addresses a 2- or 5- year program review strategy

---

## Resource Needs

### Facilities

Requesting \$250,000 of capital outlay dollars to paint the exterior of the IWV CDC, repair/replace fencing around the campus in IWV, build small outbuildings for track storage, and repair fire hydrants.

Requesting \$120,000 to purchase four vehicles for the campus fleet. One Hybrid Sedan for Early College Programs, One Hybrid for ESCC Bishop, two Hybrids to replace aging fleet vehicles in IWV.

Requesting \$40,000 for grounds maintenance equipment: Aeration equipment, stump grinder, and Battery powered equipment.

### Information Technology

Requesting four Ipad Pro's for the Director, Automotive Mechanic, Plant Engineer, and Operations Manger. The current Surface Go devices do not have the hard drive space, processing speed or connectivity to the M&O applications. Ipad's need to have all blue prints for the campus, and manuals for equipment.

### Marketing

No current needs.

## Professional Development

The department employees continue to attend virtual and in-person technical training in their job field, OSHA, and California regulations. \$10,000 annually for training has been requested.

## Other Needs

---

### Staffing Requests Not Already Listed In Unit Plans

#### 1000 Category - Certificated Positions

#### 2000 Category - Classified Staff

##### Site Maintenance & Operations Specialist

**Location:**

Ridgecrest/IWV

**Salary Grade:**

42.5

**Number of Months:**

12

**Number of Hours per Week:**

40

**Salary Amount:**

\$93,574.07 with pay and benefits

**Justification:**

Classified – As mentioned in the justification for the Operations Manager, the custodial and grounds department are understaffed. To further complicate this, the new sports complex is adding five buildings with nearly 30,000 Sqft of space that needs cleaning, and an additional 250,000 Sqft of outdoor facilities for grounds to maintain. Requesting a Site Maintenance & Operations Specialist to take over custodial, grounds, and some maintenance duties on the west campus in IWV. This position, which we staff in ESCC, can work in virtually all areas of M&O positions, preventing an employee working out of classification, and allows for them to shift from custodial, grounds, and maintenance throughout the semester. Ideally a Custodian II and Grounds II would be needed to help take care of the additional facilities, which is an annual cost of \$141,916.24 with pay and benefits. Compared to \$93,574.07 for a Site Maintenance & Operations Specialist; This is a savings of \$48,342.17.