

**Capital Outlay Management Plan for the
Delegation of Capital Outlay Authority
for
Humboldt State University**

Date submitted to CPDC: January 31, 2021

Table of Contents

Cover page	N/A
Table of Contents.....	i
Introduction	1
Statement of Compliance	2
Organizational Chart for the Administration of Capital Projects.....	3
Levels of Signature Authority for Project Participants	4
Project Management for Auxiliary Projects.....	6
Résumés of Individuals Responsible for Capital Projects	7
Report of Staff Training Completed	34
Summary of Projects.....	35

Introduction

Campus Name: Humboldt State University

Manager Responsible for this update:

Michael Fisher, Interim Associate Vice President
Facilities Management, 707.826.4444, Michael.fisher@humboldt.edu

Manager's administrative assistant:

Darci Miranda, Customer Care Specialist
Facilities Management, 707.826.3646, Facilitymgmt@humboldt.edu

Date of Campus's **current management** delegation agreement: June 12, 2020

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.

Revision Date MM/DD/YYYY	Summarize the change(s) made in each revision:
01/31/2021	Updated organizational chart and description of roles of individuals as related to construction projects.
01/31/2021	Updated resumes.
01/31/2021	Added information concerning training completed by staff whose resumes are included.
01/31/2021	Updated campus project list.

Statement of Compliance

In signing below, campus president [or 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, Campus Risk Manager, Certified Access Specialist (CASP), Construction Administrator, Project Manager, Campus EH&S person responsible for project safety, Architect of Record, 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]. 2 page maximum per resume.
- Provided a report listing training completed by each staff member since last plan update.
- Provided list of major capital projects in progress or completed within the past two years. This list shall include P3, auxiliary, and energy projects.
- Confirms that project management and administration staff 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 of Vice President required

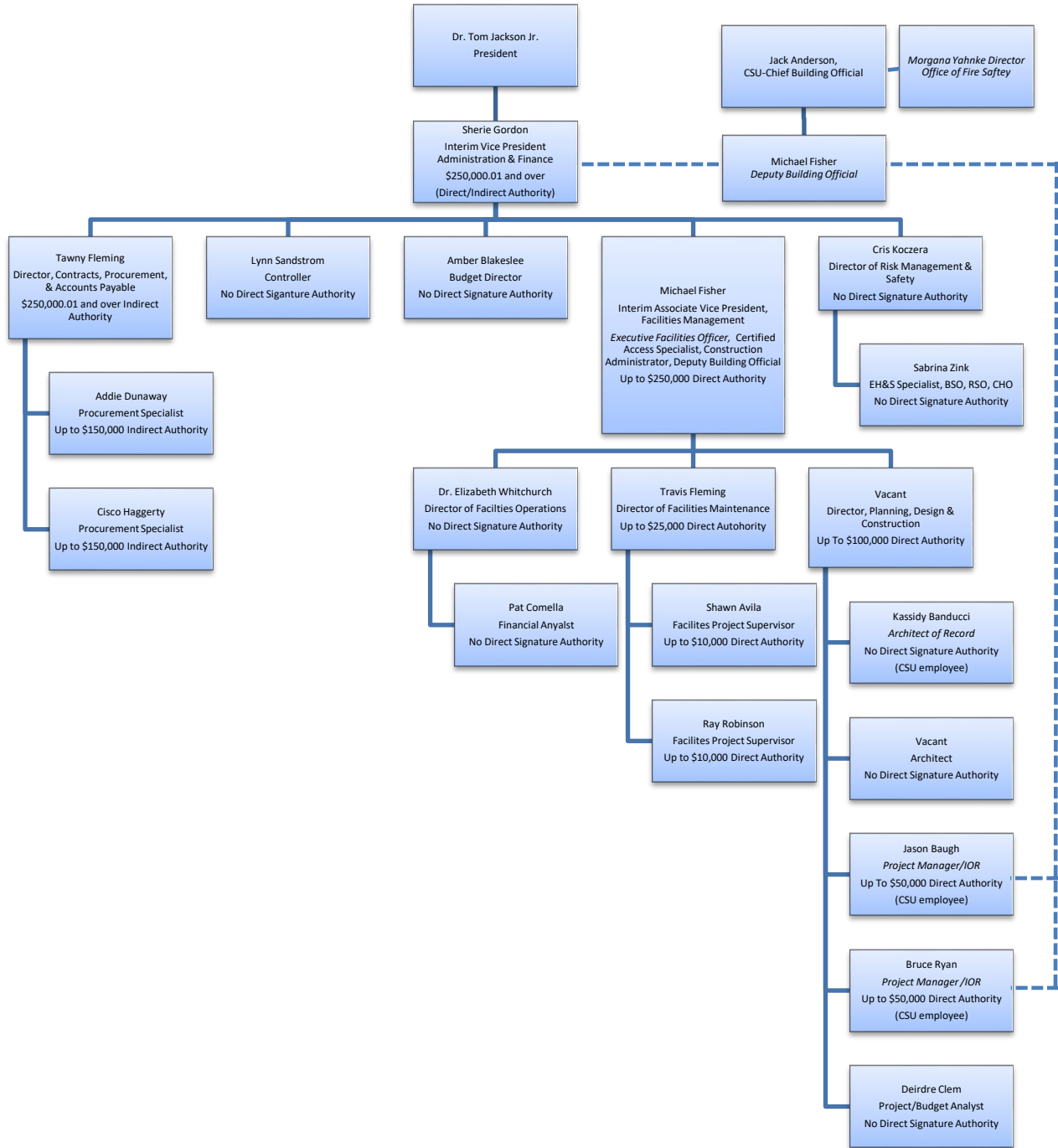
(If VP is newly appointed since last update, President must sign. VP may sign subsequent versions.)



Dr. Tom Jackson Jr.
President

Date: 01/31/2021

Organizational Chart for the Administration of Capital Projects



Levels of Signature Authority for Project Participants

Signatory Authority is further defined into two categories. Those with the authority to sign and obligate the University using the named document types (**Indirect Signature Authority**). And those with authority to approve issuance and payments of obligations (**Direct Signature Authority**). Within our process, only the Vice President of Administration & Finance may exercise both direct *and* indirect signature authority.

Indirect Signature Authority is as follows:

Signature Authority Authorization (\$250,000.01 and Over)

Document Types: Contracts, Agreements, Change Orders, Field Instructions, Extra Service Authorizations, Purchase Orders, Service Orders, Task Service Orders and any other documents which contractually obligate the campus.

- Sherie Gordon, Interim Vice President- Administration & Finance
- Tawny Fleming, Director, Contracts, Procurement & Accounts Payable

Signature Authority Authorization (Up to \$150,000.00)

Document Types: Contracts, Agreements, Change Orders, Field Instructions, Extra Service Authorizations, Purchase Orders, Service Orders, Task Service Orders and any other documents which contractually obligate the campus.

- Addie Dunaway, Procurement Specialist
- Cisco Haggerty, Procurement Specialist

Direct Signature Authority is as follows:

Signature Authority Authorization (\$250,000.01 and Over)

Document Types: Contracts, Agreements, Change Orders, Field Instructions, Extra Service Authorizations, Purchase Orders, Service Orders, Task Service Orders and any other documents which require approval of issuance and/or payments of obligations.

- Sherie Gordon, Interim Vice President- Administration & Finance

Signature Authority Authorization (Up to \$250,000)

Document Types: Contracts, Agreements, Change Orders, Field Instructions, Extra Service Authorizations, Purchase Orders, Service Orders, Task Service Orders and any other documents which require approval of issuance and/or payments of obligations.

- Michael Fisher, Interim Associate Vice President- Facilities Management

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

Document Types: Contracts, Agreements, Change Orders, Field Instructions, Extra Service Authorizations, Purchase Orders, Service Orders, Task Service Orders and any other documents which require approval of issuance and/or payments of obligations.

- Vacant, Director- Planning, Design & Construction

Signature Authority Authorization (Up to \$25,000)

Document Types: Contractor & Consultant Change Orders, Extra Service Authorizations & Field Instructions; Purchase Orders, Service Orders. Task Service Orders, Inspection Reports, Submittals, and RFIs

- Travis Fleming, Director of Facilities Maintenance

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

Document Types: Field Instructions, Purchase Orders, Service Orders, Task Service Orders, Inspection Reports, Submittals, RFIs and any other documents which require approval of issuance and/or payments of obligations.

- Jason Baugh, Project Manager/Inspector of Record
- Bruce Ryan, Project Manager/Inspector of Record

Limited Signature Authority Authorization (Up to \$10,000)

Document Types: Field Instructions, Purchase Orders, Service Orders, Task Service Orders, Inspection Reports, Submittals, RFIs and any other documents which require approval of issuance and/or payments of obligations.

- Shawn Avila, Facility Project Supervisor
- Raymond Robinson, Facility Project Supervisor

Limited Signature Authority Authorization (Documents Only)

Document Types: Authority is limited to architectural drawings, specifications, submittals, RFIs, inspection reports and other documents affecting the permitted work but not directly encumbering University funds.

- Kassidy Banducci, Architect
- Vacant, Architect

The following individuals/positions do not have direct or indirect signature authority for major or minor capital projects. However, each position is critical in the planning, design, financial analysis, reporting, management and oversight for all capital projects.

- Director Facilities Operations- Elizabeth Whitchurch
- Financial Analyst – Pat Comella
- Project Analyst – Deirdre Clem
- Controller – Lynne Sandstrom
- Director, University Budget- Amber Blakeslee
- Director, Risk Management & Safety Services – Cris Koczera

NOTES:

Consultants shall not have contractual or monetary signature authority.

Project Management for Auxiliary Projects

Administration of General Fund Projects including Land Acquisitions

The University's Facilities Management organization is responsible for the management and administration of all general fund projects.

Administration of Fee & Self Support Projects including Land Acquisitions

The University's Construction Administrator provides oversight for those projects being pursued by fee and self-support entities of the University.

All fee or self-support major capital projects are administered entirely through Facilities Management (the University department which houses nearly all positions of authority for major and minor capital projects).

In general, nearly all fee or self-support programs of the University have their minor capital projects administered entirely through Facilities Management. Determination of the level of direct management authorized for these entities for projects they are funding is dependent upon complexity of the scope of work and requirements for the project. Such decisions are rendered by the University's Construction Administrator who consults with the Vice President for Administration & Finance, Associate Vice President of Facilities Management and lead administrator for the fee or self-support program prior to determining such. Determination is highly dependent upon the technical expertise required for the project and how such aligns with that housed within the fee or self-support program. Based on such assessment, a Project Service Level Agreement is adopted which specifically outlines the requirements, roles and responsibilities of Facilities Management and those delegated to the fee or self-support program.

Administration of Auxiliary Projects including Land Acquisitions

The University's Construction Administrator provides oversight for those projects, including land acquisitions, being pursued by auxiliary organizations associated with the University.

All auxiliary major and minor capital projects are administered entirely through Facilities Management (the University department which houses nearly all positions of authority for major and minor capital projects). A Project Service Level Agreement is adopted for each project which specifically outlines the roles and responsibilities of Facilities Management and the auxiliary.

Résumés of Individuals Responsible for Capital Projects

Name: Michael Fisher

Capital Outlay Management Plan Role: Executive Facilities Officer, Construction Administrator, Certified Access Specialist, Deputy Building Official

Position Title: Interim Associate Vice President, Facilities Management

- This position reports to the Vice President of Administration & Finance.
- When fully staffed, this position has four direct reports.

Payroll Classification: Administrator IV

Appointment Date: 10/12/2020

Position Description: This position is responsible for management and supervision of the University's Planning, Design, Construction, Sustainability & Energy, Operations & Maintenance Management, and Parking & Commuter Services functions. Included are oversight responsibility for Planning & Design functions associated with the Campus Master Plan, Five Year Capital Plan, Capital Improvement Plan and Major & Minor Capital Outlay Plan Oversight of Construction, Sustainability & Energy, Operations & Maintenance Management functions is provided for general fund facilities comprising over 150 acres of land and 2.4 million GSF of physical space. In addition, this position serves as the University's designated Executive Facilities Officer, and in supervising the Director of Planning Design & Construction is responsible for the general oversight of all campus construction activities including design and construction management, oversees development of and enforces project management and inspection procedures as well as manages interface with upper administration regarding all construction projects.

Experience summary, degrees, certifications or other comments:

- Experience
 - 2020-Present Humboldt State University
 - Interim Associate Vice President, Facilities Management
 - 2017- 2020 Humboldt State University
 - Director, Planning, Design & Construction
 - 2014- 2017 Humboldt State University
 - Associate Director, Planning & Design
 - 2013- 2014 Humboldt State University

- University Planner & Design Manager
 - 2011- 2013 Humboldt State University
 - University Planner
 - 2010- 2011 Humboldt State University
 - Facilities Management Administrative Trainee
 - 2007- 2010 Humboldt State University
 - Construction Management Assistant Project Manager
 - 2004- 2007 Humboldt State University
 - Housing Maintenance Mechanic (Student Assistant)
- Education & Certifications
 - Masters of Business Administration, Humboldt State University
 - BS, Psychology & Business, Humboldt State University
 - Certified Access Compliance Specialist (license no. 672)
 - SCUP Planning Institute, Level Two Graduate
 - ICC Building Official Certification Track
- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators
 - SCUP, Society of College & University Planners
 - USGBC, United States Green Building Council

Relevant project experience summary:

- All Projects Identified in the Project List submitted with the current Capital Outlay Management Plan

Name: Kassidy Banducci

Capital Outlay
Management Plan Role: Architect of Record

Position Title: Architect

- This position reports to the Director, Planning, Design & Construction.
- This position has 0 direct reports.

Payroll Classification: Administrator I

Appointed: August 2015

Position Description: This position is responsible for leading the design effort associated with routine minor capital projects as well as assisting with the design effort related to complex minor capital projects and major capital projects. This includes assisting with the development of Requests for Proposals including review of proposals received, working collaboratively with consultants where retained by the University, leading and/or assisting with the design review process, assisting in the development of bid documents and review of bids received, and providing design-related construction administration services for assigned projects. This position also acts as a liaison to authorities having jurisdiction, and manages the interface with the campus community and maintenance and operations personnel and also maintains an important role during the construction phase managing all design-related issues for assigned projects with the designated project manager.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2015- Present Humboldt State University
 - Architect
 - 2013- 2015 LACO Associates
 - Designer & Project Manager
 - 2011- 2013 K. H. McKenny, Inc.
 - Designer & Project Manager
 - 2008- 2011 John Ash Group Architects
 - Director of Architecture
- Education & Certifications
 - Bachelor of Architecture, University of Oregon
 - Associate of Arts, College of the Redwoods
 - Associate, American Institute of Architects
 - LEED Accredited Professional
 - California Architect License (in progress)

- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators
 - AIA, American Institute of Architects
 - USGBC, United States Green Building Council

Relevant Project Experience Summary (last two years):

- All Projects Identified in the Project List submitted with the current Capital Outlay Management Plan

Name: Jason Baugh

Capital Outlay
Management Plan Role: Construction Manager & Inspector

Position Title: Construction Manager & Inspector

- This position reports to the Director, Planning, Design & Construction.
- This position does not have any direct reports.

Payroll Classification: Administrative Analyst/Specialist II Exempt

Appointed: 9/5/2017

Position Description: This position oversees assigned campus project activities and University construction administration including contract, budget and schedule management, coordination of inspections, coordination with designers for resolution to field issues, document management, coordination with authorities having jurisdiction and campus, and evaluation and recommendation of contract changes and claims. In addition, this position serves as inspector of record, provides oversight of assistant inspectors, ensures code compliance for field installation, acts as a liaison to authorities having code authority jurisdiction, develops and enforces project management and inspection procedures and manages the interface with campus operations throughout all contracted construction projects. The position is responsible for ensuring project requirements as defined in the permitted documents are properly adhered to and that all required project documents are received and processed properly.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2017- Present Humboldt State University
 - Construction Project Manager & Inspector
 - 2007- 2017 SHN Consulting Engineers and Geologists
 - Project Manager/Inspector
- Education & Certifications
 - BS Industrial Technology, Humboldt State University
 - CA Division of the State Architect; Class II Project Inspector
 - CA Division of Occupational Safety and Health; Certified Asbestos Consultant
 - CA Department of Public Health; Lead Inspector/Assessor
 - International Code Council; Commercial Building Inspector
 - International Code Council; Reinforced Concrete Special Inspector
 - International Code Council; Structural Masonry Special Inspector
 - International Code Council; Spray-applied Fireproofing Special Inspector

- American Concrete Institute; Field Testing Technician Grade I
- OSHA; 40-hour HAZWOPER certification
- Radiation Safety Officer certification
- CA-Office of Emergency Service; Safety Assessment Program Evaluator

Relevant Project Experience Summary (last two years):

- Library Seismic (Project Manager)
- Theatre Arts Seismic (Project Manager)
- Schatz Energy Research Center Addition (Project Manager)
- Electrical Switchgear & Building Transformer Replacement (Inspector of Record)
- Data Center Fire Suppression Replacement (Project Manager/Inspector of Record)
- Trinity Valley Elementary School-MPR Alterations; (Inspector of Record)
- Orleans Elementary School- MPR Alterations; (Inspector of Record)
- Jack Norton Elementary School- MPR Alterations; (Inspector of Record)
- Carson Block Building-Historic Rehabilitation and Seismic Upgrade; (Project Manager/Inspector of Record)
- City of Eureka-Martin Slough Pump Station; (Assistant Resident Engineer/Inspector)

Name: Bruce Ryan

Capital Outlay
Management Plan Role: Project Manager & Inspector

Position Title: Project Manager & Inspector

- This position reports to the Director Planning Design & Construction
- This position does not have any direct reports.

Payroll Classification: Administrative Analyst/Specialist II Exempt

Appointed: 8/8/2017

Position Description: This position oversees assigned campus project activities and University construction administration including contract, budget and schedule management, coordination of inspections, coordination with designers for resolution to field issues, document management, coordination with authorities having jurisdiction and campus, and evaluation and recommendation of contract changes and claims. In addition, this position serves as inspector of record, provides oversight of assistant inspectors, ensures code compliance for field installation, acts as a liaison to authorities having code authority jurisdiction, develops and enforces project management and inspection procedures and manages the interface with campus operations throughout all contracted construction projects. The position is responsible for ensuring project requirements as defined in the permitted documents are properly adhered to and that all required project documents are received and processed properly.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2017 to present Humboldt State University
 - Project Manager & Inspector
 - 2000- 2017 Blue Lake Rancheria Tribe of Indians
 - Construction Manager/Tribal Liaison
 - 1985- 2018 California General 'B' License Contractor
 - Primarily residential construction/light commercial
 - 1980- 1985 Carpenter/Lead Man
 - Primarily residential construction/light commercial
 - 1973- 1980 Student/Laborer I
 - worked at sawmill/attended Humboldt State University
- Education & Certifications
 - BA Geography/Interdisciplinary Studies, Humboldt State University, 1980
 - California State General 'B' License Contractor Lic# 479371, 1985

Relevant Project Experience Summary (last two years):

- University Center HazMat abatement and re-flooring (Project Manager)
- Remodel of 36 Campus Apartments (Project Manager)
- Campus HVAC Controls Modernization (Project Manager)
- Library Seismic (Project Manager Assistant)
- Theatre Arts Seismic (Project Manager Assistant)

Name: Deirdre Clem

Capital Outlay Management Plan Role: Project Analyst, Planning, Design & Construction

Position Title: Project Analyst, Planning, Design & Construction

- This position reports to the Director of Planning, Design & Construction.
- This position has 0 direct reports.

Payroll Classification: Administrative Analyst/Specialist II Exempt

Appointed: September 2019

Position Description: This position is responsible for oversight and general management of project budgets including project allocations, expenditures, and forecasting. Responsibilities include strategic analysis of the University project budget portfolio that results in multi-year project forecasting and cash flow management. This position works with other unit positions on specific initiatives in support of campus projects. Specific initiatives include management of campus space and property.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2019 - Present Humboldt State University
 - Project Analyst, Planning, Design & Construction
 - 2016-2019
 - Senior Planner & Project Manager
 - 2008-2016 LACO Associates
 - Associate Planner
 - 2004-2008 LACO Associates
 - Assistant Planner
- Education & Certifications
 - BA in Geography, Minor in Natural Resource Planning, Humboldt State University
 - Associates of Arts in Transfer Studies and Social Sciences, College of the Redwoods
 - 2018 Graduate, Cascadia Center for Leadership, Humboldt Area Foundation

Relevant project experience summary:

- All Projects Identified in the Project List submitted with the current Capital Outlay Management Plan

Name: Travis Fleming

Capital Outlay Management Plan Role: Director of Facilities Maintenance

Position Title: Director of Facilities Maintenance

- This position reports to the Associate Vice President, Facilities Management.
- This position has 32 direct reports.

Payroll Classification: Administrator II

Appointed: July 1, 2020

Position Description: Primary role with regard to this Capital Outlay Management Plan is associated with oversight, management and supervision of assigned minor capital projects as related to deferred maintenance and capital renewal whether accomplished by outside contractor or in-house staff. This position is involved with ensuring projects remain on schedule and within budget and manages the day-to-day effort associated with accomplishing such including in-house workforce resource allocation and scheduling, interface with contractors, architectural staff and the campus community. The position is also responsible for ensuring project requirements as defined in the permitted documents are properly adhered to and that all required documents are received and processed properly including ensuring inspections are completed with appropriate staff or consultants. As requested, this position also assists the inspector of record with preliminary inspection efforts and documentation associated with such.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2020- Present Humboldt State University
 - Director Facilities Management Maintenance
 - 2014- 2020 Humboldt State University
 - Facility Project Supervisor
 - 2011- 2014 Myrtle town Insulation
 - Division Manager
 - 2007- 2011 Ray Wolfe Construction
 - Project Manager & Estimator
 - 2004- 2007 Fox Farm Soil & Fertilizer Co.
 - Assistant Production Manager
- Education & Certifications
 - BA, Humboldt State University

- AS, College of the Redwoods
- Building Envelope Inspector
- Asbestos Management Planner
- CPDH Lead Supervisor & Project Monitor
- EPA/HUD RRP Lead Certified
- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators
 - USGBC, United States Green Building Council

Relevant Project Experience Summary (last two years):

- All Projects Identified in the Project List submitted with the current Capital Outlay Management Plan

Name: Ray Robinson

Capital Outlay
Management Plan Role: Facilities Project Supervisor

Position Title: Facility Project Supervisor

- This position reports to Facilities Maintenance Manager.
- This position has 0 direct reports.

Payroll Classification: Facility Project Supervisor

Appointed: 6/12/2017

Position Description: Primary role with regard to this Capital Outlay Management Plan is associated with leading or assisting the effort required to implement assigned minor capital projects to be accomplished by in-house staff. This position is involved with ensuring projects remain on schedule and within budget and manages the day-to-day effort associated with accomplishing such including provision of direction to in-house workforce as well as interface with service providers, subcontractors, architectural staff and the campus community. The position is responsible to ensure requirements defined in the permitted documents are adhered to and that all required documents are received and processed properly including ensuring inspections are completed with appropriate staff or consultants.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2017- Present Humboldt State University
 - Facility Project Supervisor
 - 2015- 2017 Humboldt State University
 - Electrician
 - 2001- 2015 R&R Electric
 - Project Supervisor & Electrician
- Education & Certifications
 - BA, Humboldt State University
 - California Certified Electrician
 - California Journeymen Continuing Education
- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators

Relevant Project Experience Summary (last two years):

- Wildlife Fire Alarm Replacement (Project Manager)
- Founders Hall Air Handler 6 Replacement (Project Manager)
- Siemens Hall Boiler Replacement (Project Manager)
- Campus Annual Fire Alarm Testing (Assistant Project Manager)
- Library Center for Teaching & Learning Improvement PH III (Assistant Project Manager)
- UC Exterior Lighting Replacement (Assistant Project Manager)
- Student Health Center 101 Room Improvements (Assistant Project Manager)
- Science A 559B Lab conversion (Assistant Project Manager)
- Science A 466 Room improvements (Assistant Project Manager)
- Campus HVAC Controls Upgrade (Project Team Member)
- Lumberjack Arena Lighting Replacement (Vendor coordinator)

Name: Shawn Avila

Capital Outlay
Management Plan Role: Facilities Project Supervisor

Position Title: Facility Project Supervisor

- This position reports to Facilities Maintenance Manager.
- This position has 0 direct reports.

Payroll Classification: Facility Project Supervisor

Appointed: July 2020

Position Description: Primary role with regard to this Capital Outlay Management Plan is associated with leading or assisting the effort required to implement assigned minor capital projects to be accomplished by in-house staff. This position is involved with ensuring projects remain on schedule and within budget and manages the day-to-day effort associated with accomplishing such including provision of direction to in-house workforce as well as interface with service providers, subcontractors, architectural staff and the campus community. The position is responsible to ensure requirements defined in the permitted documents are adhered to and that all required documents are received and processed properly including ensuring inspections are completed with appropriate staff or consultants.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2020- Present Humboldt State University
 - Facility Project Supervisor
 - 2010- 2020 Humboldt State University
 - Maintenance Mechanic
- Education & Certifications
 - Asbestos Worker Certification
 - CDPH Lead Worker Certification

Name: Dr. Elizabeth Whitchurch

Capital Outlay
Management Plan Role: Director of Facilities Operations

Position Title: Director of Facilities Operations

- This position reports to the Associate Vice President of Facilities Management.
- This position has 21 direct reports.

Payroll Classification: Administrator II

Appointed: 08/18/2020

Position Description: Responsible for providing administrative, managerial oversight, and leadership of the Facilities Support Services, Distribution, Custodial Services, and the Grounds & Recycling departments within Facilities Management.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2020- Present Humboldt State University
 - Director Facilities Operations
 - 2020 Humboldt State University
 - Business Services Manager, Facilities Management
 - 2015- 2019 Humboldt State University
 - Special Projects Coordinator/Space Analyst
 - 2012- 2015 Humboldt State University
 - Lecturer, Biological Sciences
 - 2010- 2012 University of Washington
 - Postdoctoral Research Fellow
 - 2007- 2010 University of Oregon
 - Adjunct Lecturer & Postdoctoral Researcher
- Education & Certifications
 - PhD, Biology, Institute of Neuroscience, University of Oregon
 - BS, Chemistry/Biochemistry, Utah State University
- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators

Relevant Project Experience Summary (last two years):

- All Projects Identified in the Project List submitted with the current Capital Outlay Management Plan

Name: Tawny Fleming

Capital Outlay

Management Plan Role: Director, Contracts, Procurement & Accounts Payable

Position Title: Director, Contracts, Procurement & Accounts Payable

- This position reports to the Vice President of Administration & Finance.
- When fully staffed, this position has 10 direct reports.

Payroll Classification: Administrator II

Appointed: Current Position- 11/1/2016; Initial Hire Date- 4/28/2008

Position Description: Serve as Chief Procurement Officer and Director of Accounts Payable for the University. Oversee the development of Procurement, Accounts Payable, and Central Events solutions to complex requirements that satisfy operational goals while maintaining sound fiscal integrity. Ensure compliance with California State University System (CSU), State of California, and Federal government standards and regulations, and follow prudent Procurement and Payable practices vested to the University and its Auxiliaries.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2016- Present Humboldt State University
 - Director, Contracts, Procurement & Accounts Payable
 - 2016- 2016 Humboldt State University
 - Risk Management Coordinator
 - 2014- 2016 Humboldt State University
 - Accountant II
 - 2008- 2014 Humboldt State University
 - Accountant I, Financial Analyst
 - 2005- 2008 SN Servicing Corporation
 - Business Analyst
- Education & Certifications
 - MBA, Humboldt State University
 - BA, Anthropology, University of California at Santa Barbara
 - CPSM, Certified Professional in Supply Management, Institute for Supply Management
- Memberships/Affiliations
 - NAEP, National Association of Educational Procurement
 - ISM, Institute for Supply Management

Relevant Project Experience Summary (last two years):

- All Projects Identified in the Project List submitted with the current Capital Outlay Management Plan

Name: Addie Dunaway

Capital Outlay
Management Plan Role: Procurement Specialist, Contracts & Procurement

Position Title: Procurement Specialist, Contracts & Procurement

- This position reports to the Director of Contracts, Procurement, & Accounts Payable
- This position has 0 direct reports.

Payroll Classification: Buyer II

Appointed: July 2020

Position Description: This position is responsible for a wide-range of diverse purchasing activities that require a thorough knowledge of all phases of University and State purchasing policies. This includes, but is not limited to, preparing or supervising the preparation of all agreements and contracts, including all necessary procedures and documents both preliminary and subsequent to the agreement/contract. These agreements/contracts include Public Works bids and contracts for new construction, alterations, maintenance or repairs to facilities, grounds, utilities or other real property; bids and agreements for services of every type which will be provided to the University for which the University will compensate the provider; leases and other miscellaneous agreements for services such as agreements with other governmental agencies, private companies, individuals, other governmental entities and with various agencies/auxiliaries associated with the University; and Interagency Agreements with other State Agencies providing services to the University or to whom the University will provide services.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2020- Present Humboldt State University
 - Procurement Specialist, Contracts & Procurement
 - 2018- 2020 Humboldt State University
 - Buyer II, Facilities Management
 - 2006- 2018 Wing Inflatables, Inc.
 - Director, Materials & Shipping
 - 1985- 2005 Yakima Roof Racks/Watermark Gear
 - Demand Planning, Inventory Control Manager & Consumer Services Manager
- Education & Certifications

- AS Business Management, College of the Redwoods
- Memberships/Affiliations
 - CASA of Humboldt, Court Appointed Advocate, former
 - Nortcoast Big Brothers/Big Sisters, former Big Sister
 - APICS, American Production and Inventory Control Society

Name: Cisco Haggerty

Capital Outlay
Management Plan Role: Procurement Specialist, Contracts & Procurement

Position Title: Procurement Specialist, Contracts & Procurement

- This position reports to the Director of Contracts, Procurement, & Accounts Payable
- This position has 0 direct reports.

Payroll Classification: Buyer II

Appointed: 1/6/2020

Position Description: This position is responsible for a wide-range of diverse purchasing activities that require a thorough knowledge of all phases of University and State purchasing policies. This includes, but is not limited to, preparing or supervising the preparation of all agreements and contracts, including all necessary procedures and documents both preliminary and subsequent to the agreement/contract. These agreements/contracts include Public Works bids and contracts for new construction, alterations, maintenance or repairs to facilities, grounds, utilities or other real property; bids and agreements for services of every type which will be provided to the University for which the University will compensate the provider; leases and other miscellaneous agreements for services such as agreements with other governmental agencies, private companies, individuals, other governmental entities and with various agencies/auxiliaries associated with the University; and Interagency Agreements with other State Agencies providing services to the University or to whom the University will provide services.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2020- Present Humboldt State University
 - Procurement Specialist, Contracts & Procurement
 - 1999-2019 Sun Valley Floral Farms
 - Local Wholesale Manager/Buyer (local, regional, international)
 - Mgmt of fleet, crew, perishables, equipment & customer accounts
- Education & Certifications
 - 1993 Humboldt State University
 - Bachelor of Arts Degree in Studio Art Photography
 - 2010-2012 College of the Redwoods
 - Water treatment operator
 - Accounting

- Memberships/Affiliations
 - 2020- Present
 - CSU P-TAC Procurement Tactical Team
 - CSUBUY HSU Campus Administrator
 - HSU Campus Contracts liaison for student community service learning
 - 2020
 - HSU Emergency Operations Center (EOC)
 - FEMA buyer & purchase tracking administrator

Name: Lynne Sandstrom

Capital Outlay
Management Plan Role: University Controller, Accounting/Business Services

Position Title: University Controller, Accounting/Business Services

- This position reports to the Vice President of Administration & Finance.
- When fully staffed, this position has four direct reports.

Payroll Classification: Administrator III

Appointed: Current Position – 4/26/2019

Position Description: This position is responsible for providing administrative leadership for the functional units in accounting and student financial services including auxiliary foundations. The Controller provides leadership of university-wide accounting operations (including revenues, expenses, endowments, property, treasury/cash flows, assets and liabilities) as well as financial reporting expertise and ensures compliance with all applicable Federal and State regulations and college policies and procedures. Leads the university campus including auxiliary foundations in stewardship of the University's financial accounts and records, preparation of its financial statements (both GAAP and Management), tax filing and compliance, ensuring effective internal control systems and presentation of various financial and non-financial reports and interpretation of data to executive leadership and the campus community.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2019- Present Humboldt State University
 - University Controller, Accounting Department
 - 2013 - 2019 Cypress Grove Chevre, Inc.
 - Director, Finance and Administration
 - 2006 - 2013 Humboldt State University
 - Director, Financial Services
 - 2005- 2006 The Danco Group
 - Controller
 - 2002 – 2005 City of Eureka
 - Accountant
 - 1989 - 2002 David L. Moonie & Co, CPA's
 - Accountant/Auditor/Tax Preparer
 - 1987 - 1989 Avaunt Limited, Financial Consulting

- Accountant
- Education & Certifications
 - BS Business Administration, Humboldt State University
 - Certified Public Accountant

Summary of Relevant Experience & Role (last five years):

- Review and reconciliation of all ongoing projects for Bond Funded, CO funded and Campus funded projects. Including and not limited to: appropriate and allowable spending; budget limitations; claims processing record keeping, etc.
- Oversee compliance with internal and external audit engagements.

Name: Cris Koczera

Capital Outlay

Management Plan Role: Director Risk Management and Safety Services

Position Title: Interim Director Risk Management and Safety Services

Payroll Classification: Administrator I

Appointed: 12/2020

Position Description: This position is responsible for providing leadership and management of the Risk Management, Health and Safety, Hazardous Waste Management, Emergency Management and Emergency Business Continuity Planning functions of the University. This position is also responsible for compliance with State of California laws and regulations and California State University policies and procedures. Responsibilities also include: developing, leading and executing risk management and safety strategies; tracking and reporting key functional metrics to reduce expenses and improve effectiveness; partnering with stakeholders to ensure clear requirements documentation; performing and benchmarking, assessing, managing and mitigating risks relative to various activities including procurement, grant and contracts. The Director is responsible for developing and implementing strategic business plans, campus policy, standards, guidelines and procedures as related to the area of risk management, and in alignment with university and CSU mission, values and institutional priorities.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2020 - Present Humboldt State University
 - Interim Director Risk Management and Safety Services
 - 2018 - 2020 Humboldt State University
 - Emergency Management and Business Continuity Coordinator
 - 2017 - 2018 American Red Cross
 - Regional Training and Exercise Coordinator
 - 2010 - 2017 American Red Cross
 - Disaster Program Manager
- Education & Certifications
 - BA, Emergency Management, American Public University
 - EMT-Basic: registry number B1795678
 - Presidential Lifetime Service Award 2010
 - Advanced FEMA Academy Graduate 2018

- CERT trainer and program manager
- ICS 100, 200, 700, 800
- Wildland Firefighter 1
- DOC Internship American Red Cross November 2012
- FEMA Tsunami Awareness Training
- Peer counseling and diversity training
- American Red Cross Training: Holds over 60 certifications in disaster response courses available on request
- FEMA Training: Holds over 26 certifications available on request

Name: Sabrina Zink

Capital Outlay

Management Plan Role: Environmental Health & Safety Specialist

Position Title: Environmental Health & Safety Specialist

Payroll Classification: Administrative Analyst/Specialist II Exempt

Appointed: 4/13/11

Position Description: This position is responsible for overseeing all of the Environmental Health and Safety regulatory compliance on campus. This position must analyze regulatory requirements and develop compliance programs and policies to address said requirements affecting Environmental Health and Occupational Safety operations. In addition this role must respond to spills/releases and other emergencies involving hazardous materials to minimize risk to employees, students and facilities and manage the collection, segregation and disposal of hazardous wastes. Chemical hygiene as it applies to all campus operations is the responsibility of the specialist. The EH&S Specialist also must develop and deliver, to meet regulatory requirements, EH&S-related training for employees, supervisors and department chairpersons and conduct periodic compliance surveys of campus facilities where hazardous materials are in use or in storage.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2016- Present Humboldt State University
 - EH&S Specialist/Assistant Risk Manager RSO, CHO, BSO
 - 2014 - 2016 Humboldt State University
 - EH&S Coordinator, RSO, CHO
 - 2011 - 2013 Humboldt State University
 - Hazardous Materials Coordinator, CHO
 - 2010 - 2011 Foster Farms Dairy
 - Environmental Safety and Training Coordinator
 - 2005 - 2008 Evergreen Pulp, Inc.
 - Environmental Technician

- Education & Certifications
 - BS Biology Cellular/ Molecular Emphasis Humboldt State University
 - AA Liberal Arts Solano Community College
 - AS Science Solano Community College
 - Asbestos Building Inspector/Management Planner

- Hazardous Materials Technician, Cal OES
- HAZWOPER
- RSO certified
- NIMS/SEMS Response

- Memberships/Affiliations
 - Safety Officer, Emergency operations center
 - North Coast Storm Water Coalition Member
 - CSU Storm Water Work Group Member
 - Institutional Biosafety Committee member
 - HSU Campus wide Safety Committee

Summary of Relevant Project Experience & Role (last two years):

- LID oversight retrofit projects
- Gist Hall Asbestos Mitigation –Scope of project, operating procedures and plan/analytical review
- Hazmat handling and disposal-All projects

Name: Amber Blakeslee
Capital Outlay
Management Plan Role: University Budget Director

Position Title: University Budget Director

- This position reports to the Vice President of Administrative Affairs.
- When fully staffed, this position has three direct reports.

Payroll Classification: Administrator III

Appointed: Appointed Director – 08/2016

Position Description: This position is responsible for university resource planning, including development and management of the University’s \$140 million annual operating budget and oversight of an additional \$80 million in annual budgets for the University’s self-support entities and auxiliary organizations. Responsibilities include oversight of campus resource allocation processes and systems, including the implementation of a cloud-based budgeting system complete with a capital planning module to be built out in the near future, revenue projection modeling, position management, policy development, process improvement initiatives, multi-year planning and five-year business plans for auxiliaries and self-supports, and extensive knowledge of the State of California, California State University, and Humboldt State University budgeting and planning policies, processes, and systems. In addition, this position is responsible for reserve planning and policy development and partners with Facilities Management to support campus capital planning efforts.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2016 - Current Humboldt State University
 - University Budget Director
 - 2014 - 2016 Humboldt State University
 - Interim University Budget Director
 - 2008 - 2014 Humboldt State University
 - Senior Budget Analyst/University Budget Analyst
 - 2002 – 2008 Bell, McAndrews & Hiltachk
 - Account Administrator
- Education & Certifications

- Masters of Public Administration, CSU San Bernardino (coursework complete, currently working on thesis)
- BS, Business Administration - Finance, Loyola Marymount University
- Leadership California, 2017 Current Issues and Trends (CIT) Program
- WACUBO Business Management Institute, Years Two and Four
- Memberships/Affiliations
 - CSU Budget Officers Association, Executive Committee Member
 - Leadership California
 - CSU Financial Standards Advisory Committee (FSAC)
 - NACUBO, National Association of College and University Business Officers
 - University Resources and Planning Committee, Staff
 - Student Success Alliance, Staff
 - HSU Advisory Committee on Sustainability
 - HSU Budget and Finance Group, Chair
 - HSU Integrated Assessment, Planning and Budget Task Force
 - University Leadership Council
 - Student Fee Task Force
 - Administrative Affairs Leadership Team
 - Innovation Award Steering Committee
 - Oracle Business Intelligence Elite User Group
 - PeopleSoft HCM Data Governance Committee

Name: Pat Comella

Capital Outlay

Management Plan Role: Financial Analyst

Position Title: Financial Analyst (AAS IE), Facilities Management

- This position reports to the AVP of Facilities Management
- This position has no direct reports

Payroll Classification: ADMIN ANALYST/SPCLST II E -12

Appointed: Current Position- 2/14/19; Initial Hire Date - 8/24/10

Position Description: Under general supervision of the Associate Vice President of Facilities Management and in collaboration with the MBU's management team and with colleagues across the campus, the incumbent is responsible for financial planning services, budget analysis and reporting, accounting and accounts management including cost recovery for all units within and projects managed by Facilities Management. This position requires a high level of individual responsibility because of the degree of leadership and independent performance required.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2019-Present Humboldt State University
 - Financial Analyst, Facilities Management
 - 2017- 2019 Humboldt State University
 - Interim Business Services Manager, Facilities Management
 - 2015- 2017 Humboldt State University
 - Financial Analyst, Facilities Management
 - 2010- 2015 Humboldt State University
 - Administrative Support Coordinator, Academic Affairs
 - 2010- 2013 Humboldt State University
 - Sustainability Coordinator, Plant Operations
 - 2009-2010 Food For People, Humboldt County Food Bank
 - Fund Development Director
 - 2007- 2010 Western Web Printing
 - Account Manager
 - 1991-2007 Dancing Dragon Design
 - Catalog and Print Production Manager
- Education & Certifications
 - Humboldt State University, Arcata, CA, (in progress)
 - College of the Redwoods, Eureka, CA, A.A. Degree in Social Sciences
 - Eureka Adult School, Eureka, CA, Advanced Excel Courses
- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators

Report of Staff Training Completed

[Since last plan update; use additional sheets as necessary.]

Staff Name <i>(sort by Staff Last Name)</i>	Training Topic	Training Date (mm/yyyy)
Avila, Shawn	Asbestos Worker Refresher	01/2021
Baugh, Jason	Asbestos Building Inspector Refresher	01/2021
Baugh, Jason	Asbestos Management Planner Refresher	01/2021
Baugh, Jason	Lunch & Learn #1 - Collaborative Construction Planning Process Training	12/2020
Baugh, Jason	OCIP Overview	09/2020
Clem, Deirdre	Chancellor's Office Construction Management 101	08/2020
Clem, Deirdre	Basic Law of Design & Construction	10/2020
Fleming, Travis	Asbestos Building Inspector Refresher	01/2021
Fleming, Travis	Asbestos Contractor Supervisor Refresher	01/2021
Robinson, Ray	Asbestos Building Inspector Refresher	01/2021
Robinson, Ray	Asbestos Contractor Supervisor Refresher	01/2021
Ryan, Bruce	Lunch & Learn #1 - Collaborative Construction Planning Process Training	12/2020
Ryan, Bruce	Job Order Contract (JOC) Huddle # 5: Gordian Cloud Training	12/2020
Ryan, Bruce	AB 262: Environmental Product Declaration	05/2020
Zink, Sabrina	Asbestos Building Inspector Refresher	01/2021
Zink, Sabrina	Asbestos Management Planner Refresher	01/2021
	Due to COVID, Since the last update in January of 2020, Training has been impacted	

Summary of Major Capital Projects (Last Two Years)

Project Name: Trinity Children Center and Child Development Lab

Project Funding Type: Academic P3 Infrastructure Self-Support

Project Delivery Method: Collaborative Design - Build

Total Project Budget (PWCE): \$ 12,824,000

Total Construction Budget: \$ 10,302,000

Current Status of Development: Phase I, 100% Schematic Design

Project Start (actual NTP/target): 09/2021

Project Completion (actual NOC/target): 08/2022

Project Performance Report Date: N/A

Comments:

Project is on time and within budget with an outstanding project team in SB James, PBK Architects and the University.

Project Name: Jenkins Hall Renovation

Project Funding Type: Academic P3 Infrastructure Self-Support

Project Delivery Method: Design – Bid - Build

Total Project Budget (PWCE): \$10,719,000

Total Construction Budget: \$8,197,000

Current Status of Development: 95% Construction Documents/Permitting

Project Start (actual NTP/target): 05/2021

Project Completion (actual NOC/target): 12/2023

Project Performance Report Date: N/A

Comments:

Project will be transformative for the Jenkins Hall building and the campus in providing flexible classroom and laboratory spaces with a focus on applied studies and hands on experience. Project has experienced delay due to complications with the design firm AEPC.

Project Name: Library Seismic Retrofit

Project Funding Type: Academic P3 Infrastructure Self-Support

Project Delivery Method: Design-Bid-Build

Total Project Budget (PWCE): \$18,775,000

Total Construction Budget: \$12,650,000

Current Status of Development: Construction/Closeout

Project Start (actual NTP/target): 10/05/2015

Project Completion (actual NOC/target): 10/2021

Project Performance Report Date: N/A

Comments:

The Project has undergone many issues with the primary two issues are as follows: First during design and engineering the code cycle change initiated the use of new seismic engineering ground motion coefficients which dramatically increased the engineering requirements. Second, during project permitting the OSFM required the installation of full building fire sprinkler protection. We are currently working on delivering the final portion of the project with the fire sprinklers.

Project Name: Theater Arts Seismic Retrofit

Project Funding Type: Academic P3 Infrastructure Self-Support

Project Delivery Method: Design – Bid - Build

Total Project Budget (PWCE): \$17,884,000

Total Construction Budget: \$14,564,000

Current Status of Development: Construction/Closeout

Project Start (actual NTP/target): 05/15/2017

Project Completion (actual NOC/target): 10/2021

Project Performance Report Date: N/A

Comments:

Project was subject to the same issues as experienced with the Library, design and engineering the code cycle change initiated the use of new seismic engineering ground motion coefficients which dramatically increased the engineering requirements.

Project Name: Electrical Switchgear Replacement

Project Funding Type: Academic P3 Infrastructure Self-Support

Project Delivery Method: Design – Bid - Build

Total Project Budget (PWCE): \$2,187,000

Total Construction Budget: \$2,051,000

Current Status of Development: Complete

Project Start (actual NTP/target): 01/22/2016

Project Completion (actual NOC/target): 06/10/2018

Project Performance Report Date: N/A

Comments:

Critical replacement of our main electrical switchgear. Project was great with Pacific Industrial Electric (PIE) as the prime contractor and Salas O'Brien Engineering.

Project Name: Campus Electrical Micro Grid Phase I

Project Funding Type: Academic P3 Infrastructure Self-Support

Project Delivery Method: Collaborative Design Build

Total Project Budget (PWCE): \$1,550,000

Total Construction Budget: \$1,235,000

Current Status of Development: Bid

Project Start (actual NTP/target): 03/2021

Project Completion (actual NOC/target): 12/2021

Project Performance Report Date: N/A

Comments:

Phase I includes Feasibility with our Campus partners in the Schatz Energy Research Center. Phase I also includes engineering and construction to install a 2 MW campus generator to meet the immediate needs of campus resiliency associated with power grid failures and future needs of back support in a micro grid that includes renewable generation and battery storage (Phase 2).