



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

2023

Date submitted to CPDC: March 31, 2023

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**As campus inserts pages, pagination above will change. Remember to update pagination.*

Introduction

Campus Name: California State Polytechnic University, Humboldt

Manager Responsible for this update:

Michael Fisher, Associate Vice President, Facilities Management
707.826.3646 – Michael.fisher@humboldt.edu

Person preparing the update:

Michael Fisher, Associate Vice President, Facilities Management
707.826.3646 – Michael.fisher@humboldt.edu

Date of Campus's **current management** delegation agreement: April 22, 2022

In the table below, provide a list and summary of all personnel, organizational changes or project management procedural changes that occurred during the last year. Should any changes occur AFTER the approval of the current management delegation, please be sure to update this page and submit to CPDC.

Revision Date MM/DD/YYYY	Summarize the change(s) made in each revision:
03/31/2023	Organization chart, various position updates, resume updates, project updates.

Manager Responsible for this update, confirms the document is in compliance with submittal requirements:

Manager Signature Line

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, including all vacancies and/or positions filled by consultants or CPDC staff.
- 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, Campus Architect, 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 all major and minor capital projects in progress or completed within the past two years. This list shall include P3, auxiliary, JOC, TOCA, 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.)

Sherie Gordon, Vice President of Administration and Finance, CFO

3/31/2023

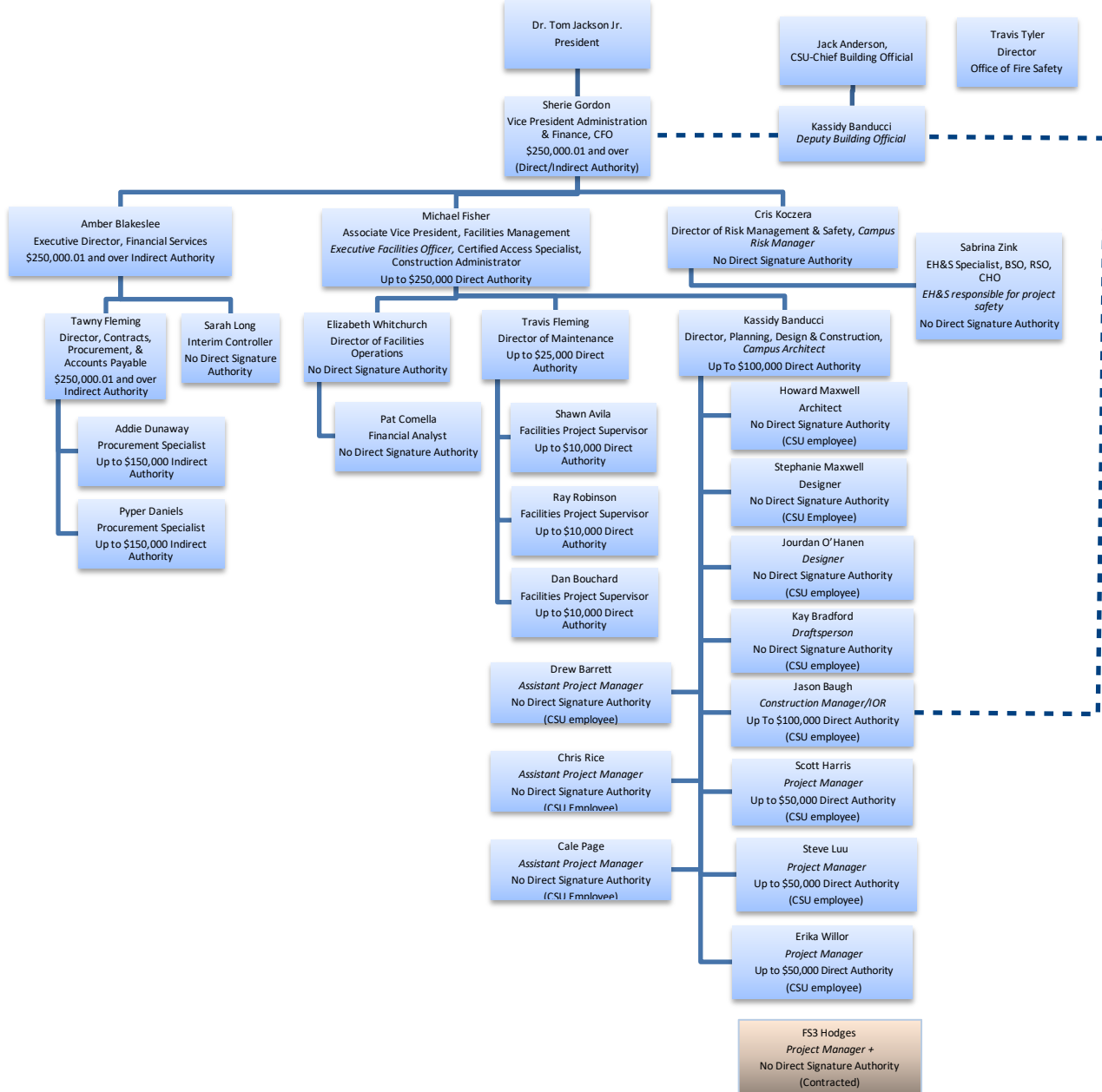
One Page Overview for 2023

The purpose of this overview is to collect data systemwide that will allow for systemwide comparisons. The goal is to create a benchmark using common metrics for capital project delivery.

- 1. Total number of Major Cap projects planned for construction to start in and currently in construction for 2023:** 29 total project over the most current Minor/Major threshold for 2023 - This includes DM projects based on dollar value
- 2. Total number of Major Capital Projects currently under construction are:** 13 Projects are currently under construction. - This includes DM projects based on dollar value
- 3. Total FY budget for Major Cap:** The projects currently under construction and the total fiscal year 2023/24 cashflows associated with those project comprise the total FY budget for major cap. \$95,000,000
- 4. Number of campus Personnel directly involved with Minor and Major Cap projects?:** 13 CSU Employees, 4 Contracted. All CSU Employees have their resumes included. This includes our Planning Design & Construction department team and the Associate Vice President of Facilities Management.
Total Number of Major Capital Projects - 23
Total Value of Major Capital Projects - ~ \$650,000,000

T* = minimal training completed

Program Administration of Capital Projects Organizational Chart



Levels of Signature Authority for Project Participants

**[THIS PAGE INTENTIONALLY INCOMPLETE TO MAINTAIN
PAGE NUMBERING FOR OVERALL DOCUMENT]**

Directions:

Use the Excel template to complete the list of Signature Authority. Once completed, save as PDF and CPDC will insert into the final document. Submit as a separate file with Management Plan..

[COMP-SignatureAuthority-20210903.xlsx \(sharepoint.com\)](#)

Notes:

¹ Monetary levels of authority shown are for example only. Change the amounts as necessary. Add or remove columns as needed.

² Consultants shall not have contractual or monetary signature authority.

³ Change the Header and Footer in the Excel Document to include the Campus Name (Where applicable), the submittal date and the exact page where it will be included in the overall document.

Project Management Procedures for Auxiliary (IT, P3, or Others) Projects

(Provide narrative that describes how your campus is addressing project management for auxiliary projects. Include who is responsible for performing Design review, 3rd party compliance & permits, and Construction Oversight.)

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 Auxiliary & Self Support Projects including Land Acquisitions

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

All auxiliary or self-support programs of the University have their minor and major capital projects, land acquisition and planning are administered entirely through Facilities Management (the University department which houses all positions of authority for major and minor capital projects). This includes management of planning, design, engineering, contracting, permitting, construction, inspection, and facilitation of authorities having jurisdiction, consulting, CPDC and State of California compliance. Project staff identified in herein are responsible for all project development and delivery on campus.

Résumés of Individuals Responsible for Capital Projects- 2 page Maximum per resume

Name: Michael Fisher

Position Title: Associate Vice President, Facilities Management

- This position reports to the Vice President of Administration & Finance.
- This position has six 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
 - 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, Architect

Position Title: Director of Planning, Design, & Construction

- This position reports to Associate Vice President of Facilities Management
- This position has nine (9) direct reports.

Payroll Classification: Administrator II

Appointed: August 2015

Position Description:

Reporting to the Associate Vice President of Facilities Management and in collaboration within the Department and with colleagues across the campus, the Director is responsible for providing administrative and supervisory leadership for functions assigned to the Planning, Design & Construction Division of Facilities Management. Functions include planning, design, management of University space and facilities information, management of University property leases, collaborates with the Associate Vice President of Facilities Management to develop the 5 year campus capital improvement plan as submittal annually, and the administration of the Capital Management Plan and CSU Delegated Authority. Additionally, the Director is responsible for all construction related activity on campus including contract management, inspection requirements, state reporting, project risk assessment, and all other project management tasks under direct supervision of the Director or as delegated to PD&C Staff. The Director is also responsible to provide leadership associated with business and strategic plans, and the development of campus policy, standards, guidelines and procedures related to the area of assignment and in alignment with the University's mission, values and institutional priorities. In addition, the Director participates as a member of the leadership team of Facilities Management and serves as a campus liaison to state regulatory agencies and the CSU Chancellors office.

Campus Deputy Building Official (CDBO) is responsible for campus-specific administrative and operational control, including coordination of permit issuance. The CDBO reports to a campus-designated office as well as to the CSU Systemwide Building Official as it relates to the compliance with code. The CDBO is considered a deputy to the CSU Systemwide Building Official per provisions of CBC section 103.3.

The designated CDBO shall issue a written construction/demolition authorization for each project and maintain a record of all authorizations. The written authorization shall be issued only after confirmation of all required approvals, including those required by Office of State Fire Marshal and Division of the State Architect have been obtained.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2021-present Cal Poly Humboldt
 - Director Planning, Design & Construction
 - Campus Deputy Building Official
 - 2015- 2021 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
 - Licenced Architect, State of California, No. 38529
 - National Council of Architectural Registration Boards. No. 98099
 - LEED Accredited Professional
- Memberships/Affiliations
 - National Council of Architectural Registration Boards (NCARB)
 - United States Green Building Council (USGBC)
 - City of Eureka, Design Review Committee, Chair
 - CSU, Women In Facilities

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

Position Title: Construction Manager & Inspector

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

Classification: Administrator I

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:
 - 2021- Present Cal Poly Humboldt
 Construction Manager
 - 2017- 2021 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:
 - All Projects Identified in the Project List submitted with the current Capital Outlay Management Plan

Name:

Deirdre Clem

Position Title: Project & Space 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, as well as planning and environmental review support through the design stage of major capital projects.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2020-Present Cal Poly Humboldt
 - Project & Space Analyst, Planning, Design & Construction
 - 2019 - 2020 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

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

- 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 40 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 contractors 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 Supervisor & Asbestos Building Inspector
- CDPH 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

Position Title: Facility Project Supervisor

- This position reports to the Director of Facilities Maintenance.
- 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
 - Asbestos Supervisor & Asbestos Building Inspector
- 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: Shawn Avila

Position Title: Facility Project Supervisor

- This position reports to the Director of Facilities Maintenance.
- 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: Dan Bouchard

Position Title: Facility Project Supervisor

- This position reports to the Director of Facilities Maintenance.
- This position has 0 direct

reports Payroll Classification: Facility Project Supervisor

Appointed: January 2014

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
 - 2014- Present Humboldt State University
 - Facility Project Supervisor
 - 2012- 2014 Humboldt State University
 - Building Service Engineer
 - 2010- 2012 Humboldt State University
 - Facilities Maintenance Mechanic
 - 2008- 2010 Brower Mechanical
 - HVAC Technician
- Education & Certifications
 - Asbestos Project Supervisor Certification
 - Asbestos Building Inspector Certification
 - AA, Universal Technical Institute
 - EPA 608 Universal Technician Certified
 -

Name: Dr. Elizabeth Whitchurch

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

Position Title: Director, Contracts, Procurement & Accounts Payable

- This position reports to the Executive Director of Budget & Finance.
- When fully staffed, this position has 10 direct reports

Payroll Classification: Administrator II

Appointed: 11/1/2016

Position Description: Serve as Chief Procurement Officer and Director of Accounts Payable for the University. Oversee the development of Procurement, Accounts Payable, and Travel 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
 - NIGP, National Institute for Governmental Procurement

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

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
 - Northcoast Big Brothers/Big Sisters, former Big Sister
 - APICS, American Production and Inventory Control Society
 - DVBE/SBE Advocate, HSU Campus
 - Certified ISO 9001 Auditor

Name: Pyper Daniels

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: January 2022

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 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
 - 2022- Present Humboldt State University
 - Procurement Specialist, Contracts & Procurement
 - 2019- 2022 State Farm Insurance
 - Insurance Sales of Life, Health, Fire, Auto, and Disability Insurance.
 - 2017- 2019 Mercer Fraser Company
 - Accounts Receivable, and administrative assistant.

- Education & Certifications
 - Fortuna Union High School
 - Insurance Certifications in life, health, fire, auto, a

Name: Under Recruitment

Position Title: University Controller, Accounting/Business Services

- This position reports to the Executive Director & Finance.
- When fully staffed, this position has six direct reports

Payroll Classification: Administrator III

Appointed: Current Position – Vacant

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

Name: Cris Koczera
Position Title: 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
 - 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
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: Executive Director of Finance & Budget, University Budget Director

Position Title: Executive Director of Finance & Budget

- This position reports to the Vice President of Admin & Finance.
- This position also serves as the University Budget Director.
- When fully staffed, this position has six direct reports.

Payroll Classification: Administrator IV

Appointed: Appointed Executive Director – 10/2021

Position Description: This position oversees all financial services operations on campus including Accounting, Contracts & Procurement, Accounts Payable, Payroll, Student Financial Services and Budget. In addition, this position is responsible for university resource planning, including development and management of the University’s \$170 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 capital project financial pro formas, reserve planning and policy development and partners with Facilities Management to support campus capital planning efforts.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2021 - Current Cal Poly Humboldt
 - Executive Director of Finance and Budget
 - 2016 - Current Cal Poly Humboldt
 - 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
 - BS, Business Administration - Finance, Loyola Marymount University
 - WACUBO Mentoring Program, 2022-23
 - Leadership California, 2017 Current Issues and Trends (CIT) Program
 - WACUBO Business Management Institute, Years Two and Four
- Memberships/Affiliations
 - CSU Financial Officers Association
 - 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
 - Polytechnic Implementation Steering Committee Member
 - Polytechnic Implementation - Housing Working Group
 - Inclusive Student Success Committee
 - University Cabinet
 - Student Fee Advisory Committee, Co-Chair
 - Administrative Affairs Leadership Team

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

- Financial pro forma development and modeling for housing projects.
- Oversee compliance with internal and external audit engagements.

Name: Pat Comella

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 Cal Poly Humboldt
 - 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
- 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

Name: Howard Maxwell

Position Title: Architect

- This position reports to the Director, Planning, Design & Construction.
- This position has 2 direct reports.

Classification: Administrator I

Appointed: November 2021

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
 - 2021- Present Humboldt State University
 - Architect
 - 2014- 2021 University of California, Davis - Design and Construction Management
 - Senior Project Manager, Major Capital Projects
 - 2011- 2014 Community Architecture
 - Project Manager
 - 2009 - 2011 DLR Group
 - Job Captain
 - 2000 - 2009 Stafford King Wiese Architects
 - Job Captain
- Education & Certifications
 - Bachelor of Arts, Anthropology, California State University, Sacramento
 - Associate of Science, Architecture, Cosumnes River College
 - Certified Construction Document Technologist, CDT.
 - Licensed Architect - State of California

Relevant Project Experience Summary (last two years):

- Emerson Hall (Shasta Hall) Residence Hall 720 Beds - UC Davis
- Student Athlete Performance Center - UC Davis
- Controlled Environment Facility - UC Davis
- Seismic Improvement Projects - UC Davis
- All Projects Identified in the Project List submitted with the current Capital Outlay Management Plan

Name: Jourdan O'Hanen

Position Title: Designer

Payroll Classification: Admin Analyst/Spclst 12 Mo

Appointed: June 2021

Position Description: Under general supervision of the Director of Planning, Design & Construction and in collaboration with colleagues across the campus, the incumbent is responsible for design and drafting duties as assigned and under the audience and supervision of a licensed architect. Specifically, the incumbent will be responsible for planning, designing, developing construction documents, and coordinating the successful implementation of assigned projects; provisions of services required to deliver the University's planning design, and construction functions; and coordinating efforts involved with ensuring University and facility information is accurate and up to date.

Experience Summary, Degrees, Certifications or Other Comments:

- 2021- Present Humboldt State University
 - Designer
- 2017- 2021 City of Eureka
 - Plans Examiner
- 2013- 2017 ATLAS Engineering
 - Draftsperson/Office Manager

Education & Certifications

- Bachelor of Science, Industrial Design , Humboldt State University
- Associate of Science, General Studies, College of the Redwoods
- Certified Mechanical Drafter, College of the Redwoods

Relevant Project Experience Summary (last two years):

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

Name: Stephanie Maxwell

Position Title: Designer
Payroll Classification: Administrative Analyst/Specialist II
Appointed: November 2021

Position Description: Under general supervision of the Director of Planning, Design & Construction and in collaboration with colleagues across the campus, the incumbent is responsible for design and drafting duties as assigned and under the audience and supervision of a licensed architect. Specifically, the incumbent will be responsible for planning, designing, developing construction documents, and coordinating the successful implementation of assigned projects; provisions of services required to deliver the University's planning design, and construction functions; and coordinating efforts involved with ensuring University and facility information is accurate and up to date.

Experience Summary, Degrees, Certifications or Other Comments:

- o 2021- Present Humboldt State University
 - Designer
- o 2013-2021 Ruland's Used Office Furniture
 - Design Specialist
- o 2006-2009 Boulder Associates
 - Level 3 Designer
- o 2003-2006 Chong Partners Architecture
 - Intermediate Designer
- o 1999-2003 Stafford King Wiese Architects
 - Interior Designer
- o 1997-1999 Forrar Williams Architects
 - Jr. Interior Designer

Education & Certifications

- Associate of Applied Arts Interior Design, California Academy of Merchandising, Art & Design

Relevant Project Experience Summary (last two years):

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

Name: Kay Bradford

Position Title: Drafting Technician II
· This position reports to the Architect

Payroll Classification: Drafting Technician II

Appointed: June 2012

Position Description:

Under the general direction of the University Architect, develops from preliminary sketches and design notes, complete design and construction documents for minor construction projects or modifications of existing structures or systems, including architectural, structural, mechanical, electrical, telecommunication, and civil drawings. Maintains master files of campus drawings and infrastructure / underground utilities. Assists with development and maintenance of space information data. Collaborates with design and construction teams to develop alternatives in the design function of conceiving, surveying, planning or proportioning assigned projects to satisfy performance, cost, safety, size, strength, durability, constructability and other requirements.

Experience Summary, Degrees, Certifications or Other Comments:

- 2012 - Present Humboldt State University
 - Drafting Technician II
 - 2008 - 2012 Bradford Design
 - Sole Proprietor, Architectural Design & Consulting
 - 1997 - 2008 Penfold Engineering, Inc.
 - Architectural Designer & Project Manager
 - 1995 - 1997 The Steinberg Group Architects
 - Architectural Draftsperson
-
- Education & Certifications
 - Bachelor of Architecture, University of Arkansas
 - Bachelor of Art, Baylor University
 - Emeritus Architect, State of Arkansas, No. 2204
 - National Council of Architectural Registration Boards (inactive)
 - Certificate – Historic Preservation, College of the Redwoods
 - Memberships/Affiliations
 - Eureka Heritage Society

Relevant Project Experience Summary (last two years):

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

Name:

Drew Barrett

Position Title:

Assistant Project Manager

- This position reports to the Construction Manager and Director of Planning, Design & Construction.

Payroll Classification: Administrative Analyst/Specialist II

Appointed: September 2021

Position Description: This position is responsible for supporting and assisting Project Managers with all aspects of construction project management during the development, planning, and design phases with specialized focus and emphasis on the construction and closeout phases of projects.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2021 - Present Humboldt State University
 - Assistant Project Manager
 - 2017 - 2021 Simple Solutions Inc.
 - Lead Laboratory Technician
 - 2013 - 2017 Humboldt State University & Humboldt Bay Harbor District
 - Project Manager and Co-Principal Investigator
 - 2013 - 2015 California Commercial Beach Fisherman's Association
 - Principal Investigator and Senior Fisheries Research Biologist
 - 2005 - 2013 International Pacific Halibut Commission
 - Lead Fisheries Biologist
- Education
 - Master of Science, Natural Resources, ABT, Humboldt State University
 - Bachelor of Science, Fisheries Biology, Humboldt State University

Relevant Project Experience Summary:

- Trinity Children's Center Addition and Renovation
- Library Seismic Retrofit, Fire Sprinkler System, and Lighting Upgrades
- Arcata Bookstore Renovation
- Campus HVAC Controls Modernization
- Sunset Residence Hall and Jolly Giant Commons Roof Replacements
- Student Recreation Center Turf Replacement and Lighting Upgrades
- Campus Wireless Network Expansion
- Samoa Facility, Behavioral and Social Science Building, and Gist Hall Tenant Improvements
- Campus Housing Security Camera Installation and Fire Alarm System Upgrades
- Campus Elevator Modernizations

Name: Scott Harris

Position Title: Project Manager, Facilities Management Planning, Design & Construction

- This position reports to the FM Construction Manager
- This position has no direct reports. Payroll Classification: Administrator I

Appointment Date: 09/12/2022

Position Description: Under oversight of the Associate Vice President of Facilities Management (acting Construction Administrator & Building and with general supervision provided by the Director of Planning, Design & Construction and Construction Manager in collaboration with colleagues across the campus, the incumbent is responsible for managing assigned construction projects. This includes efforts associated with all aspects of project management during the development, planning and design phases with specialized focus and emphasis on the construction and closeout phases of a project. This position is required to interface with a variety of colleges and departments, including faculty, staff, administrators, State Fire Marshal, various professional consultants, contractors, and vendors.

Official)

Experience Summary, Degrees, and Certifications:

- Experience
 - 2022-Present Cal Poly Humboldt
 - Project Manager, Facilities Management - Planning, Design & Construction
 - 2011-2022 GHD Inc.
 - Project Manager, Senior Professional - US West Environmental Business
 - 2009-2011 Winzler & Kelly
 - Project Scientist, Project Manager - Environmental Services Group
 - 2007-2009 Watterson Environmental Group
 - Project Scientist
- Education
 - Masters of Business Administration, Humboldt State University
 - BS, Environmental Science, Humboldt State University
- Certifications/Trainings
 - Cal/OSHA Asbestos Contractor Supervisor
 - Cal/OSHA Certified Asbestos Consultant (11-4713)
 - Cal/OSHA Confined Space Entry
 - Cal/OSHA Lock-out-Tag-out (LOTO)

- Cal/OSHA Log 300
 - Cal/OSHA Work at Heights
 - California Local Agency Ethics (AB1234)
 - CalOES Post-Disaster Safety Assessment Program Evaluator Training
 - CDPH Lead Inspector/Assessor
 - CDPH Lead Project Monitor
 - EMS Behavioral Emergencies – Advanced
 - EMS Infectious Disease Control
 - EMS Musculoskeletal Injuries – Advanced
 - FEMA Incident Command System IS-00100
 - FEMA NWCG S-130, Firefighter Training (Wildland)
 - Health & Safety Plan (HASP) Development
 - NFPA 1500 Combustible & Flammable Liquids
 - OSHA 40-Hour HAZWOPER
 - Public Safety First Aid and CPR (CA Health and Safety Code 1979.182)
 - State Fire Training Vehicle Extrication
 - USDOT Hazardous Materials Packaging, Labeling and Shipment
 - USEPA Asbestos Building Inspector
 - USEPA Asbestos Management Planner
 - USEPA Lead Project Designer
 - USEPA RCRA Hazardous Waste Management
 - USGBC LEED Green Associate
- Memberships/Affiliations
 - Kneeland Fire Protection District, Kneeland Volunteer Firefighter
 - USGBC, United States Green Building Council

Relevant Project Experience Summary

- Cal Poly Humboldt Library Seismic Retrofit Project
- Cal Poly Humboldt Theater Arts Seismic Retrofit Project
- PG&E Humboldt Bay Power Plant Fossil and Nuclear Units Decommissioning
- CDCR Healthcare Facility Improvement Program (Northern California)
- Pacific Plaza Broadway & Vigo Commercial Redevelopment Project
- SPI Arcata Sawmill Decommissioning
- Nordic Aquafarms Former Samoa Pulp Mill Redevelopment Project
- Napa State Hospital Earthquake Renovation Project
- UC Davis Veterinary Medicine Teaching Hospital, VM2, Livestock and Field Service Center, B Barn Capital Improvement Projects
- UC Davis Chemistry Building, Rock Hall Seismic Retrofit Projects
- Del Norte County Regional Airport Runway Safety Area/Obstruction Removal Projects

Name: Erika Willor

Position Title: Project Manager, Facilities Management Planning, Design & Construction

- This position reports to the FM Construction Manager
- This position has no direct reports.

Payroll Classification: Administrator I

Appointment Date: 09/12/2022

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 provides oversight of assistant project managers, 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, and Certifications:

- Experience
 - 2022- Present Cal Poly Humboldt
 - Project Manager
 - 2017- 2022 Omsberg & Preston
 - Project Manager/Civil Engineer
 - 2013-2015 Civil Engineering Consultant
 - Civil Engineer
 - 2007-2012 Mazzetti (formerly Balzhiser & Hubbard Engineers)
 - Civil Engineer
 - 2006-2007 Weber Elliot Engineers
 - Staff Engineer
- Education & Certifications
 - BS Environmental Resources Engineering, Humboldt State University
 - Registered Professional Civil Engineer, CA certificate #92836
 - Qualified Stormwater Practitioner/Developer, CA certificate #27900
 - Qualified Industrial Stormwater Practitioner (QISP)

Relevant Project Experience Summary

- Jolly Giant Commons Roof Replacement
- Student Recreation Center Turf Replacement
- NAS Food Sovereignty Lab
- Housing Security Cameras
- Campus Emergency Energization
- Science Complex Renovations
- 1601 CalOES Tenant Improvement

Name: Steven Luu

Position Title: Project Manager, Facilities Management Planning, Design & Construction

- This position reports to the FM Construction Manager

- This position has no direct reports.

Payroll Classification: Administrator I

Appointment Date: 09/12/2022

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 provides oversight of assistant project managers, 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, and Certifications:

- Experience
 - 2022- Present Cal Poly Humboldt
 - Project Manager
 - 2018- 2022 SL Consulting Services Inc
 - Consultant, Project Manager
 - 2014-2018 Manhard Consulting, LTD
 - Civil Engineer, Project Manager
 - 2008-2014 Eriksson Engineering Associates, LTD
 - Civil Engineer
 - 2007 Kabbes Engineering Inc
 - Intern
- Education & Certifications
 - BS Civil and Environmental Engineering, University of Illinois, Urbana-Champaign
 - Registered Professional Civil Engineer, IL 062-066371

Relevant Project Experience Summary

- Cal Poly Humboldt Trinity Children’s Center Major Capital Outlay Collaborative Design Build

Name: Christopher Rice

Position Title: Assistant Project Manager

○ This position reports to the Construction Manager and Director of Planning, Design & Construction.

Payroll Classification: Administrative Analyst/Specialist II

Appointed: November 2022

Position Description: This position is responsible for supporting and assisting Project Managers with all aspects of construction project management during the development, planning, and design phases with specialized focus and emphasis on the construction and closeout phases of a project. This position interfaces with a variety of colleges and departments, including faculty, staff, administrators, State Fire Marshal, various professional consultants, contractors, and vendors for the purpose of supporting successful project management.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2022 - Present Cal Poly Humboldt
 - Assistant Project Manager
 - 2015 - 2022 D.C.I. Builders

- Lead Foreman for New, Remodel, Victorian Restoration, Commercial and Residential Construction

- 2007 – 2015 Self Employed

- Carpentry in New and Residential Remodel Construction

- 2000 - 2007 Jim Ryan Flooring

- Flooring Installation

Relevant Project Experience Summary:

- Jolly Giant Roof Replacement
- Student Recreation Center Field Turf Replacement
- Campus Emergency Energization

Name: Cale Page

Position Title: Assistant Project Manager

This position reports to the Construction Manager and
Director of Planning, Design & Construction.

Payroll Classification: Administrative Analyst/Specialist

Appointed: November 2022

Position Description: This position is responsible for supporting and assisting Project Managers with all aspects of construction project management during the development, planning, and design phases with specialized focus and emphasis on the construction and closeout phases of a project. This position interfaces with a variety of colleges and departments, including faculty, staff, administrators, State Fire Marshal, various professional consultants, contractors, and vendors for the purpose of supporting successful project management

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2022 - Present Cal Poly Humboldt
 - Assistant Project Manager
 - 2020 - 2022 Owner/Builder
 - Guerneville Project
 - 2018 - 2020 Stately Construction
 - Construction Manager
 - 2016 - 2018 Lake County Dept. of Social Services
 - Staff Services Specialist - FM Supervisor
 - Member of IFMA
 - Certified Forklift Operator/Trainor
 - Member of the Lake County Work Safety Conference
 - 2014 - 2016 Lake County Dept. of Social Services
 - Accountant
 - Certificate in Government Accounting (Spec. HHS) – UC Davis
 - Certificate in Business Supervision (Spec. Government) – UC Davis
 - 2012 - 2014 Clearlake Community College
 - Student – Accounting/Gen. Business
 - 1996 - 2012 Page Construction
 - Owner – General Contractor Lic#738666
- Education
 - Studied Accounting and Business at Clearlake Community College
 - Accounting Certificates

- Applied Accounting - QuickBooks
- Tax Preparation
- Business Certificates
 - Business Computer Application – Microsoft Suite
 - Student of the Year
 - Small Business Administration
- High School Graduate – Lower Lake High

Relevant Project Experience Summary:

- CalPoly Humboldt
 - Library Fire Sprinkler Pump House
 - Library HVAC Controls, Test and Balance
 - SRC Flooring Abatement
 - GSAC Office Demolition
- Stately Construction
 - Engineered Concrete Foundation Systems
 - Project Management and Code Compliance
 - Several Custom Home Builds
- LCDSS
 - Tenant Improvements/Office Renovations
- Page Construction
 - Numerous Design Build/Collaborative Build Residential Projects
 - Commercial/Industrial
 - Numerous TI/Office Renovations
 - Gym Renovation and ADA Bathroom Addition
 - Storage Facility/Buildings
 - Geothermal Power Plant
 - Maintenance Building
 - Underground Utilities and Grounding
 - Storage Buildings
 - Gold Mining and Processing Facility
 - Office Renovations
 - Storage Buildings
 - Equipment Install/Removal



Report of Staff Training Completed

[Over the last year only; Include all relevant Project Management, Construction Management, or Construction Safety related training; Include any certificate, Continuing Education or higher education courses; use additional sheets as necessary.]

Staff Name <i>(sort by Staff Last Name)</i>	Training Topic	Training Date (mm/yyyy)
Fleming, Travis	Asbestos Contractor Supervisor	01/2023
Fleming, Travis	Asbestos Building Inspector	01/2023
Rice, Chris	Asbestos Awareness	2/2023
Page, Cale	Asbestos Awareness	2/2023
Willor, Erika	CPDC Construction Management	12/1/2022
Willor, Erika	CSU PlanetBids Training	12/2/2022
Baugh, Jason	Annual Asbestos Refresher Courses	1/20223
Baugh, Jason	CDPH, Lead General Refresher	12/2022
Baugh, Jason	HAZWOPER Annual Refresher	12/2022
Barrett, Drew	CPDC Capital Projects Reporting, Setup, & Closeout	04/2022
Barrett, Drew	CPDC Project Management	5/2022
Barrett, Drew	CPDC Collaborative Design Build	6/2022
Barrett, Drew	CPDC Target Value Delivery	9/2022
Barrett, Drew	CPDC Project Delivery Methods	9/2022
Barrett, Drew	CPDC Construction Management	12/2022
Barrett, Drew	CSU Planet Bids	12/2022
Barrett, Drew	CPDC Buy Clean California	1/2023
Barrett, Drew	Cal/OSHA Asbestos Awareness	2/2023
Barrett, Drew	Gordian/JOC System, Processes, Practices, & Project Management	2/2022 - 1/2023
Howard Maxwell	Mandated Reporters of Child Abuse	3/2023
Howard Maxwell	Gordian/JOC System, Processes, Practices, & Project Management	8/2022 - 1/2023
Howard Maxwell	Fundamentals of People Centered Change	6/2022
Howard Maxwell	DSA Academy CASp 101	8/26/2022
Howard Maxwell	CPDC Target Value Delivery	9/2022

Summary of Major Capital Projects

Include campus and auxiliary projects that are in planning, design, or construction phases, and that either began or completed within last two years. If a project is contracted under a TOCA MEA, please so indicate along with the delivery method used, i.e. TOCA CMAR or TOCA CDB. Use as many pages as necessary.

Project Name: Craftsman Student Housing

Project Type: Academic P3 Infrastructure Self-Support/Auxiliary

Project Delivery Method: Collaborative Design / Build

Is Project in MetaBIM/PMWeb? Yes

Total Project Budget (PWCE): \$216,000,000

Construction Budget: \$189,000,000 GMP

Current Status of Project: Construction

Project Start (Actual NTP/Target): 05/17/2022 P1 Agreement

Project Construction Start (Actual NTP/Target): 04/2023 P2 Agreement

Project Completion (Actual NOC/Target): 11/2025

Project Performance Report Date: N/A

Comments: N/A

Project Name: Housing Dining Health Building

Project Type: Academic P3 Infrastructure Self-Support/Auxiliary

Project Delivery Method: Collaborative Design / Build

Is Project in MetaBIM/PMWeb? No

Total Project Budget (PWCE): \$175,000,000

Construction Budget: \$153,000,000

Current Status of Project: Procurement

Project Start (Actual NTP/Target): 07/2023

Project Construction Start (Actual NTP/Target): 06/2024

Project Completion (Actual NOC/Target): 08/2026

Project Performance Report Date: N/A

Comments: N/A

Project Name:

Project Type: Academic P3 Infrastructure Self-Support/Auxiliary

Project Delivery Method:

Is Project in MetaBIM/PMWeb?

Total Project Budget (PWCE): \$

Construction Budget: \$

Current Status of Project:

Project Start (Actual NTP/Target): [MM/YYYY if Targeted, MM/DD/YYYY if Actual]

Project Construction Start (Actual NTP/Target): [If different from Project Start]

Project Completion (Actual NOC/Target): [MM/YYYY if Targeted, MM/DD/YYYY if Actual]

Project Performance Report Date: (Provide the date of the PPR. If no report completed, enter N/A)

Comments:

[please briefly identify successes, as well as any significant issues, claims, or global settlements, and if project was administered for auxiliary, indicate so and roles performed.]