

GLOSSARY

Except where definitions are prescribed by law, regulation or policy, the California Community College Facilities Planning Manual defines terms broadly to allow for innovation and differences among the 72 districts.

- **Adequacy:** From a capital outlay prospective, if a facility can support instructional delivery systems, it is considered adequate. If it cannot, it is considered inadequate and either the facility must be changed, or the instructional delivery system or the instructional course or program must be changed or abandoned in favor of one that can be taught effectively within the available facility. Facility designs must now be evaluated to see if they are educationally adequate for specific learning outcomes given better understanding of what kinds of experiences and facilities are essential to these outcomes.
- **Appropriation Expiration Date:** Budget appropriations have limited time when claims may be made against the funds. All appropriations have a period of time where claims may be encumbered (reserved) and a period of time where cash may be distributed to cancel the encumbrances. The last day that cash may be distributed to pay the claims is called the appropriation expiration date. Funds not yet distributed return back (revert) to the authorizing account after the appropriation expiration date.
- **As Built:** As-built drawings record the locations, sizes, and nature of concealed items such as structural elements, accessories, equipment, devices, plumbing lines, valves, mechanical equipment, and the like as constructed in the project. These records (with dimensions) form a permanent record for future reference.
- **Assignable Square Feet (ASF):** ASF is used in conjunction with the Taxonomy of Programs to define capacity space standards in terms of square footage allowable per 100 Weekly Student Contact Hour (WSCH). If the campus has less space available than the amount allowable for every 100 WSCH, a capital outlay project may be justified especially if re-alignment of existing space is not an option.
- **Budget Change Proposal (BCP):** The documents prepared each year by State and local agencies to advocate changes in a State agency's budget. BCPs are reviewed by the State Department of Finance and the Office of the Legislative Analyst and, if approved, are used to modify the budget bill before it undergoes Legislative review.
- **Building Reconstruction:** The process of renovating buildings that have reached the end of their life span.

- **Campus:** An institution that is like a college in most respects, but may not offer a full complement of programs or services and is combined with other campuses or a college into a single institution for accreditation purposes.
- **Capacity:** The amount of enrollment that can be accommodated by an amount of space given normal use levels. In terms of facility space standards, it is defined as the number of ASF per 100 WSCH.
- **Capital Improvements or Capital Improvement Process:** Activities concerned with planning, defining capital projects (demolition, alterations, additions, or new facilities), securing funding, and developing each project: programming, design, bid, and construction. Activities are expanding to encompass the development or modification of new forms of educational delivery systems beyond those currently identified (classroom, laboratory, office, library, and audio visual/television).
- **Capital Outlay Budget Change Proposal (COBCP):** A type of Budget Change Proposal concerned with the construction of facilities and their related aspects. (See also Budget Change Proposal) Under the procedures proposed in this handbook, a community college COBCP is composed of three major components: an Initial Project Proposal (IPP), a Final Project Proposal (FPP) and a Project Summary transmittal form.
- **Capital Outlay Budgeting:** The process of applying for capital funds, securing approvals, using and accounting for the funds.
- **Capital Outlay Expansion:** See **Capital Improvements**.
- **Capital Projects:** Are specific construction projects, such as land, utilities, roads, buildings, and equipment projects. Capital projects may also be thought of in terms of 'facilities systems.'
- **Change Order:** Any change made to a signed contract is called a "**change order.**"
- **Closed Specifications:** limits competitive bidding by establishing such stringent requirements that only a single material or system can meet them. Closed specifications cannot be used on public projects except: 1) in an emergency, 2) when they are part of an existing system, 3) when it has been determined to be in the public's best interest or 4) it is required for a test of a material or product to determine its suitability for future use.
- **Collaborative Learning:** Instruction method in which students move about, working in small groups, sometimes with specially designed workstations.

- **College:** A degree-granting institution intended to provide instruction through the second year of college, including but not limited, to one or more of the following categories:
 - 1) standard collegiate courses for transfer to higher institutions
 - 2) vocational and technical fields leading to employment; or
 - 3) general or liberal arts courses for which institution the district intends to obtain accreditation

- **College Master Plan:** The written plan that results from the process by which a college determines the educational needs of its service area, identifies its priorities for meeting these needs, based partly upon state standards and priorities, and assures that all of its educational operations, facilities and other resources are effectively directed towards meeting these needs.
 - **College Master Plan** is defined as a comprehensive planning document encompassing all of the functions of the college or district. Given the complexities of most communities, the master planning process is not a step-by-step, linear process but a dynamic process consisting of a mix of methods. Information and ideas are exchanged at every level, combined and recombined, until a particular approach emerges as a good choice. That approach is developed, often leading to new ideas and combinations, until a feasible plan is constructed and accepted. The plan must be idealistic enough to inspire improvement and change and realistic enough to be implemented successfully over time.

- **Community Liaison Committee:** Assists in the planning process on a periodic or ongoing basis. Such a committee typically has representatives from education, business, government, and service organizations to the extent that their participation is relevant.

- **Condition:** Demands from aging have been compounded by changes in facilities codes and regulations. When many utility systems, roads, and buildings were built, they were considered static, as buildings had been for decades. The magnitude of regulations that have intervened (asbestos, PCBs, seismic retrofit, handicap access, and more), requiring constant reconstruction and in many cases shortening the effective life span of a facility, is staggering. Demands go beyond the capability of operations and maintenance departments and require phased capital outlay improvement projects.

- **Construction Administration or Construction Management:** The purpose of the '**construction management**' phase is to build the project as defined by the contract documents and any formal changes made to the contract. Construction administration by the owner's representative includes interaction with the: 1)

contractor on meetings, submittals, clarifications, change orders, payments, schedule, inspections, records, contract close-out procedures and all other aspects of construction; 2) district representatives on progress and expenditure reports, change orders, code approval reviews, and decisions; and 3) the architect and the inspector on their work. Aspects of construction administration such as ongoing quality control testing and inspections, contract change orders, disputes and claims, contract close-out procedures, equipment commissioning, and post-occupancy procedures are discussed in the remaining parts of this chapter.

- **Cost Efficiency:** A new factor to consider when evaluating capital improvements. In some circumstances, it is cost efficient to make a one-time capital improvement in exchange for an ongoing reduction in operation budget or a reduction in financial risk. With a broader definition of capital outlay, new possibilities arise with regard to cost efficiencies. It may be appropriate to provide the funds for a one-time capital outlay project, if there is an ongoing reduction in operations cost or financial risk. It also may be appropriate to provide funds for installation of an electronic delivery system in lieu of building construction.
- **Curriculum Cycle:** The continuously evolving process of educational planning, approval, reporting, monitoring the conduct of, evaluating, and improving upon the curriculum of a college.
- **Distance Education:** Instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.
- **District Office:** is an administrative, generally non-instructional, facility at a location separate from a college or campus. They are most common in multi-campus districts where more than one college and/or campus is served by a single administrative staff.
- **Educational (Master) Plan:** That part of the master plan that defines the learning outcomes the college seeks and the existing and projected curricular offerings intended to achieve those outcomes.
- **Educational Center:** A postsecondary operation established and administered by an existing college or district at a location away from the campus of the parent institution. An educational center is an operation planned to continue for three or more years and expected to enroll over 500 FTES by the third year of operation. The center typically has an on-site administrator and may offer programs leading to certificates and/or degrees conferred by the parent institution.
- **Educational Delivery Systems or Learning Environments:** combinations of space and equipment. For example, lecture classes are increasingly supplanted

or supplemented by assignments and classwork that use varying combinations of small groups working collaboratively, often at computerized learning stations. The 'lab,' 'shop' and 'studio' are becoming the central rather than the peripheral model for instruction. The definition used by California Community Colleges for a capital outlay project reflects the State definition — a new construction, alteration, extension, or betterment of existing structure in excess of \$250,000. However, to accommodate an additional 300,000 students and the potential for meeting this need through a variety of new instructional methodologies (including distance learning technologies such as telecommunication networks and television broadcast stations with cable hookups), community colleges interpret the definition of capital outlay more broadly. The definition is extended to all forms of 'educational delivery systems' where a site, building, equipment, or physical system is required.

- **Educational Operations:** All of the activities of the college.
- **Educational Programs:** Sets of courses required to complete specified degrees and certificates.
- **Enrollment: Enrollment:** The level of student participation at a college. For the purposes of determining capital outlay funding, total enrollment is converted to FTES and WSCH.
- **Facilities:** All of the capital assets of the college.
 - 1) The facilities may be divided into their physical components: Site, Buildings, Equipment, Systems
 - 2) The facilities may be divided by function into:
 - a. Facilities systems based on physical function e.g., transportation, drainage
 - b. Educational delivery systems (e.g., distance education)
- **Facilities Systems:** What used to be thought of as land, utilities, roads, buildings, and equipment is now thought of in terms of 'facilities systems' where all physical components are educationally defined, interrelated and interdependent.
- **Final Project Proposal (FPP):** Establishes the project justification, *final* scope and estimated costs for implementation of all acquisition, infrastructure, facility and systems projects. An FPP is a contractual grant application from a district and includes the following components:
 - 1) Project scope
 - 2) Analysis of Building Space Use and WSCH — JCAF31

- 3) Cost Estimate Summary — JCAF32
 - 4) Quantities and Unit Costs supporting the JCAF32
 - 5) Board of Governors Energy and Sustainability Policy
 - 6) Justification (SAM Narrative)
 - 7) CEQA
 - 8) Analysis of Future Costs
 - 9) Pre-Schematic Plans — includes campus plot, site, and floor plans and exterior elevations
- **Five-Year Construction Plan (5-YCP):** That part of the facility master plan that defines the capital improvements the college will need to have if it is to achieve the learning outcomes specified in its College master plan.
 - **Float:** (extra time) on the schedule.
 - **Future Site:** is a parcel of land acquired for future development and subsequently approved by the Board of Governors as eligible to receive State capital outlay funds to develop into a college or educational center.
 - **Gross Square Feet (GSF):** The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, for circulation and shaft areas that connect one floor to another.
 - **Group 1 — Fixed Equipment:** Otherwise known as building fixtures and service systems, Group 1 has the following characteristics:
 - 1) It is securely attached to the facility.
 - 2) It functions as part of the building.
 - 3) Removal of the equipment results in visible damage to the building or impairs the designed use of the facility.
 - 4) The equipment is generally interpreted to be real property rather than personal property.
 - 5) Once installed, the piece of equipment loses its identity as a separate unit.
 - **Group 2 — Movable Equipment:** The designation given to equipment not identified as Group 1 — Fixed Equipment. Such equipment usually can be moved from one location to another without significantly changing the effective functioning of facilities at either location. If appropriate, existing equipment for an active program should be transferred into remodeled or expanded space before new equipment is considered. The need for new Group 2 Movable Equipment

and its related cost request should be reduced as much as possible through the transfer of any existing equipment.

- **Information Technology:** All electronic and optic educational delivery systems including multi-media, computer, telecommunications, networks, and broadcast.
- **Initial Project Proposal (IPP):** To introduce the concept and impacts on space intended by each initial project proposal so that efforts can be made to determine which projects should continue into more detailed planning and development.
- **Institutional Planning Committee:** that represents each major college constituency, e.g., administration, faculty, student services, students, facilities, finance, and human resources. This committee is normally responsible for developing a statement of educational philosophy and college priorities to the satisfaction of all the constituencies. Moreover, educational planning is carried out in a working relationship with the Academic Senate, the curriculum committee, and/or a committee established specifically to address such issues, while the institutional planning committee focuses more upon the communal and regional issues and the implications of the educational planning for the overall development of the college.
- **Interactive Distance Education:** Distance education in which the technology employed provides an immediate opportunity for exchange between participants.
- **Investment Parcel:** A parcel of land acquired for future development or disposal at a profit depending upon district growth patterns, but the ultimate status of the parcel cannot now be determined. Given its undetermined status, it is not eligible to receive State capital outlay funds for development.
- **Learning Communities:** Courses in different subjects, designed to be interdependent, and taught to a common group of students, by faculty working as a team.
- **Learning Environments:** Combinations of curriculum and facilities to create specific learning experiences.
- **Lecture Hall:** A setting designed to deliver in person lectures and demonstrations to as many students as possible, with students in fixed locations, and traditionally without access to equipment or workstations. (New technology can allow each seat to be “wired,” permitting both electronic collaborative learning and facilitating two- way interaction with the instructor.)
- **Letter of Intent:** is formal correspondence sent to the Chancellor’s Office for review and approval which notifies concerned parties that a district elects to purchase or develop a site with the assistance of State capital outlay funds.

- **Notice of Completion:** A notice filed by the owner of a construction project, in the county records office completed and all creditors have been paid.
- **Notice-to-Proceed:** Establishes the date of the start of construction and gives the contractor permission to commence work.
- **Off-site Instruction:** Courses and learning experiences designed and supervised by a college that occur in a work or service setting or at a location specific to the course content (e.g., an outdoor location, another city or country).
- **Open Specifications:** Nonspecific specifications that allow for competitive bid. Materials or systems referred to by trade name have two or more trade or brand names listed followed by the words 'or equal.'
- **Operations and Maintenance:** Operations, maintenance, equipment upgrades and replacement, and minor remodeling because of change of occupant or program were defined as '**operations and maintenance**,' funded under the State operations budget.
- **Outreach Operation:** An off-campus enterprise administered by an existing college or district and offering courses in leased or owned facilities which have not been formally approved by the Board of Governors. It is often located in other government facilities, usually enrolls less than 500 FTES (approximately 1,000 headcount) and may not be considered as having the potential to grow, over a period of time, into a college, campus or educational center. Outreach operations are combined with a college for accreditation and reporting purposes.
- **Participation Goals:** for minority, women, and disabled veterans business enterprises (M/W/DVBE) on all contracts awarded by a district based upon the State-wide levels. Participation goals are set at fifteen percent (15%) for minority business enterprises, ten percent (10%) for women business enterprises and three percent (3%) for disabled veterans business enterprises. This statutory requirement is implemented by regulations promulgated in California Code of Regulations, Title 5, Section 59500-59509. Neither the statute nor the regulations impose an absolute requirement that contracts awarded by a district meet the M/W/DVBE participation goals. The statute, regulations and applicable law prohibit the application of strict numerical set asides unless there has been a prior factual finding of discriminatory practices. Accordingly, the failure of a bidder to have met the participation goals will not by itself render the bidder non-responsive so long as there is a show of good faith efforts by the bidder to meet the participation goals.
- **Payback:** The most obvious example of cost efficient projects are energy conservation projects. Improving lighting, fans, and controls, or refitting the central plant for thermal storage or cogeneration can reduce utility costs to

produce a **'payback'** of the project cost in a few years. For every year of operation after the payback of the up-front construction costs, there is a clear reduction in annual operating cost.

- **Payment Bond:** A bond with sufficient sureties for the payment in full of the claims of all concerned parties. The bond takes effect to the benefit of all claimants so as to give them rights of action to recover upon this bond any suit brought to foreclose the liens provided for in law.
- **Performance Setting:** A laboratory, studio, hall, shop, athletic facility, or other setting, usually with specialized equipment, designed for the performance of activities that can specifically require such a setting.
- **Post-occupancy Evaluation:** is normally done by the architect, the project or construction manager, and operations and maintenance staff. This review tends to be ignored, yet it can be extremely important. The primary purpose of this evaluation is to discover possible problems before the warranties have expired.
- **Preliminary Notice [of non-payment]:** A Preliminary Notice (also known as a Notice to Owner, Materialmen's Notice to Owner, Notice of Furnishing, Contractor/Subcontractors Notice to Owner, and others) is a notice sent by the general contractor, subcontractor, materialmen, equipment lessors or other parties to a construction project not to create a Mechanics lien but rather to establish the right to file a Mechanics lien in the event of nonpayment.
- **Project Management:** The management of a capital project from planning through construction.
- **Project Summary:** A standard state form used to transmit any capital outlay budget change proposal.
- **Punch List:** The contractor owns the job until it is fully complete, or the owner has designated it substantially complete for purposes of occupancy and listed any remaining items to be completed or resolved. These items are called a **'punch list'** and, in essence, become the uncompleted contract. The district representative, project manager, construction manager, architect and inspector should all agree on the list. Final commissioning and occupancy of the building must be coordinated to allow the contractor to continue work and complete the punch list.
- **Recognized Deficits:** Cost increases above the original estimate necessitating that additional funding may be needed prior to bidding to build a project as designed and should be discussed with the Chancellor's Office prior to the request for approval to proceed to bid.

- **Request for Approval:** An agenda item reviewed by the Board of Governors and, if approved, authorizes a specific site as eligible to receive State capital outlay funds. State regulations stipulate that a Request for Approval shall contain:
 - 1) An assessment of needs and preferences of the area to be served.
 - 2) Identification of instructional and service objectives of the site.
 - 3) An analysis of alternative delivery systems.
- **Record Drawings:** See As-Built
- **Schedule of Values:** A prorated calculation of construction costs
- **Scope:** Is what will be constructed (or acquired) and why. Scope encompasses both the physical characteristics of the project and the intended program use. Scope is established initially in the COBCP, with key elements reiterated (or restricted) in supplemental language to the Budget Act. The preliminary plans—and later the working drawings—refine scope in terms of the physical characteristics of the project (refer to the State Administrative Manual, Chapter 6800, section 6863).
- **Stop Notice:** to require the district to hold a specified amount from the contractor's payment. The district should hold enough of the retention to cover any stop notices.
- **Scope Change:** A substantial change made to a project. Section 13332.11 (b) of the Government Code states that "no substantial change shall be made from the preliminary plans or working drawings as approved by the State Public Works Board (PWB) and the Department of Finance (DOF) without written approval by the Department of Finance." This approval must be granted before the department can make any expenditures to redesign the project or to revise the plans, unless those revisions are authorized in the budget act or other subsequent legislation. Scope changes require DOF approval.

Subparagraph (9) of Section 13332.11 (b) requires DOF to report approved scope changes to the Legislature. In practice, this restriction and related notification requirement begins with project authorization, even before preliminary plans are considered by PWB.

After DOF approves a scope change and the Legislature has been noticed, PWB "recognizes" the scope change in a board item, incorporating it into the board's official record for the project. As appropriate, PWB may also require that a formal revision to the preliminary plans be submitted for approval.

- **Support Programs:** Basic skills and other transitional instruction, learning resources, student services, and categorical programs and services designed to attract students and to enable them to successfully complete courses and educational programs.
- **Stop Notice:** Requires the district to hold a specified amount from the contractor's payment. The district should hold enough of the retention to cover any stop notices.
- **Substantial Completion:** The stage of a construction or building project or a designated portion of the project that is sufficiently complete, in accordance with the construction contract documents, so that the owner may use or occupy the building project or designated portion thereof for the intended purpose.
- **Support Programs:** Basic skills and other transitional instruction, learning resources, student services, and categorical programs and services designed to attract students and to enable them to successfully complete courses and educational programs.
- **Telecommunications:** All communications via telephone wire and non-wire networks.
- **Value Engineering:** A review of engineering systems in a project to verify that the best system has been chosen given the budget and the functional criteria.
- **Weekly Student Contact Hours (WSCH):** the number of students in the program multiplied by the number of hours students spend in the program. Enrollment is divided by programs and translated into '**weekly student contact hours**' (WSCH) — the average number of hours of student instruction conducted in a week in a primary term of an academic year.