

FACILITIES

LEADERSHIP & MANAGEMENT TEAM ROLES & RESPONSIBILITIES

Graeme Mitchell – Assistant Vice President & Chief Facilities Officer

Leadership responsibility for Design, Renovation, Construction Management, Real Property Asset Management, Space Management, Pacific Garden Program, Sustainability & Physical Plant Management university wide.

Carolyn Orgon – Project Control Analyst¹

Responsible for complete project management on capital improvement, real property and renovation projects providing assistance in the planning, administration and coordination of project accounting, document control, project workflow, schedules, budget report analysis, and project management related activities on large valuation projects. Assists with Space Management and Real Property Asset management acting as liaison between management; university staff, Architects, Engineers, Contractors, Vendors, Consultants, and others as needed.

Chris Madill – Director of Planning & Construction Management¹

Manages and administers construction projects including oversight of all construction activities associated with: planning; design; construction; project account budgeting; quality control; coordination with professional consultants/stakeholders; construction administration and end user occupancy. Directs tasks related to real estate management; leases (on and off campus); physical planning and space management including mapping, graphics, and digitizing information related to space planning. Advises, develops, and manages the University's Master Plan developing planning metrics and business models for all three Pacific campuses.

Dolores Alaniz – Planning & Analytics Administrative Officer

Acts as liaison on behalf of the Assistant Vice President/Chief Facilities Officer and functions as division representative for Facilities management performing a full range of complex, sensitive, professional, analytical, and statistical duties in support of the leadership team. Provides recommendations and develops business process improvements redesigning administrative work streams; staffing alignment; creating standard operating procedures; technology strategies; career development; cross-training. Conducts fiscal audits; revenue/expense forecasting reports; creates internal controls; identifies opportunities to reduce division costs; and oversees continuous business improvements to advance overall efficiency and effectiveness in coordination with management; other departments, divisions, and outside agencies.

¹ The Project Control Analyst; Real Property Asset Manager and Construction Project Manager align with the Director of Planning & Construction Management.

Edward Casillas – Real Property Asset Manager (+Space Management)¹

Develops and administers real property, physical planning and space management in support of University operations and capital improvement projects. Ensures university compliance with multiple jurisdictions including local, regional and State requirements, as well as adherence to University policies. Negotiate purchase/lease terms and conditions of agreements, in support of real property, space planning and capital improvement projects. Responsible for *rights-of-way* and easements; acquisition and disposition of real property; management of leases; and capital improvement projects. Oversees space constituent requests for new or additional space and develops functional space inventory for occupancy growth and development.

Emron Qarqat – Safety Program / Construction Quality Control Manager

Responsible for administering campus emergency plan, occupational, environmental, and safety programs for Facilities university-wide for all three Pacific campuses. Ensure compliance with rules/regulations and pertinent standard operating procedures. Designs, conducts and presents occupational safety training programs for health, and accident prevention. Including the identification and handling of chemicals, fuel, equipment and machinery. Certified *under the EPA Asbestos Model Accreditation Plan* to oversee all aspects of the Asbestos Program including, asbestos sampling, surveys and the training of all required personnel. Participates in pre-construction design/construction to identify quality control & safety related issues. Performs Quality Control activities and establishes requirements associated with maintenance operations and oversees Facilities equipment replacement programs. Provides oversight for inspections and quality control measures, for all aspects of construction projects.

Jeffrey LeBow – Senior Superintendent (Shops/Crafts)²

Responsible for managing staff, operations and maintenance of Physical Plant trades or shops for the Stockton campus. Manages design work, upgrades, repairs and maintenance for structures, paint, plumbing, HVAC, lock shop; keys; Alarm security; and electrical departments. Oversees the campus utility infrastructure including, electrical; water, natural gas, sewer, and storm drain systems. Manages minor construction, remodeling projects, compliance; maintenance and repair contracts, department budgets and compliance related to Physical Plant.

Jessica Bilecki – Director of Sustainability

Manages the development, coordination and administration of Sustainability and the Garden Program in support of sustainable practices, and educational opportunities. Leads the university-wide Sustainability Committee charged with advising on establishing and integrating sustainability strategies across the institution, recommending policy, institutional goals and resource allocation; tracking related indicators and encouraging the alignment and expansion of education practices, and co-curricular activities. Collaborates with others to identify and develop projects to advance university energy efficiency goals.

Jon Tom – Construction Project Manager¹

Coordinates and manages project activities related to construction at all three campuses. Includes providing management oversight from pre-construction design; remediation; construction administration; occupancy and project close-out. Manages planning, bidding, budgeting, coordination and preparation of contractual documents; building permits; building warranty issues; construction safety; application review; submittals; and coordination with internal and external administrative and construction professionals and consultants.

Kim Turner – Director of Managed Services

Manages Mail Services/U.S. Post Office, Duplicating Center, Facilities contractual obligations; Capital Asset Records Management, and provides *day-to-day* oversight of the Facilities department/project budgets. Assesses and develops business processes and standards for Mail Services and Duplicating Center. Provides oversight for Facilities procurement, contractual obligations managing, sourcing and contract life cycle, negotiating terms/conditions ensuring proper recording of fiscal and material resources. Collaborates with AFO on Facilities human resource management, internal controls, capital asset records management, and annual fiscal year end reports. Provides leadership, and professional direction to the university as a member of the Facilities senior leadership team.

Steve Greenwood – Director of Physical Plant²

Primary responsibility for Stockton/Sacramento campus Physical Plant operations; carrying out planned/programmed maintenance for all Stockton campus facilities, manages structures, HVAC systems, electrical, plumbing, custodial, locks, alarms, equipment, grounds, utility systems and pavements. Assists in directing maintenance, remodeling, alteration, and minor construction projects involving the university's Physical Plant work force. Reviews and recommends equipment and campus/facility maintenance; repairs and upgrades.

Toby Rose – Senior Superintendent (Grounds & Custodial)²

Responsible for oversight and management of Custodial and Grounds personnel; maintenance on the Stockton campus; oversees department budgets and labor costs; replacement equipment asset allocations; university event setup/tear down. Manages related construction projects, compliance; irrigation design improvements; oversees repair to streets; street signs and parking areas; develops budget estimates; cost analysis and equipment allocations providing guidance and making recommendations for a safe and clean environment.

Tom Congrave – Physical Plant Project Manager²

Coordinates and manages Physical Plant project activities related to construction and renovation. Includes oversight from pre-construction design; remediation; construction administration; occupancy and project close-out. Manages planning, bidding, budgeting, coordination and preparation of contractual documents; building permits; building warranty issues; construction safety; application review; submittals; and coordination with internal and external administrative and construction professionals and consultants.

² The Sr. Superintendents and Physical Plant Project Manager align with the Director of Physical Plant.