



## **2021-2022 JFC GRANT**

### **Construction Team**

#### **Executive Summary**

The Construction Team at UC Berkeley aims to provide students interested in the construction industry with additional educational opportunities, and participation in the Associated Schools of Construction Region 6 & 7 Competition held in Sparks, NV every February. As the undergraduate program for project management offers very few classes, we seek to fill a niche role in students' education, while also providing industry exposure and hands-on practice. Our goals for the 2021-2022 year are to maintain or increase membership retention, increase external team funding, and to continue to increase the Construction Team's role as a contributing member of both JFC and the Civil Engineering community as a whole. We plan to do so by increasing our team's active participation in all ASCE and civil engineering events, promoting and advertising the new corporate partnership package, and increasing team cohesiveness through team bonding activities to provide a good subcommunity of the CEE community. We hope to both recruit and retain individuals who will continue to promote ideals relating to community participation in the upcoming years.

#### **Statement of Agreement to Terms & Conditions**

The Construction Team has read, reviewed, and agrees to adhere to the terms and conditions stated in the JFC 21-22 General Contract.

#### **Organization Description and Management**

The purpose of the Construction Team is to provide a place for students interested in the construction industry to network, learn, and practice skills that are not included in the general civil engineering program at UC Berkeley - with the ultimate goal of participating in the Associated Schools of Construction Region 6 & 7 Competition held in Sparks, NV in February. While Cal does provide a project management specialization, these classes are only available for upper division students - and there are only a handful of classes, many of which are only taught every two years. The goal of the Construction Team is to fill that gap - and to do so by creating a positive and educational environment through the efforts of the team.

Our team is run by the president, Matthew Buck, and vice president, Andrew Hom, who run the team with the help of the industry coaching staff. The president works with the treasurer, Jeffrey Jeung, to maintain the budget and keep track of all income and expenses. Our infossessions chair and ASCE liaison who holds the title of Professional Development lead, Paulo Borrero, is in charge of ensuring Construction



Team representation and participation at all infoessions and ASCE events. As the board’s professional development advisor, he will assist with industry recruitment and intern experience. Our secretary, Camille Roberts, is responsible for meeting minutes, document control, and assists in planning meetings and competition logistics, as well as keeping our website up to date. Our social chair, Aaron Garcia, will plan and execute a minimum of two team bonding dinners, one per semester, which will also act as networking events with team and school alumni, and industry connections. As the team’s marketing director, he is in charge of creating and designing team recruitment items and events, as well as running the social media and online presence of the Construction Team.

Our largest risk will be the process of traveling to and from competition in Sparks, NV, and the competition itself. All officers will act as risk management associates, and will be spread out during the travel and competition to ensure that all rules and regulations of both the school and the competition are being followed. All rental cars will only be driven by the pre-designated drivers in accordance with school policy, and be above the age of 21. Professor Iris Tommelein will accompany the team to competition, and act as a resource to all students in the case of emergency.

Please see the following chart detailing the contact information of each officer:

<b>Officer</b>	<b>Position</b>	<b>Email</b>
Matthew Buck	President	mbuck@berkeley.edu
Andrew Hom	Vice President	agqhia@berkeley.edu
Jeffrey Jeung	Treasurer	jcjeung@berkeley.edu
Paulo Borerro	Professional Development	david.choi@berkeley.edu
Camille Roberts	Secretary	aidan_aparri2@berkeley.edu
Aaron Gaspar Garcia	Social Chair	aarong007@berkeley.edu
Iris Tommelein	Advisor	Tommelien@berkeley.edu



**President**  
Matthew Buck

- Coordinates with JFC, ESC, SUC, COE, and CEE.
- Manages competition travel logistics
- Manage and approve budget/spending
- Oversee organization
- Heads industry communication
- Runs Executive meetings
- Facilitates DeCal
- Attends required JFC and ESC meetings



**Vice President**  
Andrew Hom

- Update current and design new recruiting procedures
- Implement new sourcing methods (eg. Social recruiting)
- Manage team retention
- Oversee organization
- Manages competition travel logistics
- Attends required JFC and ESC meetings



**Treasurer**  
Jeffery Jeung

- Maintain, manage, and update budget throughout the year
- Process reimbursements
- Attends JFC and ESC meetings
- Coordinate donor contributions
- Oversee funding methods



**Secretary**  
Camille Roberts

- Takes meeting notes
- Lead on file compilation and drive organization
- Organize team calendar and work with officers and industry contacts to plan beneficial non-conflicting events



**Social Chair**  
Aaron Gaspar Garcia

- Plan team bonding events
- Organize and execute team dinners with industry professionals
- Acts as available and friendly resource for all new and returning students



**Professional Development**  
Paulo Borrero

- Assist students with planning and achieving career goals
- Create and implement goals
- Provide information about construction organizations and higher education
- Serve as a resource for professional development

## Goals

Our most important SMART goal is to increase our team engagement from 25 current returning members, to 50 members total. This goal would allow 8 sub-teams to be formed during the year, and will also ensure that our team does not die-out due to a shrinking member base per graduating class. We believe that increasing our membership by at least 20 members is achievable, as long as info sessions are held early, and our developed recruitment plan is followed. This plan includes presenting at events such as PREP, tabling at orientation, and reaching out to upperclassmen with recently completed construction internships. We believe this goal to be reasonable, based on the recruitment rates we have observed for



other teams and from our past years. This must occur by the end of September, as our competition is in February, and we need proper time to teach each competing member the competition requirements.

Our second most important SMART goal is to increase our team organization. We believe that team organization can only be improved and built upon, and eliminating disorganization and refining our management will ensure the best competition results. We are refining our team organization by continuing to add elements and ideas to our extensive calendar, in order to inform both students and industry coaches of important dates and mandatory events. This calendar will stretch from August through February, and will contain all major events. It's successfulness will be measured in comparison to last year's average meeting attendance for events. One of our major problems last year was the lack of awareness of events, so we felt this would be an appropriate and relevant answer to the problem - with the hopes of increasing attendance. This calendar must be completed by August 20th, in order to ensure distribution to all teams. It is on track to be finished on this date, based on our current milestones.

Another goal that goes into increasing team organization is effectively update the database of all club information, forms, and resources, in order to smooth any future officer transitions and increase the amount of resources available to members. The difficulties faced both this year and the previous in terms of officer transitions was a lack of available past information. We have established a system of use for this year in Google Drive, built off of the information salvaged and organized from previous club years. In this system, we will update frequently with all club-related documents and thought processes, or suggestions for improvements or possibilities. This will allow for smoother future transitions for the following officer team, and ensure a forward-thinking team for both this year's team, as well as future Construction Team.

## **Long Term Investments**

There are no outstanding long-term investments necessary for our competition. The majority of our expenses come from traveling to and from our competition site. The Construction Team has been quite conservative in our spending since the past few years. Connections established with industry professionals (volunteering as subteam coaches) enable us to borrow the more costly materials necessary for competition, such as computer monitors, from industry companies. The majority of our spending, apart from transportation, comes from materials that may not be reused, such as paper, printer ink, sticky notes, program licenses, and etc.

In terms of investments made by the club, we have saved the reuseable miscellaneous purchases like adaptors and computer cords in our inventory, to cut back on unnecessary additional purchases. Due to the nature of our competition, no large purchases (exceeding \$1500) are necessary. Despite this, the Construction Team still plans to raise funds for other necessary competition material or for any unforeseen event. This will be achieved by continuing to participate in fundraising events like the Big Give, as well as self-fundraising events. Keeping long term investments in mind, the Construction Team believes the biggest asset is to maintain industry connections, which enables us to continue borrowing materials like computer monitors that are necessary to compete.



## Affiliations

Our team relies on a large amount of industry involvement and coaching in order to properly prepare our members for competition. In terms of software, we have connections with Bluebeam, Phoenix, VICO, and Synchro. In the past, these connections have resulted in free software licenses for the team members - we are planning on continuing these relationships during the 2021-22 year. Our coaches, industry leaders who volunteer time to teach students about the industry, are from a variety of companies including Turner, Hathaway Dinwiddie, Swinerton, DPR, and XL Construction. This past school year, we have been allocated \$1,500 from the ASUC/ESC. We have applied for ASUC/ESC funds for this upcoming school, and are expecting to receive from them again. During the 2019-2020 School year, we received \$9,340.00 from the Joint Fundraising Committee to aid us in traveling and programming. Along with our funding from the Joint Fundraising Committee and ASUC/ESC, we receive financial support from private construction entities. Over the past few years, monetary donations have been received from Webcor Builders. Our monetary connection with Webcor is annual, and typically amounts to \$1000 a year. We plan to continue to work with them this upcoming year to increase industry exposure and team funding. We also receive faculty support from Iris Tommelein, who provides our team with guidance and preparation for the competition. The return expectation from this involvement includes team shirts, invitation to the start and end of the year team dinners, and thank you notes.

## Contributions

The Construction Team is excited to continue participating in JFC's corporate partnership program. While Cal offers a wide variety of disciplines, the construction industry has been one of JFC's major sources for donations for the past five years. The industry in this area is booming, and many companies are seeking to hire civil engineering students. Due to this, the Construction Team plans to assist the department by bringing as much corporate sponsorship as possible. Although a lot of the larger general contractors in the area work with Cal, many smaller GC's and subcontractors do not - or do so minimally. We seek to increase industry involvement for the mutual benefit of both the Construction Team and JFC.

We plan to increase our team commitment to JFC requirements - such as attending infossessions. We seek to go above and beyond - as these opportunities are valuable for JFC, the industry connections, and act as a great learning opportunity for our members. We also plan to increase volunteer involvement in terms of the College of Engineering, and start a tradition of volunteering to participate in calling prospective students and answering questions about Cal (when the department provides the opportunity). We plan on having a large recruitment push at the beginning of the fall semester - and establish bonding activities and events for new members. We facilitate bonding between students of different years by breaking up into small, 6-8 person teams, and then hope to increase these bonds by having full-team events, such as frisbee on the glade. Additionally, we plan to encourage positive participation in all future CEE events and start a tradition of such participation. This includes the ice cream event, CEE picnic, Cal Day volunteering, and attending general CEE meetings. We would also like to look into participating in cross-team events, in order to encourage interest in civil engineering endeavors, and build respect and understanding between students of different disciplines. We believe this will increase overall community happiness, while also benefiting students in terms of knowledge and community.



## **Performance Evaluation**

In the 2020-2021 year, our team's overall competition performance has remained as one of the bigger presences at competition (two teams placed in their respective competitions, and three alternate members received a special recognition award). While the goal to maintain Cal's standing in the competition was met, we found that the team fell short on some requirements in the 2020-2021 year. These requirements include reimbursing students in a timely manner, informing members in an effective manner, and retaining members.

We believe that our competition performance was well-maintained due to a good balance in membership between old members with prior construction experience, new members with an eagerness to learn, as well as the continued dedication and involvement from our volunteer industry coaches. In order to maintain this, we have asked all of those coaches to continue, and the majority have agreed to return for the upcoming 2021-2022 season. Additionally, we plan to continue to reach out to older students in order to find new team members, as prior construction experience was a major help.

However, we determined that the major problems in terms of team requirements were due to a lack of organization, and a lack of both the people and organization required to properly run a student organization. In order to solve this problem, we will continue to use calendars and action item lists, and focus on increased communication between officers and general members. Additionally, we have streamlined our officer team - which allows not only for tasks to be more effectively completed without having to go through many different people. We believe this to be important both in terms of member development, and the team's future. Most of the team leaders have participated on other teams or other CEE organizations, and understand how the JFC and ASCE system works. Due to this, we plan to pass down our knowledge to the younger officers on our officer team, to reinforce good habits for years to come. Additionally, through increased coordination and cooperation with ASCE, we hope for the Construction Team to become a valuable JFC member.

## **Contingency Plan**

In the event that the Construction Team is unable to fulfill its role in the CEE community entirely, or are unable to fulfill our goals, our organization will proceed by hosting an open executive board meeting to create a plan that will be put in place that will put our organization back on the right track to fulfilling both our role, and our goals. This meeting will include invitations to both our advisor, Iris Tommelein, and the JFC leaders.

Our organization has established an action-items document list of activities that must occur by a certain date, and the lead executive board member for each item. This action item list acts as a live document for self-assessment. If a high-priority item with no time-float is late by more than one day, an emergency executive meeting will be called, and the executive team will act as a taskforce to complete the task. If over 5 items are missed by their deadline, and it is projected that more will be missed based on the sequencing of events, the previously mentioned open executive board meeting will be called. In most of these cases, it is hoped that the organization will consider itself in need of rehabilitation.



If any ASUC, JFC, CEE, ESC, or school rules are broken, a meeting will be called between the President and the governing party in question, to discuss how to best proceed after the broken rule. In the case of serious offenses that reach beyond the potential for re-election or reorganization, suspension or dismissal of the team shall be in order. Offenses on the serious level of sexual assault or hazing that have been reported will be taken directly to the department in order to determine how to proceed.

In order to rehabilitate the organization, the aforementioned open meeting will be held. At this meeting, an open discussion will allow for the proposal of next steps by any member present at the meeting. A written ballot will then be taken. An option must win by at least a 55% vote majority. If a majority 55% vote is not reached, the least voted option will be removed from the ballot and there will be another round of voting, until a majority 55% vote is reached - i.e., an exhaustive ballot.

Each person present may vote only once. It is recommended that options be to re-elect the board, reorganize the budget, increase student contribution costs (only in the case of a funding shortage), or assign a group of determined people to act as a "task force" to fix the problem occurring.