



SBCTC AND DIRECTLINE

Data priorities and staff support

Cheryl Bivens, Capital Budget Analyst

February 22, 2024

2007 LIST OF DIRECTLINE FEATURES

MegaMation DirectLine Modules

- Equipment management & specs
- Maintenance work orders
- Preventive maintenance
- Safety & Standard Procedures
- Inventory/requisitioning
- Purchasing
- Employee timecard
- Document manager
- Quality management

Facility Modules

- Space Planning Module
- Lock & Key Inventory Module
- Hazardous Materials Module

- Calibration
- Tooling
- Readings
- Project control
- Work schedules
- Bar code integration
- Contracts
- Fleet Management Module
- Request for Quotation Module

- Capital Planning Reserve Fund Module
- Budgeting & Chargebacks
- Health & Safety Module

2012 DIRECTLINE IS SYSTEM OF RECORD FOR FACILITY INVENTORY

History of Deployment of MegaMations for use as Inventory System	
16-Feb-06	OFC provided BAC a comparison between FM1 and Megamations.
27-Apr-10	BAC Recommendation to WACTC Capital - Move to a single Facility Inventory
21-Jun-10	BAC Capital draft workplan 2011-13 - Work with OFC to use MegaMations for Facility Inventory.
5-Jul-10	BAC Capital workplan 2011-13 - work with OFC to use MegaMations for Facility Inventory.
27-Jul-10	BAC Capital agenda - BAC and IC Recommendations - including transition to MegaMations.
14-Oct-10	BAC Capital agenda - schedule remaining workplan item.
1-Dec-10	SBCTC briefed on statewide efficiencies - including statewide use of MegaMations for preventative facility maintenance.
9-Dec-10	BAC Capital agenda - schedule remaining workplan item.
22-Jan-11	WACTC Capital Task Force - review BAC recommendation to consolidate inventory in Megamations and identify next step as Move our facility inventory to MegaMations.
7-Feb-11	BAC Capital agenda - formally charter OFC to use MegaMations for Facility Inventory
10-Mar-11	WACTC Capital Task Force - review BAC recommendation to consolidate inventory in Megamations and identify next step as Move our facility inventory to MegaMations.
14-Apr-11	BAC Capital agenda - OFC presented transition plan for MegaMations and OFC to discuss with BAR in May.
11-May-11	SBCTC briefed by WACTC Capital Task Force progress toward building a 21st Century Learning Infrastructure - including facility inventory.
2-Jun-11	BAC Capital agenda - Update on Transition to MegaMations for Facility Inventory.
20-Oct-11	BAC Capital agenda - Update on Transition to MegaMations for Facility Inventory.
15-Dec-11	BAC Capital agenda - Update on Transition to MegaMations for Facility Inventory.
6-Feb-12	BAC Capital agenda - Update on Transition to MegaMations for Facility Inventory.

ASSET CONVERSION FROM FAE - 2014

Recommendations for the FAE to MegaMation DirectLine Conversion

PLANNING

1. **Organize a planning meeting** that should include:
 - a. College Finance, Facilities and IT departments
 - i. Staff who understand college's finance fixed asset requirements
 - ii. Staff who can run FAE jobs and reports
 - iii. Staff with authority to make changes to all the Fund/Account coding records
 - b. During this process, you will be asked to identify any information you do NOT want converted (eg. Work orders, security keys). Some campuses have Facilities departments that have been using DirectLine and don't want any of their current work impacted.
 - c. Include in the meeting the MegaMation support team and SBCTC project office (see bullet #4 below for contacts)
2. Work with your IT department to **prepare the workstations for all users of the new DirectLine system**:
 - a. The conversion team workstations need to have the latest Citrix web applet receiver and DirectLine login credentials for each college team member requiring access
 - i. For login credentials email Laszlo at MegaMation, lpodor@megamation.com with a list of users and their email addresses



THU , 12 APR 2018 , 01:45PM PAGE 1

**230 EDMONDS
FIXED ASSET REPORT** REPORT CR2128
VER009

Final Run:No Fiscal Year:2018 Start Date:07-01-2017 End Date:06-30-2018 Report Date:04-12-2018

COMMODITY GROUPING	BEGINNING BALANCES		ADDITIONS	ANNUAL ACTIVITY				ENDING BALANCES		
	7/1/2017			DISPOSALS		CHANGES		6/30/2018		
	COST	DEPR ALLOW	COST	COST	DEPR	COST	DEPR	DEPR	COST	DEPR ALLOW
Fund: 149 Operating Fees Acct										
LAND (A0)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BUILDING (05)	\$22,302	\$8,982	\$0	\$0	\$0	\$0	\$0	\$743	\$22,302	\$9,725
EQUIPMENT (10-99)	\$1,707,885	\$980,089	\$9,930	\$65,802	\$65,802	\$11,607	\$15,734	\$149,498	\$1,663,620	\$1,079,519
IMPROVEMENTS (06)	\$4		\$0	\$0	\$0	\$0	\$0	\$1,000	\$619,331	\$595,248
LIBRARY RESOURCES (07)	\$2		\$0	\$0	\$0	\$0	\$455	\$30,756	\$298,966	\$231,104
WORK IN PROGRESS (02)	\$3							\$0	\$0	\$0
Fund 149 TOTALS	\$24							\$181,997	\$2,604,219	\$1,915,596

CR2128 Report Navigation
Final Run:No Fiscal Year:2023 Start Date:07-01-2022 End Date:06-30-2023 Report Date:07-26-2023

Overall Summary

Summary

Summary Proprietary

Fund Detail

CR2111B

Processed Building

Processed Equipment

Processed Infrastructure

Processed Land

Asset Report




























Not Processed Building

Not Processed Equipment

Not Processed Infrastructure

Change list



 Bates Technical College	 Bellevue College	 Bellingham Technical College	 Big Bend Community College	 Cascadia - University of	 Centralia College	 Clark College	 Clover Park Technical College	 Columbia Basin College
 Edmonds Community College	 Everett Community College	 Grays Harbor College	 Green River College	 Highline Community College	 Lake Washington Technical College	 Lower Columbia College	 North Seattle Community College	 Olympic College
 Peninsula College	 Pierce College	 Renton Technical College	 Seattle CC District	 Seattle Central Community College	 Seattle Vocational Institute	 Shoreline Community College	 Skagit Valley College	 South Puget Sound Community College

DATA VALIDATION PROJECTS:

- UFI (state assigned building code)
- DirectLine buildings – FPMT
- Location IDs at the room level
- Building/room status cleanup (51K records)
- Latitude / Longitude (1,100+ records)
- Addresses
- “Z” list corrections (8K records)

Sample report of space utilization

State Board for Community and Technical Colleges													
Owned Square Footage by College by Educational Category and Program													
As of October 10, 2023													
District	College	Academic	Basic Skills	Indirect	Prog 040	Prog 050	Prog 060	Prog 080	Prog 090	Vocational	Subtotal	Category Z	Grand Total
010	Peninsula	106,665	930	81,094	14,905	23,178	22,824	14,593	14,652	19,629	298,470		298,470
020	Grays Harbor	79,111		42,028	5,507	16,087	6,589	6,881	16,479	59,520	232,202	58,825	291,027
030	Olympic	175,958	1,653	134,747	17,491	28,081	44,056	17,217	9,003	48,552	476,758	27,865	504,623
040	Skagit Valley	201,122	3,972	111,751	8,361	42,959	54,082	18,347	6,503	72,672	519,769	-	519,769
050	Everett	201,543	9,004	21,029	20,880	7,170	37,068	14,699	23,298	86,957	421,648	75,625	497,273
062	Seattle Central	204,939	7,751	266,937	29,351	41,490	65,217	52,504	27,001	125,688	820,878	7,820	828,698
063	Seattle North	114,823	916	208,644	13,664	30,883	62,663	12,919	10,370	14,160	469,042	161,381	630,423
064	Seattle South	111,313	4,607	59,635	23,792	18,526	33,158	10,015	22,268	151,669	434,983	58,945	493,928
070	Shoreline	150,122	2,291	33,592	13,680	33,884	28,103	13,649	1,652	52,931	329,904	45,720	375,624
080	Bellevue	275,758	14,065	152,219	26,835	50,125	83,276	22,194	29,316	22,646	676,434	-	676,434
090	Highline	194,874		137,313	32,636	26,821	71,117	18,489	21,424	19,853	522,527	42,746	565,273
100	Green River	148,526	10,580	129,252	21,078	18,955	50,121	16,327	10,949	22,175	427,963	274,032	701,995
111	Pierce FS	149,824	1,207	43,909	28,643	43,167	59,313	12,692	19,415	35,560	393,730	560	394,290
112	Pierce PY	94,440		33,287	7,982	17,039	39,464	5,013	4,441	11,181	212,847	-	212,847
120	Centralia	8,565	48	1,750	2,226	120	193	1,431		179	14,512	242,459	256,971
130	Lower Columbia	131,114	8,261	53,468	9,409	15,670	12,507	12,282	16,660	64,066	323,437	23,017	346,454
140	Clark	295,463	6,439	214,227	39,808	32,412	79,722	25,193	21,263	100,021	814,548	29	814,577
150	Wenatchee Valley	143,144		84,485	12,657	19,434	24,817	15,142	10,886	33,635	344,200	216	344,416
160	Yakima Valley	181,108	18,108	256,180	40,272	29,521	32,426	40,135	9,860	55,087	662,697	36,250	698,947
171	Spokane CC	235,921	12,194	224,343	33,118	36,675	76,783	6,350	14,378	298,432	938,194	1,056	939,250
172	Spokane Falls	295,143	2,648	210,043	32,591	36,213	76,536	13,779	17,731	62,201	746,885	10,884	757,769
180	Big Bend	78,583	2,146	9,829	7,580	20,131	33,962	16,720	9,100	119,481	297,532	19,747	317,279
190	Columbia Basin	272,833	2,252	306,659	48,107	20,371	48,673	25,892	23,380	83,100	831,267	95,368	926,635
200	Walla Walla	122,268	8,390	43,547	9,004	20,723	33,672	7,733	3,344	145,388	394,069	15,138	409,207



**Facilities and Equipment Inventory (FAE)
Space Coding Matrix**

Revision Date: January 7, 2021

SPACE TYPE CATEGORIES	FAE CATEGORY CODES	FAE CATEGORIES	ROOM USE CODES	NACUBO PROGRAM CODES	CIP CODES
Classroom Space	A1	General Classrooms	110,115,120,125,130,135	10	NA
	A2	Basic Skills	210,215,220,225,230,235,260,265,270,275 230	14, 16, 18 10	13.0202, 32.????, 33.????, 37.????, 98.???? NA
Laboratory Space	B1	Science Laboratories	210,215,220,225,230,235,260,265,270,275,580,585 570,575,760,765	11,12	13.1337, 26.????, 30.0101, 30.2701, 30.3301, 40.01??, 40.02??, 40.04??, 40.05??, 40.060?, 40.080?, 40.0890, 40.1001, 42.????
	B2	Computer & Info. Sci. Labs.	210,215,220,225,230,235,260,265,270,275 210,215,220,225,230,235,260,265,270,275	11,12 13	11.????, 30.7101 11.9994
	B3	Business Education Labs.	210,215,220,225,230,235,260,265,270,275	11,12	09.0102, 09.0401, 09.07??, 09.09??, 52.????
	B4	Open & Multi-Purpose	200,265,270,275,280,285	10,41	

Room Use	Description
100	CLASSROOM FACILITIES
110	Classroom
115	Classroom Svc
120	Presentation Clrm
125	Prsntation Clrm Srv
130	Intractv Class Room
135	Intractv Clrm Srv

Code	Description
10	Instruction Program
11	General Academic Instruction
12	Occupational & Vocational Instruction
13	Community Service/self Support
14	Basic Skills & Developmental Studies
16	Preparatory/Remedial Instruction
18	Adult Basic Education

Room Entry and Distribution

Building: 00N *Search Room *Location ID: CB00NN103 Update Location ID

General Hazardous Materials Room Details Room Details 2 Contact

Room Particulars

*Hallway: NA Specify Hallway code % when Hallway not applicable *Class: BUILDINGROOM

*Room: N103 Floor: 1 *Status: ACTIVE

Room Description: N103 - Classroom

Fixed Asset ID: 00N-N103 State UFI (View only from Building): A08501

Parent Fixed Asset: 00N-N103 Key Group:

Building Particulars

College: Columbia Basin College Building Name: NORTH CAMPUS CLASSROOMS

Building Address: Disposal Reason: Disposed Date: Telephone:

Dimensions, Area and Capacity

	Square Feet	Square Meters	Length:
Total Area:	770.00		
Useable Area:	770.00		
Unuseable Area:			
Seats/Capacity:	40		
HNDPC Access:			
On/Off Campus:	1	On campus continuous	
Ownership Status:	1	Owned by institution	

Area: .00 Rented

FAE Category: A1 General Classrooms

Space Use:

Room Use: 110 Classroom

NACUBO Code: 10 Instruction Program

CIP Code: 00-0000

Functional Code: INST Instruction

Suitability Code: 3 Limited Renovation

Matrix Code: 15 Classroom with Carp

- DirectLine User Group formed Feb. 2019
 - One or two BAR representatives
 - One or two OFC representatives
 - One State Board representative
- Purpose: To maintain Megamation DirectLine data integrity and alignment of data in common with state board global software applications and data warehouse.
- Review process developed for global data change requests.

What support would YOU like to see
from the State Board?



Contacts

Darrell Jennings

Capital Budget Director

djennings@sbctc.edu

[360-704-4382](tel:360-704-4382)

Cheryl Bivens

Budget Analyst

cbivens@sbctc.edu

[360-704-4386](tel:360-704-4386)

Steve Lewandowski

Principal Architect

slewandowski@sbctc.edu

[360-704-4395](tel:360-704-4395)

Kirk Knittle

Functional Analyst

kknittle@sbctc.edu

[360-704-1034](tel:360-704-1034)