

FACILITIES COMMITTEE

MEETING SUMMARY

Date: November 7, 2018

Time: 9:30a.m. – 11:00 a.m.

Location: College Conference Room, 10-106

- PRESENT:** Bill McGreevy, Cary Willard, Christi Vicino, Christine Girsch, Dave Evans, Dave Steinmetz, Joan Ahrens, Jim Wilsterman, Loren Holmquist, Mark Koenes, Matt Calfin, Michael Reese, Patrice Braswell, Randy Abshier, Reyna Torriente, Robin Sepulveda, and Sang Bai
- GUEST:** Jacqueline Hall
- ABSENT:** Agustin Albarran, Domenica Oliveri, Javier Ayala, Julie Middlemas, Ken Emmons, Lorena Ruggero, Marsha Gable, Martha Clavelle, and Skyler Delacruz
- RECORDER:** Dawn Gammo
- START TIME:** 9:38 a.m.

Discussion Items:

Loren provided a PowerPoint presentation to aid as a visual to Agenda Items as follows:

Construction Updates – Holmquist (Photos are attached in presentation)

General reminder that Bernadette sends out construction project updates every Friday that includes Loren's brief summary based on the information out of his meetings directly with the contractor and Gafcon.

- PVAC
 - Topping off ceremony November 8, 2018 2:30pm.
 - Completion scheduled Fall 2019
- Building 31
 - Still in demolition phase
 - Progressing as scheduled
- Building 36
 - Finishing up comments to LPA (architect firm)
 - Surveying, boring, soil testing all underway in preparation of construction, which includes Infrastructure work being done in the fire lane to connect Building 36 and Building 41 to the central chiller plant
- 200 Complex
 - The whole complex except Bldg. 20 and 23 are going to be torn down and re-built
 - Have incorporated World Languages into the new complex, taking them out of the 500s
 - Will be (3) 3-story buildings with an open courtyard in the middle of the horseshoe (shown in presentation attached)

- Athletics
 - Scoreboards
 - Drilling, Trenching of electrical have started
 - Project scheduled to be completed by Dec 31, 2018
 - Concentrating on Baseball first to be able to do annual turf renovations at the baseball field
 - Track & Turf Replacement
 - Demo on track to begin 11/19 as scheduled
 - First pre-con meeting Nov 8, 2018
 - Reminder that the entire area of the football field/track will be off limits to everyone, including staff, students, and the public, as it will be a construction zone
 - ADA Component of Track & Turf (Ramp)
 - Waiting on approval from DSA regarding design
 - Once DSA has approved plans, Track & Turf project can begin with the ADA component required to begin within 1 year of Track & Turf Replacement

Furniture and Equipment Move Form - Holmquist

- Office Moves/Employee Relocations/New Hires - Use this form when people are moving (office changes, new hires)
- Furniture/Equipment move - Use this form to have any type of furniture, computer, any other equipment moved. ADA requirements need to be taken into consideration.
- Both forms will be located on Forms Depot
- Request made to have someone contact initiator once the move is approved.
- A comment was made that a line should be added stating that no moves should take place until approval is received from Facilities Director.
- A copy of the approved form will be sent to the appropriate Dean

Energy Cost Avoidance - Jacqueline Hall

- The district partnered with Cynergistic 3 1/2 years ago to run an energy conservation program
- Defined: Cost avoidance is a value of energy that was not consumed and then gets valued in today's dollars
- Cost avoidance is an international standard for energy programs
- To measure performance
 - a baseline year of March 2014 to April 2015 was established for each college and all subsequent year's usage is compared to this baseline
 - The difference of what was not used is then valued in today's dollars as amount avoided
- 2.2 million avoided districtwide by updating HVAC schedules, temperature set points (1% of cost avoided per 1 degree change), lighting programming
- Energy budget is the exact same for 3 ½ years despite costs rising due to conservation
- Plug Load Grant available through California Energy Commission
 - Up to \$100,000 in plug load technology to community colleges
 - Devices that go behind computers, networked printers, water bubblers, and vending machines
 - Vending machine and water bubbler types can be programmed remotely to turn the power off at certain times (such as breaks, weekends)
 - Computer type will send a message after a period of no activity asking if you are still there. If no response it will turn off devices attached to your computer (pencil sharpeners, printers attached to computer only, etc) and put your computer into sleep mode
- Anticipated to be installed by California Work Corp (Volunteer work service)
- Solar is on the radar for the college

New FPR Form – Holmquist

- Loren went over the changes to the new FPR form along with the flow chart that accompanies it (included in the presentation attached)
- A pre-requisite portion was added to the form to allow vetting of the request to determine practicality and feasibility of the request, or to determine if it would be a maintenance issue or not even practical as written. Comments and suggestions can be made by the Facility Director so that all of the necessary detail is included when the FPR goes to the Facilities Committee for evaluation and ranking.
- Discussion ensued regarding details and wording of the form.
- Committee agreed to move forward with new form and process. Bill McGreevy will take it to the Cabinet meeting on Tuesday, November 13, 2018 just for informational purposes.
- FPR timeline will be forthcoming.
- Recommended to take presentation to Chairs and Coordinators meeting to explain the new flow/form.

Facilities Request Form (Setups) – Holmquist

- Looking to improve the Facilities Request Form (and process) that require set-ups as Operations is not receiving the approved form early enough to incorporate the set-up into their work schedule.
- Suggested 3 variations of the form: 1 for internal requests for use of room AS IS, 1 for internal request with a set-up and 1 for external requests; all with varying timelines/deadlines, suggestions were 3 weeks advanced notice for form submission for on campus requestors and 6 weeks for off-campus when a set-up is required.
- Reyna added that there is a Facilities Request Task Force who is in charge of making changes to the form. Loren will discuss further with Bill McGreevy and bring it to a future meeting.

Meeting Adjourned at 11:10 a.m.

Next meeting will be held on Dec 5, 2018, at 9:30 – 11:00 a.m., College Conference Room (10-106)

NOTE:

The following slides are not
approved technical documents but
for reference only.

Facilities Committee 10-3-18

Agenda

1. Construction Update
2. Furniture Move form
3. Energy Cost Avoidance
4. New FPR form
5. Facility Request form (setups)

- For maintenance, grounds, custodial and operation needs
- Dawn Gammo, Kurt Brauer, Mark Koenes, Ryan Althaus
- Grossmont.Maint.and.Ops@gcccd.edu

FOR CONSTRUCTION INFORMATION
GROSSMONT.EDU/CONSTRUCTION





Completion Fall of 2019



Projected Completion
August 2019



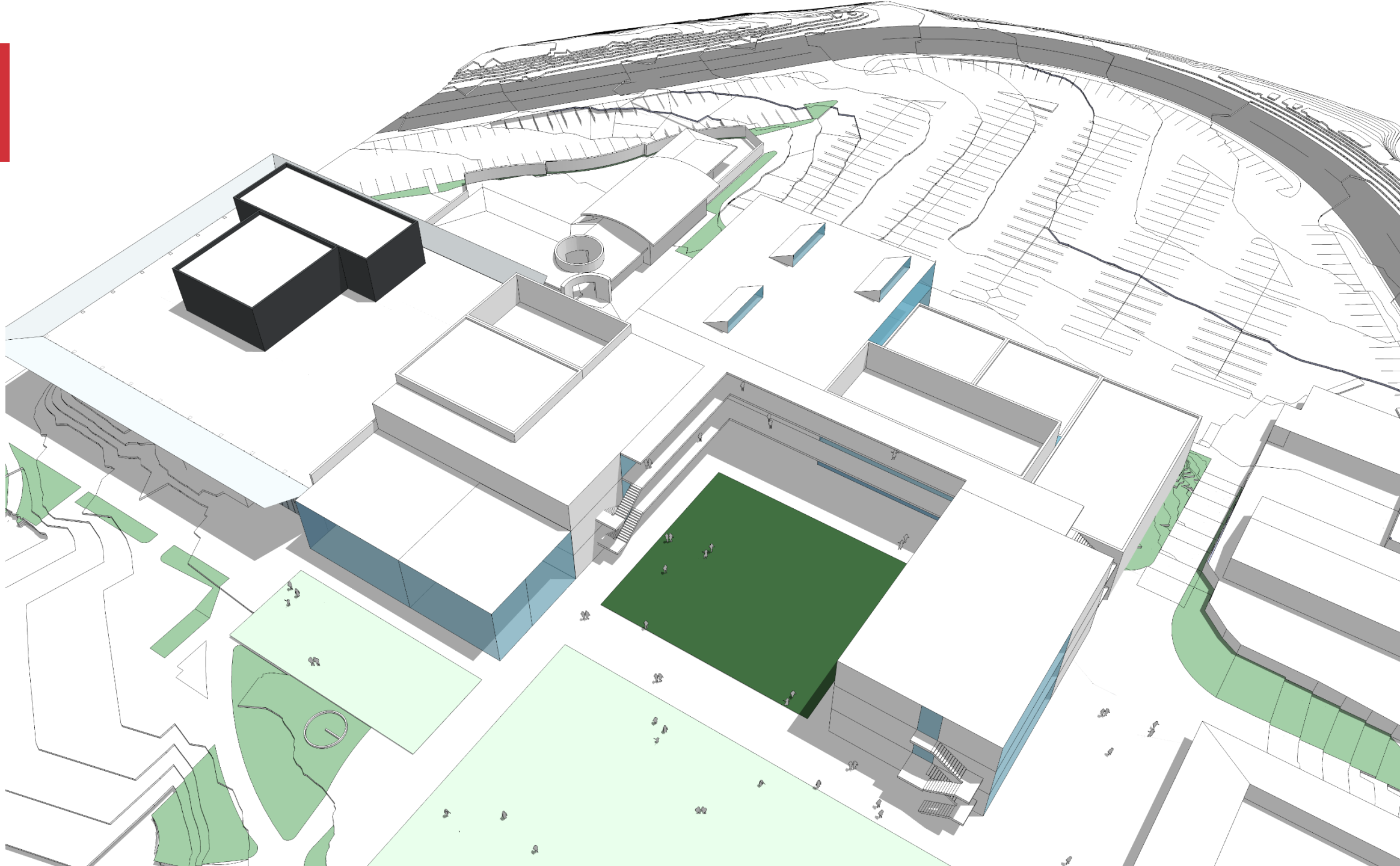


LPA

view from north parking lot

Start Jan 2020
Completion Aug 2021





-Scoreboards Installation start mid October



-Track and Turf Replacement starts Nov 19



FIELD LAYOUT NOTES

FOOTBALL MARKINGS ARE WHITE NCAA STANDARDS
 SOCCER MARKINGS ARE 4" YELLOW NCAA STANDARDS

DRAWN BY:	CHECKED BY:
SCALE:	FIELD AREA:

FieldTurf
 A Tarkett Sports Company

GROSSMONT COLLEGE
 LaMESA, CA

PROJECT: R 28, 2014 ISSUE: FINAL SHEET: 1 / 5 FIELD LAYOUT
 Confidential Information: No portion of these drawings may be disclosed, used, reproduced, modified or shown, without prior written consent of FieldTurf.

Grossmont Campus Furniture/Equipment Move Request Form

Fiscal Year _____

Requesters Name: _____

Extension: _____ **Department/ Program** _____ **Date** _____

Appropriate Dean's Name: _____

Location of Existing Furniture/Equipment (Include building & room number)

Proposed New Location (Include building & room number)

Brief Comments (Reason for move, what is to be moved, pertinent information, etc...) Attach page for additional description and drawings.

Forward this to your Dean, Supervisor or Director for approval. She/He will then forward to the appropriate Vice President for approval. The Vice President will forward the approved request form to the facilities office for approval and scheduling of the move if approved. Copies of the approved form with all signatures needed will be sent to the appropriate Dean. No moves are to take place until the Facilities Office has approved.

Appropriate Dean/Director _____ Date _____

Appropriate Vice President _____ Date _____

Facilities Office _____ Date _____

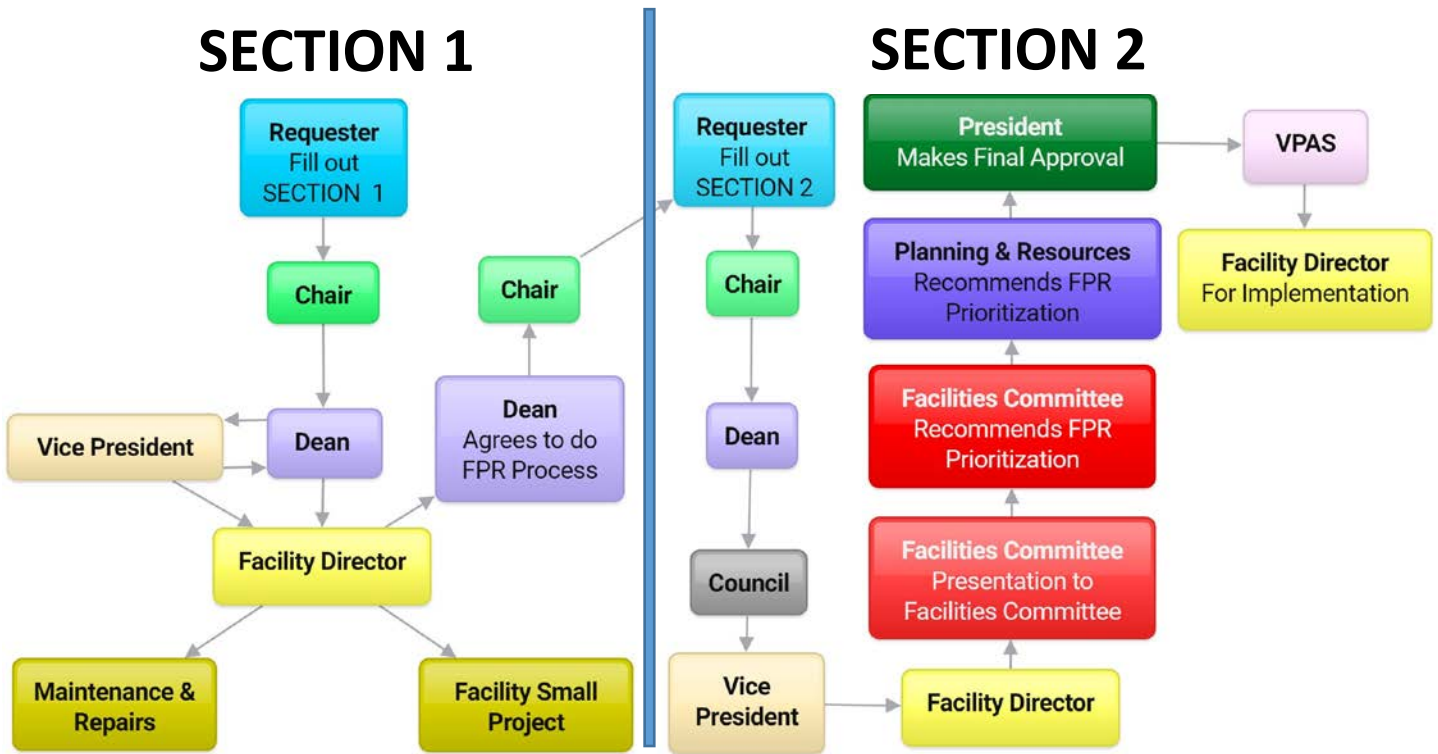
Technology (District/College) _____ Date _____

District Electrical _____ Date _____

Warehouse & Inventory _____ Date _____

Notes: _____

(FPR) Facilities Project Request - FLOWCHART



STEP 1 Fill out **SECTION 1** Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

STEP 2 Fill out **SECTION 2** Facilities Project Request (FPR) form after SECTION 1 signatures are completed. **NOTE:** The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

STEP 3 The Facilities Committee may ask for a brief presentation/Q&A.

Facilities Project Request (FPR) – Grossmont Facilities Committee

SECTION 1 – Condensed Summary: This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: _____

Phone Extension: _____

Department/Program: _____

Date: _____

Brief Project Name: _____

Project Number: _____

(Brief phrase identifying need such as "Foreign language lab space expansion")

Project Location (building/room number): _____

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):

2. The project relates to or involves: (check all that apply):

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of the layout of a shared space
- Other (i.e., health/safety – please explain): _____

3. State briefly how this project affects students and how many will be directly affected: _____

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): _____

5. List the other departments, programs, or services that may be impacted by this project: _____

6. Estimated Cost (if known): _____ Potential/Recommended funding source: _____

7. When is this project needed? _____

Chair/Supervisor (print name & signature): _____ Date _____

Dean/Director (print name & signature): _____ Date _____

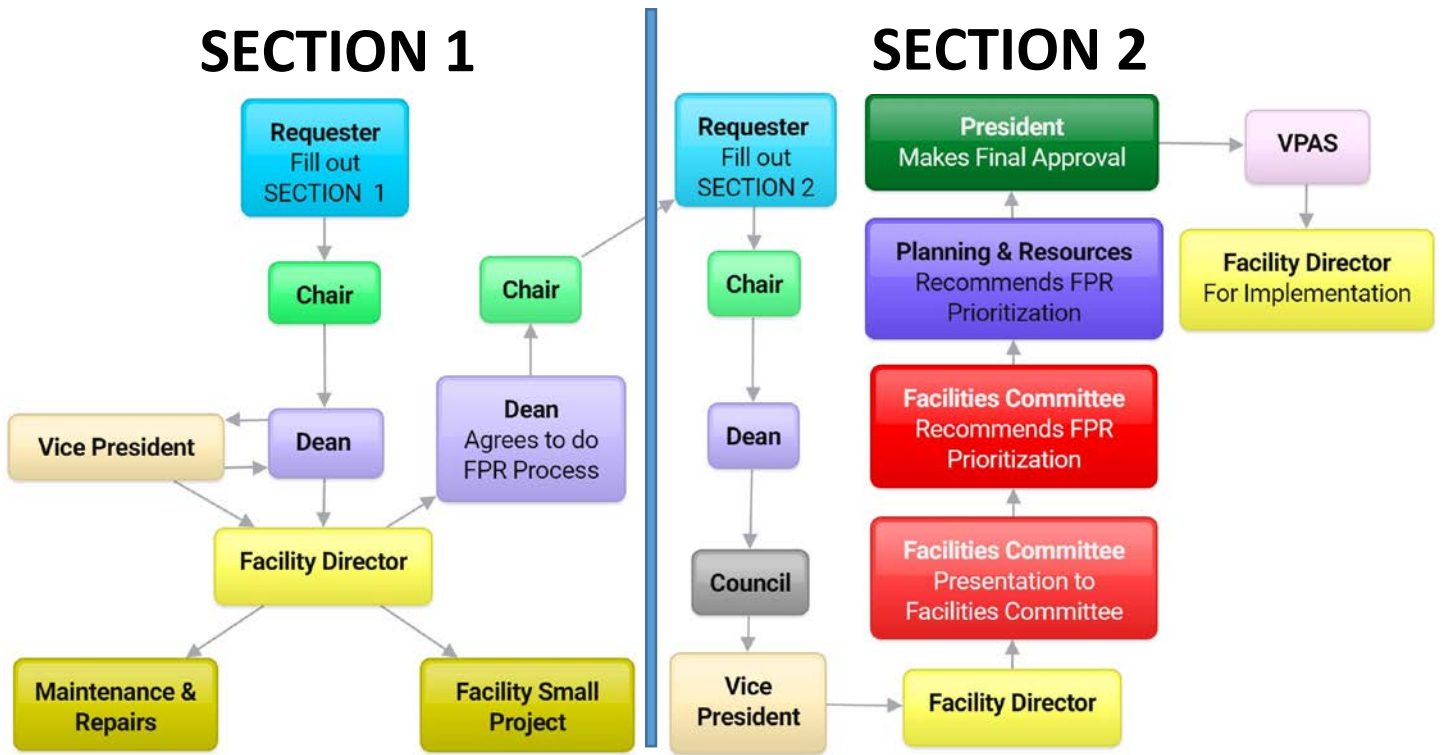
Vice President (print name & signature): _____ Date _____

Facility Director (print name & signature): _____ Date _____



If it is determined by the signatures above that the project should go through the FPR process, then the requester will fill out SECTION 2 for the Facilities Committee.
(Refer to FPR Process Flowchart)

(FPR) Facilities Project Request - FLOWCHART



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Facilities Project Request (FPR) – Grossmont Facilities Committee



Complete this section **ONLY** when notified to do so by your Dean/Director
(Refer to FPR Process Flowchart)

FPR# _____

SECTION 2 - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact: _____

Phone Extension: _____

Department/Program: _____

Date: _____

Brief Project Name: _____

Project Number: _____

(Brief phrase identifying need such as "Foreign language lab space expansion")

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** _____
- **Building/structure modification or new construction:** _____
- **Electrical, mechanical, plumbing:** _____
- **Extensive labor/time for Facilities/Maintenance staff:** _____
- **Landscape/outdoor project:** _____
- **New furniture (not for individual offices):** _____
- **Reconfiguration of furniture:** _____
- **Reconfiguration of the layout of shared space:** _____
- **Other (i.e., health/safety – please explain):** _____

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented?

4. Describe where this project has been planned for and attach documentation (*i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan*):

5. Describe the impact on other departments, services or programs if this project is completed:

6. Describe how this project meets sustainability and accessibility principles:

(Sustainability = minimal environmental impact. Accessibility = promotes maximum independence and integration for students with disabilities)

7. Provide a cost analysis of the project:

- a) *What is the cost impact of this project - are the costs one-time or ongoing? How so?*
- b) *What are the projected long-term costs?*
- c) *What is the 'useful life' of the project?*
- d) *What are potential and/or recommended funding sources? (department, division, categorical, grant, foundation, other)*

8. Describe the timeline for the project (*Is the project urgent – how so?*):

ALL signatures are required to proceed to the Facilities Committee

Chair/Supervisor (print name & signature): _____ Date _____

Dean/Director (print name & signature): _____ Date _____

AAC Review Date _____ ASC Review Date _____ SSC Review Date _____

Vice President (print name & signature): _____ Date _____

Facility Director (print name & signature): _____ Date _____

ALL signatures are required to proceed to Planning & Resources

Co-Chair of Facilities Committee (print name & signature): _____ Date _____

Co-Chair of Facilities Committee (print name & signature): _____ Date _____

ALL signatures are required to proceed to the President of the College

(Print name & signature): _____ Date _____

Co-Chair of Planning & Resources

(Print name & signature): _____ Date _____

Co-Chair of Planning & Resources

Signature required from the President of the College to proceed to Facilities Director

Project Approved

(Print name & signature): _____ Date _____

President of the College