

**FACILITIES COMMITTEE
MEETING MINUTES**

April 1, 2008, 9:30 a.m.
College Conference Room

PRESENT: John al-Amin, Fred Allen, Jerry Buckley, Janet Castanos, John Colson, Tim Flood, Kats Gustafson, Bob Herald, Beth Kelley, Alba Orr, Roger Owens, Tina Pitt, Walter Sachau, James Spillers, Dave Steinmetz, Brad Tiffany, Reyna Torriente, Jim Wilsterman

RECORDER: Tasa Campos

REVIEW OF AGENDA & MEETING MINUTES

Tim welcomed and introduced new committee member Reyna Torriente.

Tim briefly reviewed the day's agenda. The last meeting minutes had previously been sent to the committee by email. Please send any changes or edits to Tim or Tasa. Kats noted she had sent some edits to Tim by email. If there are no additional changes, the minutes will be posted to the web as are.

INITIAL PROJECT REQUESTS

The Committee reviewed two Initial Project Requests. Both requests were for the Hyde Gallery. Tim stated the work would be completed in house by maintenance. Tim shared he does not have enough funds to cover the remodels this fiscal year but should in the new fiscal year and complete the projects in the summer.

Tim will work with Roger Owens regarding the remodels.

The Committee discussed costs related to the new adjunct faculty offices. The cost of the remodel was reviewed. The Committee also discussed who would cover the cost of the office supplies, i.e., copiers, toner, ink, paper, etc. in these areas. How often the stations would be used and how was looked at. Beth Kelley shared at previous colleges she has worked the adjunct faculty were given information packets regarding the work stations available for use on campus plus procedures for using the areas.

Beth will contact the other colleges and get some sample packets for the Facilities Committee to review.

NEW TASK FORCE "GROSSMONT GOES GREEN"

At the last Facilities Committee meeting it was agreed the committee members would follow-up with their departments to see if there were any volunteers willing to sit on the new "Grossmont Goes Green" Task Force. Please let Tim know if he needs to send out a request to get a final list and count. He would like to kick off the task force as soon as possible. The Committee discussed the "Work to Contract" situation with faculty and the affect it will have on volunteers from faculty. It was suggested more time be granted to request volunteers. Tim shared he has spoken with ASGC and has received the names of some student volunteers. The task force will assist the college in getting the information out and in developing now initiatives.

The Committee discussed the following:

- The Sculpture Department and the variety of recycling it does.
- The college will have a new look for its webpage this summer that will help the promotion.
- New cost efficient paper towel dispensers installed in all restrooms on campus.
- Beth Kelley's brother is happy to give us a seminar on what to look for and consider with respect to solar panels (educational presentation).

The time frame was extended for one month to solicit committee members.

FACILITIES NEEDS COST ANALYSIS DRAFT FOLLOW-UP

At the last Facilities Committee meeting, Tim had requested the members review the handout “Grossmont College Facilities Needs Estimates” and report back with any suggestions or changes. This draft will be sent to the Planning & Budget Council for recommendation.

Tim asked the group to review the template of the “Capital Equipment Replacement” spreadsheet in the packet. A large capital equipment list has been requested by the Planning & Budget Council. It was suggested a “Life Cycle” and “Maintenance” column be added to the spreadsheet. Concern was expressed about the list becoming too large of a project. Yearly maintenance can be added into the “Total Cost of Building” list. Tim had concerns with the information becoming a maintenance list. The Committee stated separate lists will be adequate and the importance of having a plan in place instead of waiting and fighting fires as they arise. The amount each department spends on annual maintenance was reviewed. Tim shared the amounts are all different because some departments spend on maintenance and some do not. The Warehouse has an existing District Wide Inventory System and form but the items are limited by cost amount on the list.

The Committee agreed to the following:

- The columns “Purchase Date” and “Life Cycle” will be added to the Capital Equipment Replacement list.
- Tim will edit the existing template and send out to all Dean’s so they can distribute to their departments to complete.
- The Dean’s Assistants can then standardize the list to be compiled into a larger list.
- An annual update of the list will be needed.

TOTAL COST OF BUILDING ANALYSIS DRAFT FOLLOW-UP

See information in “Facilities Needs Cost Analysis Draft Follow-up” section above.

SMOKING POLICY UPDATE

The Committee reviewed the new version of the Grossmont College Campus Map reflecting the four remaining designated smoking areas. The four remaining areas sit on the outskirts of the campus and are located as follows:

1. Hansen Circle by parking Lot 7
2. Behind ROP areas south of ramp to cafeteria
3. Grass areas by weight room
4. Football Field, behind the bleachers to the east.

Tim shared a task force is being organized by the President to review and discuss dates and signage.

The Facilities Committee will need to start looking at signage, verbiage, and posting locations to prepare for once the campus goes totally smoking free.

NEW ITEMS

Fire Lane Construction – The Committee reviewed a copy of the Fire Lane Extension Location Plan Draft. The draft showed the location of the fire lane and turn around areas being required by the City of El Cajon Fire Department during the new parking structure construction. Concern was expressed regarding the removal of a tree in order to add a turn around area.

Tim will keep the Committee updated.

TASK FORCE UPDATES

Secondary Effects – It was suggested the Secondary Effect Task Force needs to discuss the 300 Buildings regarding room loss and scheduling.

Tim will send the request to Tina Pitt.

Parking Alternatives – Tim briefly updated the Committee on the “Off Campus Parking” Plan. The college has met with the Cities of El Cajon and Santee. The meetings went well and the college is moving forward with the use of Gillespie Field for off campus parking during the parking structure construction. The college will need to make some changes to the initial configuration plan of the lot. The plan will be open for Public Comment next week for 20 days. Final comments were entered yesterday and the plan will be resubmitted to the DSA – Department of State Architects. Construction will begin June 2008 and the move off campus will start in fall 2008.

Tim will keep the Committee updated and any changes.

Alternate Transportation – No report

Key Policy – No report.

The meeting was adjourned at 10:45 a.m.

The next meeting is scheduled for April 16, 2008 at 10:00 in the College Conference Room

TF:tmc