

FACILITIES COMMITTEE MEETING MINUTES

August 04, 9:30a.m.
College Conference Room

PRESENT: Steve Baker, Janet Castanos, John Colson, Tim Flood, Kats Gustafson, Alba Orr, Walter Sachau, Dave Steinmetz, Reyna Torriente

RECORDER: Tasa Campos

REVIEW OF AGENDA & MEETING MINUTES

Tim gave a brief review of the day's agenda and thanked everyone for attending.

DISTRICT BEST PRACTICE INFORMATION

Tim reported President's Cabinet will be working with other college groups and senates in regards to developing energy saving guidelines. The guidelines will start rolling out this semester for input. Once the guidelines are determined and approved they will be sent out campus wide. The committee discussed the following:

- Space heaters – approved brands and medical condition use.
- Computers.
- Individual and personal coffee pots and refrigerators.
- Full size refrigerators being located in more generic and easier access areas for staff to use.
- The cleaning and maintenance of full size refrigerators in common areas.
- The idea of staff bringing food in personal cooler.

Tim will keep the committee updated.

INTERIOR PAINTING & IDENTIFYING CONTACTS

The college has approved adding accent colors to some of the classrooms on campus. The painting was tentatively planning to be started this summer but has been rescheduled to tentatively start during the winter break in the 500 classroom areas. Tim is planning to meet with the different Deans to name contacts in different areas to work with the decide colors.

This item will be brought back at the next Facilities Committee meeting.

CAMPUS PROJECT UPDATES

Tim updated the committee on the following projects:

- **Modular/Tennis Courts** – The committee discussed the relocating of the departments currently located in the 38 Building modulares and the modular trailers located in Lot 5. Science classes are currently scheduled in the 38 Building modulares and they will be relocated to the North 300 building. ACE District Auxiliary, Middle College High School, and CTC 2 will be located in the 38 Building modulares by the tennis courts. CTC 1 will be relocated to North 300 Building.
- **Pool Deck Complications** – The pool deck remodel has been slowed down due to some electrical issues. The original conduits were set in concrete and when the concrete came out so did the conduits along with the electric cords in the conduit. The electric cords were attached to lights that are no longer made. The college and contractors are now in the process of a nationwide search for the 12 lights that are needed. The dive boards have been replaced. The tile was replaced but the depth markers needed to be custom made. The Jacuzzi was removed due to a requirement from the Health Department and warm showers have been installed. The pool area is not to be completed and opened until the second week of the fall semester. The construction may affect access to 41-116.

- **575 Remodel Complications** – Tim reported on the remodel of room 575. He reported a ramp has been installed in place of the elevator lift due to time constraints. A lift will eventually be installed and inspected. The project has turned out well and the issue of asbestos was not experienced during the remodel. Some issues with furniture and carpet have been resolved. The room will be completed by the start of the fall semester.

SAFETY

Tim reminded the committee a Safety Section is required now to be included on every Facilities Committee agenda. Meeting minutes will be sent to Risk Management to show the issue has been reviewed and discussed at the college level.

Tim noted the past president of Grossmont College, used to send out an email to department deans requesting they meet with their department leads and send forward any safety concerns they may have in their classrooms. This email will now be coming from Tim's area.

It was reported the college will be installing Emergency Notification Quick Reference Guides in each classroom on campus. The guides will be placed right above the mounted evacuation maps. The guides have been broken down to include brief information. More detailed information will be available on the facilities website. It was suggested District Public Safety be added to the guide along with the department's extension x7654.

OTHER/NEW ITEMS

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

The next meeting is scheduled for Tuesday, September 1, 2009 at 9:30 a.m. in the College Conference Room