

## **FACILITIES COMMITTEE MEETING MINUTES**

December 6, 2011  
9:30a.m. – 11:00a.m.  
Griffin Gate

**PRESENT:** Steve Baker, Patrice Braswell-Burris, Kurt Brauer, Janet Castanos, Joel Castellaw, John Colson, Sheridan DeWolf, Tim Flood, Beth Kelley, Kerry Kilber, Lisa Ledri-Aguilar, Alba Orr, Walter Sachau, James Spillers, Dave Steinmetz, Reyna Torriente, Cary Willard

**RECORDER:** Tasa Campos

Tim Flood welcomed everyone and reviewed the day's agenda. He noted the minutes from the last meeting have been sent out electronically. Please review and send any edits and/or changes to Tasa Campos by the end of the week. If no changes are received the minutes would be posted to the web as are.

It was noted "Resolution of Space Requests" item from November meeting and "Instructional Space Requests" would be added to the agenda.

Tim noted the committee would be taking a tour of the new Administrative 100 Building but would not be able to tour the new Student Services Building due to the work still being completed in the area. Tim updated the committee on the move plans scheduled for the next week.

### **REVIEW of SCHEDULED MAINTENANCE SUBMITTALS for the 5 YEAR MAINTENANCE PLAN**

The committee reviewed two handouts titled "Grossmont College District Scheduled Maintenance Five Year Plan" and "2012/2013 Scheduled Maintenance Projects Draft". Tim shared the lists contained basically the same information as last year except for the items/projects that have been accomplished through roofing projects and the project moving forward in the 500 areas because the state has not funded scheduled maintenance for multiple years. The college continues to develop and submit a list of needs to the state. The only projects the college will be able to complete will be those funded from the college's general fund budget and allocate towards renovation and repair of the facility. The college has been focusing on roofing, heating and ventilation systems. The air handler will be replaced in the North 500 buildings, 51 & 52 and the boiler will be replaced in Buildings 51 & 53. With the replacement of this last boiler, all boilers on campus will have been replaced with energy efficient systems. The campus has had a significant reduction in gas use partially due to the replacement of the kilns in the ceramic area and the 40 year old boilers.

The committee discussed the reduction in scheduled maintenance block grant funds.

Tim reviewed the second handout. He stated the spreadsheet was divided into sections similar to the format the state would divide them into. The following areas were reviewed:

- Roofing Repair or Replacement
- Utility Repair or Replacement
- Mechanical Repair or Replacement
- Exterior Repair or Replacement
- Other Repair or Replacement

Lists from Grossmont and Cuyamaca will be submitted to Dale Switzer to review, discuss, merge and develop a district wide priority list. Once a district wide prioritized list is completed he will send to the committee.

The committee reviewed the list. Tim discussed the road to the track and field and stated the college is not ADA compliant and is looking other possible funding sources.

**ACTION:** Once a finalized District Wide Priority List has been completed, he will send to the committee.

### **JANUARY 2012 MEETING DATE**

Tim stated the next meeting is tentatively scheduled for the first day back from Winter Break, Tuesday, January 3. Tim asked the committee for input on whether to reschedule the meeting for the month of January or wait until the next tentatively scheduled meeting on Tuesday, February 7. The committee agreed to wait until the February 7, 2012 date.

### **CAMPUS SPACE REQUESTS**

Tim gave a brief review of the space request procedure. He shared he received a request that any instructional or student services space requests be reviewed by the Vice Presidents and discussed with their divisional councils, prior to the requests being presented to the Facilities Committee, to review the impact to the college and values of the divisions. It was suggested RUC may need to be included in the process at times.

After discussion Tim requested consensus on the following process for space requests and/or changes: The request will go to the Vice President & area Dean, IAC/SSC/ASC, and then RUC and/or Facilities Committee. The committee gave consensus.

**ACTION:** Tim will take information to the Room Utilization Committee.

### **RESOLUTION OF SPACE REQUESTS FROM NOVEMBER MEETING**

- Cary Willard brought forward the request, made by the math department, to use the larger space in the LTRC currently used as the Tutoring Center, at the November meeting. Cary and Kerry Kilber have discussed and worked out a plan to have math use parts of the tutoring center but not the entire area as requested.
- Janet Castanos brought forward three space needs of the English department.
  - English 90
  - English Writing Lab
  - ESL Lab

The committee discussed the following options:

- Tech 1 and Tech 2
- Rooms 115 & 116
- Security issues in rooms where laptops are used.
- Bibliography Room

Janet Castanos, Kerry Kilber, Reyna Torriente and Tim Flood will meet, discuss and report back.

- Sheridan Dewolf brought forward the issue of AOJ space needs and the use of the lower gym. Sheridan and Beth Kelley will discuss and report back.

### **100 BUILDING SITE TOUR**

Tim Flood led the committee on a tour of the new 100 Building.

**ACTION:** None

## **SAFETY ITEMS**

None

## **OTHER/NEW ITEMS**

- The issue of extra rooms in Building 36 was discussed. It was shared some of the rooms in that building are being used for excess furniture storage, from the moves, until next semester.

The meeting was adjourned at 11:00 a.m.

**The next meeting is scheduled for February 7, 2012 at 9:30 a.m. in the Griffin Gate.**

TF:tmc