

**MEETING MINUTES**

Date: November 05, 2013

Time: 9:30a.m. – 11:00 a.m.

Location: Griffin Gate 60-180 A

**PRESENT:** Steve Baker, Patrice Braswell-Burris, Elizabeth Barrow, Kurt Brauer, Ken Emmons, Tim Flood, Beth Kelley, Ingrid Jane, Julie Middlemas, Genie Montoya, Michael Reese, Jim Spillers, David Steinmetz, Denise Schulmeyer, Reyna Torriente, and Christina Tafoya,

**ABSENT:** Agustín Albarrán, Jeff Baker, Joel Castellaw, Esau Cortez, Alex Diaz, Henry Gaudet, Zack Gianino, Dale Switzer and Debbie Yaddow

**RECORDER:** Stephanie Rodriguez

**REGULAR AGENDA ITEMS****Prop R and V Construction Bond Program October 2013:**

The Prop R & V Construction Bond program Update was passed out to all committee members. The committee discussed the various projects listed on the update. Regular Updates on Proposition R and V Bond program improvements are posted monthly on the website at <http://proprsv.gcccd.edu/Pages/Home.aspx>!

**District Design Standards:**

The committee discussed the various design standard task force meetings that are currently in process. The Acoustics, Key and Locking Hardware Security meeting is scheduled for November 6<sup>th</sup>, 2013 and the committee will include faculty members. This committee has been assembled to provide input on the new standards to be used for the upcoming Prop V improvements. The goal is to similar if not the same standards for both campuses.

The committee discussed concerns brought up by Beth Kelley on behalf of the faculty regarding sound attenuation and the locations of restrooms to classrooms and offices. Ken stated these concerns were thoroughly discussed at the previous standards task force meeting and the issues has been addressed and are part of the new standards.

The committee discussed keycard access entry and how it will impact the existing buildings. Ken stated that only the new buildings were addressed at the task force meetings. Tim stated the existing buildings could be addressed as part of activity proposal request for schedule maintenance. Mike Reese recommended getting Santa Monica and other educational institutions opinions on how they have dealt with security issues. The task force goal is to have agreement on standards for both Grossmont and Cuyamaca Campuses.

**Safety Committee Update:**

Ken Emmons and Tim Flood provided an update on the District Safety Committee items and issues. The District wide Safety Committee discussed injury reports, driving on campus and skateboarding policy, fire extinguishers, the purchase of additional AEDs and there placement on campus, results from the Earthquake Drill and the need for some modifications to the PA systems, the coordination of the next Hazardous Waste pickup and a request for additional training for new technicians.

**Planetarium Projector:**

The committee discussed the activity proposal and funding for a planetarium projector. Planning and Resources Committee recommended the Facilities Committee review the proposal for the Planetarium. The Facilities Committee will request Mr. Ross to the next meeting to discuss usage, responsibility of set-up and disassembly,

security, storage location, etc. The estimate cost ranges is from \$60,000-\$90,000. Ken Emmons will send an invitation to Ross.

### **CONSTRUCTION PROJECTS UPDATES:**

#### **500 Complex Screens Relocation Project:**

The committee discussed the proposed 500 Complex Screen Relocation Project. This project would be funded from the saving from Phase I and Phase II. The scope is to relocate the screens in 18 classrooms as requested by the original members of the 500 Complex Upgrades Task Force. The committee requested additional members be added to the task force to provide input before the project goes out to public bid. An additional five members would be added to the task force. Ken would set up a meeting to review the plans and impacts to the classrooms with all members of the task force.

Mike recommended training for faculty on how to use the lighting for the white boards, sola tubes etc.

#### **Light Retrofit Project:**

The committee discussed the first proposed Proposition V and Prop 39 project. This project will replace existing light bulbs with LED lights at 235 walkway lights, 138 parking lot lights, and Microlite lighting control panels. Microlite lighting controls will be replaced campus wide with Wattstopper light controls due to Microlite's close of business and replacement parts are no longer available. Energy savings over the 20 years life expectancy is \$466,400 (\$23,000 a year), Materials savings \$235,000 (\$11,750 a year), and Man-Hour savings of 6,000 hours (300 hours a year). The project will be submitted to the state soon for approval.

#### **District Foundation Trailer:**

The GCCCD Foundation Department will be relocated into a 24x42 trailer located adjacent to the 38's portable. The relocation will help open the space in the District Facilities Planning trailer to allow for expansion of the Project & Program Managers of Prop. V. Ken worked on the placement of the new trailer to make sure no parking was eliminated for the project.

Meeting Adjourned: 10:54 a.m.

Tim reminded the committee to propose any agenda items for the next meeting.

#### **Next meeting will be held on December 03, 2013, 9:30 – 11 a.m., Griffin Gate 60-180A**

Meeting Minutes and attachments will be posted on the facilities, operations, and maintenance website.



# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## Propositions R and V Construction Bond Program – October 2013

We are pleased to issue the October Propositions R and V construction bond program summary, highlighting our recent progress and activities. We look forward to sharing further progress in the coming months.

### **Katy Wright**

Program Manager

Grossmont-Cuyamaca Community College District Propositions R and V Construction Bond Program

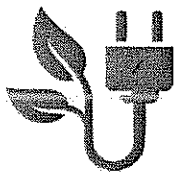
### **New Bond Program Website**

As we mentioned last month, we have been building a comprehensive new website for the bond program. It is now up and running! Come check it out at <http://proprsv.gcccd.edu/Pages/Home.aspx>!

The website consolidates all bond-related information in a single location. The main page has a rotation of some of the beautiful images we have for completed projects (two examples shown here) and tabs to our key sections. These include a section for each campus, a centralized location for all bid and contracting information, and all information and history related to the Citizens' Bond Oversight Committee (CBOC). Each completed Proposition R project has its own page, and as programming and descriptions are defined for the future Proposition V projects, additional pages will be added.

Our thanks to Anne Krueger, Communications and Public Information Director, who provided assistance and input throughout the web development project. Thanks as well to Della Elliott, Public Information Assistant, and Brian Nath, Information Systems Director. We welcome your feedback as you visit the site.

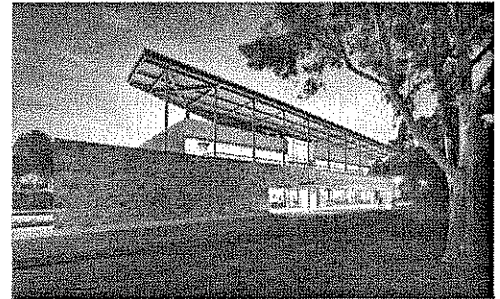
### **Getting Energized**



We have a number of energy-related projects and upgrades planned for both campuses. These include lighting fixture replacements and lighting controls upgrades. We have completed the comprehensive campuswide lighting and controls survey we mentioned last month. Recommendations coming out of this survey include replacing the existing lights to LED retrofits for pedestrian walks, parking lot lighting and some street lighting, along with controls.

LED (light-emitting diode) lighting is more efficient, durable, versatile and longer-lasting than traditional incandescent and compact fluorescent lighting. Some research has shown that LED lights use at least 75% less energy and last 25 times longer than incandescent lighting. Another energy project under consideration is upgrades to some of the mechanical controls for Grossmont College to tie into the existing system. We will continue to review the data from the lighting and controls survey to determine additional steps.

We are hoping to subsidize the funding of these projects using monies from Proposition 39 – the State measure passed last November as a way to provide funding for energy efficiency projects at schools and campuses throughout California. Guidelines for funding community college qualifying projects are in place. Our needs have been identified, and we have been coordinating with SDG&E to start this process.



### **THIS MONTH IN GCCCD HISTORY**

*Six years ago this week we celebrated the opening of the Cuyamaca College Student Center! Read more about this terrific facility on page 2.*



## Reaching Out to Small Businesses

GCCCD has had a longstanding reputation for being committed to the inclusion of small and historically underutilized firms on the bond program. We also make it a priority to reach out to East County firms providing goods or services in the GCCCD boundaries.

As we ramp up Proposition V projects, we are raising the bar on how we engage these firms. We will be establishing project-specific outreach activities for each Proposition V project, targeting East County businesses, other businesses located within San Diego County which will be considered by the District as "local," and businesses certified by specific state and federal agencies as a small or historically underutilized business. These include the following groups:

- Disabled Veteran Business Enterprise (DVBE)
- Disadvantaged Business Enterprise (DBE)
- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Woman Business Enterprise (WBE)



We have revised our bid information form so we can collect and report data on verified certifications and business location. All of the information will be entered into a database so we can sort firms based on their business location, type of license(s), and type of certification(s).

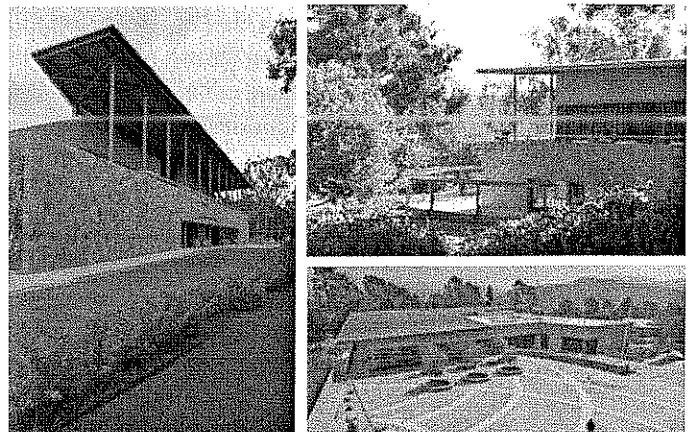
The project-specific activities we are implementing will include special notifications to the three groups listed above (East County, local, and small/historically underutilized firms), multiple bid walks (which provide more opportunities for those firms who are the proverbial "one-man show" or have few employees to be able to participate in the bidding pool), and other strategies. We will begin implementing these strategies with the energy-related projects mentioned above, and which are expected to kick off in early 2014.

## Coming Up!

There are several close-out projects in planning for this fall and winter – including phase two of our drought-tolerant landscape plan. At Grossmont College, we are starting a reconstruction of the tennis courts at Grossmont College, phase three of the ceramics yard upgrade, the demolition of Building 38A and the subsequent parking lot reconfiguration to provide additional parking spaces along with ADA-compliant paths of travel, campuswide signage, and numerous parking and street upgrades.

## This Month in GCCCD Bond Program History

Six years ago this week, on October 11, 2007, we held the Grand Opening of the Student Center at Cuyamaca College. The two-story, 47,000 square foot building includes the bookstore, food services, student affairs administration, health center, student government, club offices and meeting rooms. Three open spaces are featured: a plaza for large student functions; a gathering area shaded by a grove of trees for small gatherings, and an intimate deck area overlooking the Grand Lawn area. The architect for this facility, LPA, Inc., is one of the eight architectural firms short-listed for future Proposition V projects.



Grossmont-Cuyamaca Community College District Propositions R and V Construction Bond Program Management

**The committee met and discussed the following action items:**

- **Injury Report**— Employee injuries for September and October. Cuyamaca had cumulative trauma injury/repetitive motion injury. Seven injuries occurred at Grossmont, hand laceration from utility knife. Bee sting to hand, bee sting in August...is it bee season? Yes. Closed finger in door, cut and fracture. Allergic reaction while performing work duties. Industrial Hygienist will visit the office to follow up. Nursing intern needle stick, one occurred last month as well. Trip and fall in parking lot. Ken followed up on safety of the parking lot, all was in good condition. Instructor was injured by a skateboarder in walkway near the parking structure. Vic asked if this one was transported via ambulance.
- **Safety Training/Inspections**— Safety inspections have been tabled for the first of the year beginning 1/1/14. Electrical safety monthly training will be sent out November 1<sup>st</sup>. Forklift training will be completed for train-the-trainer. Anne asked who will determine the person that will be designated as the trainer. Tim Flood added Ron Adams may be designated for Grossmont train-the-trainer.
- **Earthquake Drill**— Large fire drill at Cuyamaca and a large earthquake drill at Grossmont. Anne brought up a paramedic from El Cajon and City of San Diego. In Building 10, the alarm didn't shut off during the earthquake drill, but that was only a small glitch.
- **First Aid/AED**—First aid kits have been ordered and distributed for Grossmont and District. We did not receive the order confirmation from Cuyamaca. The order for a few new AEDs on both campuses was discussed. Tim Flood requested an additional AED for the Administration Building and for Student Services and two for west side of Grossmont campus. Tim Flood requested additional quotes. Nicole Boyer will obtain additional quotes. Also, Nicole will follow up with Bruce to inquire if Cuyamaca is in need of additional AEDs.
- **Emergency Response Training**—Emergency response training for those on campus will be scheduled soon. Sheriff department will respond to all emergency calls. At Cuyamaca, Deputy Kelly is working with Arleen Satele. Grossmont Deputy Goran is working on his outline for the training. There was a sprained ankle, none of the issues were transported. Vic will follow up.
- **Fire Extinguishers**—Portable fire extinguishers—they need to be checked on a monthly basis. Anne provided the section Cal-OSHA general industry safety orders that illustrates the fire extinguishers need to be visually checked on a monthly basis.
- **Hazmat/Universal Waste**— MSDS online has not made progress from where it was last month. The Hazardous Waste Program received an unauthorized expense from Cuyamaca. Bruce Farnham and Ken Emmons are the contacts for universal waste disposal. Either Bruce or Ken will be able to assist if a department has a universal waste disposal request and they will process the request through our Hazardous Waste Program. Custodial and electrical staff at Grossmont, for universal waste and custodial staff at Cuyamaca. The Universal Waste Program, both cost and operations, is the responsibility of each campus. Universal Waste training will be conducted on November 5, 2013 at Grossmont and November 8, 2013 at Cuyamaca.
- **Driving on Campus/Skateboards on Campus**— Cart safety rules will be updated by committee. Anne suggests adding a second page to the Cart Rules to include additional items. The committee has been asked to provide their input for updates. One thing to add will be: keep all body parts in the cart; no children shall be given rides. Anne will send out the draft for our review. Vehicles on campus: can move forward with one-by-one. We can ask El Cajon to have the ordinance modified to include Grossmont College. They have to go to court then go to evidence downtown to get their items back. The president will approach the District (Board) and the Board will have to ask the city of El Cajon to update their ordinance. Tim Flood added that president's cabinet asked for signs right away. Tim Flood requested a copy of the draft to Tim Flood and Arleen Satele to president's cabinet, then to DCEC. In the meantime, signage has been requested.

Meeting adjourned 2:24 pm. **NEXT MEETING: November 22, 2013 District Annex Conference Room 1:00-2:30 pm.** Any questions regarding the above topics, or to include additional agenda items for the next meeting should be routed to Anne McCown at [Anne.McCown@gcccd.edu](mailto:Anne.McCown@gcccd.edu).

# **Grossmont College & Cuyamaca College Campus Wide Site Lighting & Controls Upgrade**

This is the first Prop V Capital Project in conjunction with Prop 39 Funds. Project will go out to public bid in late December and construction will start in February and will be completed in June of 2014.

## **Scope of Work:**

Replace the existing light bulbs with LED bulbs 235 walkway lights and 138 parking lot lights. Replace all the existing failing Microlite Control Panels with Wattstopper Control Panels. This will tie together all the lighting control panels into one system campus wide. Microlite is no longer in business and parts are unavailable.

## **Energy Savings:**

The anticipated life span of the new LED lights is 20 years. Savings at Grossmont College is anticipated to be \$23,000 a year or \$466,400 for the life span of the LEDs.

## **Materials & Man Hours Savings:**

20% of the 373 lights fixtures are required to be replaced yearly. 75 fixtures at approximately \$130 per fixture for bulb and ballast = \$9,750.00 plus man-lift for a total of \$11,750.00 a year. Total of \$235,000 over the 20 years

75 fixtures at 2 hours each x 2 men = 300 man hours saved yearly. Total of 6,000 man hours over 20 years saved.

## **Funding:**

State Prop 39 will provide \$615,000 and \$1,300,000 will come from Prop V. Grossmont College's portion is \$650,000. There may be a possible savings of approximately \$300,000 if project comes in at the estimated project budget.

The District can re-apply for additional funding from the State's Prop 39 next year for the replacement of the perimeter street lights at both campuses. Prop 39 is a 5 year bond.