



MEETING MINUTES

Date: October 01, 2013

Time: 9:30a.m. – 11:00 a.m.

Location: Griffin Gate 60-180 A

PRESENT: Agustín Albarrán, Jeff Baker, Steve Baker, Patrice Braswell-Burris, Elizabeth Barrow, Kurt Brauer, Joel Castellaw, Esau Cortez, Alex Diaz, Ken Emmons, Tim Flood, Henry Gaudet, Zack Gianino, Beth Kelley, Lisa Ledri-Aguilar, Julie Middlemas, Genie Montoya, Michael Reese, Jim Spillers, David Steinmetz, Denise Schulmeyer, Reyna Torriente, and Christina Tafoya,

ABSENT: Dale Switzer and Debbie Yadow

RECORDER: Stephanie Rodriguez

OPENING INTRODUCTION AND SUMMARY BRIEFING:

Tim Flood mentions this agenda will be brief and any additional details on topics can be discussed in future a meeting if needed. Grossmont College Facilities, Operations, and Maintenance website has been updated. It was updated with meeting minutes contain PowerPoint or attachments, Prop. V's update, Evacuation Plan, Emergency Plan, and hyperlink to District Facilities website and directs to Five Year Construction Plan. Please recommend the facilities website to your constituents.

REGULAR AGENDA ITEMS

Highlights: Safety Committee Meeting (09/24/13)

There is a District wide safety committee and college wide safety committee which is a dual use but it's for facilities related items and to provide general knowledge to the college. We have an up-coming facilities semi-annual safety inspections; the District Risk Management office is providing a safety check list for classroom and labs to designate responsibility. Semi-annual inspections will be inspected by the department and second inspection by the operations department. We will need to discuss at later time on decision making of the responsibilities for common use areas and designation of department inspection. Tim Corcoran will be sending an email with final edits of the check list requirements.

Hazardous waste management, the College is trying to be more process driving on removal of hazardous waste. The College can only hold waste materials on campus for no more than 6 months from the start of collection. One requirement for departments will need to take the initiative of tagging the start date of collection on hazardous materials. The College is requesting the need of more involvement from deans, faculty, staff and technicians to follow the protocol of 6 months hazardous waste removal. The campus needs to show within 6 month removal, authorized handler, and provide legal records to the county. At one time this responsibility was District Risk Management Dept. to facility waste management, however due to vacant positions in Risk Management Dept., the Operations Dept. has taken on more responsibilities which pushes the comfort zone for the department. Any delays of submissions, non- labeled items, or inadvertent items missed from departments costs additional monies to be spent to have the vendor return.

Items that not general thought about as hazardous waste items are light bulbs, paint, and batteries. At the moment toners are not considered hazardous waste but they are recyclable items.

Prop R and V Construction Bond Program September 2013:

-Architect Proposition V

The Architect Proposition V is in the Prop R and V program update (attachment). The architectural selection has been announced by the District, finalists are a pool of eight architectural firms:

- Carrier Johnson
- gkkworks
- Harley Ellis Devereaux
- HMC Architects
- LPA
- Mosher Drew
- NTD Architects
- Roesling Nakamura Terada

These firms made it through pre-qualification process. Three to four firms will be selected from the pool of architects based on their experience closely related to each project; than recommendation will be made from the task force.

-District Design Standards

Currently, the College is going through design standards such as mechanical, electrical, furniture, classroom space, waterproofing, office space, and etc. Multiple task forces will assist establishing guidelines to standardize and unify consistence throughout the campus. Also, these task forces will look into re-establishing or update guidelines to fulfill department current needs. The task force for design schematics felt that we needed additional faculty member, Virginia Dudley, to represent the large lecture and lab spaces. The task force is asked for an additional faculty member for large lecture. Please forward references to Tim Flood and he will contact Sue Ghonda with referrals.

-Environmental Impact Report

An update to the Environmental Impact Report (EIR) is forthcoming. This is a highly sensitive public document which allows the public to respond to concerns regarding our capital plans, impacts on the environment, surrounding communities, and the district will work to mitigate any negative impacts.

-Annual Capital Construction Project Workshop

Dale Switzer and Gafcon, Inc. provided the Governing Board an annual overview of capital construction project updates. These projects were on-going and it was discussed that most projects were Grossmont College. The College had been diligent to setting funds aside and use of Prop. R funds that were not allocated are being used to fund recent small projects.

Griffin Center Flooring Material Sample:

This project was introduced at the last facilities committee meeting. Ken brought a physical sample of the vinyl material. The purpose of this rubber based flooring is durability, less maintenance, sound attenuation in high traffic area. The projected timeframe for the resurfacing of vinyl flooring begin renovation in the winter 2013. ASGC members have suggested the use of fewer multi-colors to provide a more adult atmosphere. Ken stated he will mention less color use to the Architect of design. A scratch test was done by the facilities members, the committee recommended to look at different material based.

Griffin Center Sodexo Food Service Condiment Station:

Ken meet with Esau from ASGC to review a location for two new microwaves for student usage. We are looking at extra high stand and Ken will provide the committee with recommend elevations. This will help resolve two issues by providing a central location for food services and ability to provide an additional microwave stand suggested by ASGC. Operations Dept. will be cleaned microwaves during night shift, the condiment stand should be busied and cleaned by Sodexo.

CONSTRUCTION PROJECTS UPDATES:

Child Development Center HVAC System:

The College has executed contract with Jackson and Blanc for CDC replacement of two HVAC units. Kurt Brauer is working on the scheduling on the installation timeframe. One unit is down and the second unit failed; it is necessary to provide central air and temperature control in the building. There will be a crane on-site and we cannot have any occupancy in or around the building during installation. The objective is having the work on a Friday morning prior to staff or student arrivals, parking lot near Bldg.34 will be closed to stage the crane.

Building 26 HVAC Controls:

This work will be performed on the automated logic product. James Duddy and Kurt Brauer will be coordinating the project. Bldg.26-220 is utilized to hold a lot of events and large lectures during sporadic after hours. The Maintenance Department needs the capability to access control the building; HVAC technicians will be able to troubleshoot any HVAC issues from any location with automated logic. Overall it will help with our reaction time for maintenance issues in this highly used space.

500 Complex Screens Relocation Project:

During the 500 Complex upgrades, faculty task force had requested approximately 18 classroom projection screens to be relocated. The college is in preliminary design to contract an Architect to research the design, existing structural layout, and cost impaction. There is no funding source at this current point; this require public bid as a capital project. After research is completed, the committee will review if the project is worth proceeding.

Building #38A Demolition & Paving Repairs (PowerPoint):

The proposal is to demolition of the Building #38A, repave the asphalt, and relocate four dumpsters. The goal is to relocate the four dumpster because they are parked in front of the ADA parking spaces. This building is 20 years old and unsafe to house staff or faculty. The current state of the building is dilapidated and too costly for repairs. Currently the building has no occupancy besides a relocation of one staff member. This project is estimated to take place during fall 2013.

Pool Equipment Replacement (PowerPoint):

This was added agenda item at the last facilities meeting. This priority has moved up to number two on the list, the DE filter is leaking which filters the entire pool. Also, the boiler is passed life expectancy and replacement will be required. Tim Flood will need to research for college funds. This is another example of our needs outstripping our dollar funds. Architect is contracted to review cost estimate of the replacement. This is effort to meet current procedures required, since there is no sewer connection.

Veterans Resource Center & Adjuncts Upgrades (PowerPoint):

Bldg.21 Veterans Resource Center and adjunct upgrade. The purpose is to open and reallocate the space for the Veterans Center. Grossmont College has the second largest Veteran serving institution in San Diego, the existing space was formerly TV studio, currently there's conflict with the needs to utilize the space. This will provide separation of quiet areas from highly active areas such as creating designated space for conference room, study area, small office space, counseling area, and open lobby. The Maintenance Dept. will be performing renovation to the existing space for painting and moving of furniture. The furniture will be purchased through KI. The VA audit and exit interview reported the college needed to provide more services for number of veteran students. This was part of our match from the Foundation to provide internal match to improve Veteran services. The Foundation funding will help provide additional counseling services, resources, and book loan program.

Drought Tolerant Native Garden Phase II (PowerPoint):

There are four pods around LTRC, parking lot #6 near bus stop, and the hillside. The architect has designed a river rock behind the gym and in front of Library; also, a seating area will be created. Most importantly, we take into consideration with the architect to review the environment and educational pods that are needed to come up with design scheme. Augustine liked the idea of the gathering area; he suggested increasing the seating area on the opposite side or mirror location. Julie Middlemas requested for additional seating to be away from the entrance since there's one seating area designed near the entrance of the LTRC. The project is based on per pod and will be decided upon based on cost analyze. Dave Steinmetz recommended concrete cutting near the ramp, Ken will look into the manicured as long as it doesn't interfere with draining.

The hillside pod will keep some existing trees and additional landscape to create a more inviting entrance. There will be no seating along the hillside to prevent any smokers that tend to group in this area. Parking lot 6, near bus stop area, pod has been designed to have pathways for students and public to prevent damaging of landscaping. There will be signage added to pods and it helps grounds maintenance meet SLO goals by expanding the use of spaces for instructional use.

This project has been funded internally and approved by Planning and Resource Council. In addition, this project will help with cost of grounds maintenance, provide student learning outcomes, and reserve water usage.

Meeting Adjourned: 10:56 a.m.

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

Next meeting will be held on November 5, 2013, 9:30 – 11 a.m., Griffin Gate 60-180A

The Power point presentation and meeting will be posted on the facilities, operations, and maintenance website.

BUILDING #38A DEMOLITION & PAVING REPAIRS



Exterior elevations of building #38A in Lot #3

BUILDING #38A DEMOLITION & PAVING REPAIRS

Building is completely unoccupied



Existing site plan

Demolish building #38A

Repair asphalt

Relocate trash dumpsters currently located on east side of #38C

Relocated surplus furniture equipment, chairs & stage

POOL EQUIPMENT REPLACEMENT



Existing Pool Equipment Room



Replace CO2 Tank
Replace Acid Tank

POOL EQUIPMENT REPLACEMENT



Replace existing leaking sand filter
tank backwash system



Replace pool water holding tank
Replace old piping

VETERAN'S RESOURCE CENTER & ADJUNCTS UPGRADES



Building #21 Front Entry



Veteran's Resource Center
to be upgraded with new
furniture, carpet & paint.
Consultation Room
Conference Room

VETERAN'S RESOURCE CENTER & ADJUNCTS UPGRADES



Veteran's Resource Center
to be upgraded with new
furniture, carpet & paint
Computer work station to be
relocated to adjacent room



Veteran's Resource Center
to be upgrade with new
furniture, carpet, shades
and paint

VETERAN'S RESOURCE CENTER & ADJUNCTS UPGRADES



Adjunct's Office area to be upgraded with new desks & bookcases
Chairs and file cabinets from surplus
(8) Work stations
Paint accent wall



Adjunct's Office area to be upgraded with new desks.
Chairs & file cabinets from surplus
(5) Work stations
Paint accent wall

VETERAN'S RESOURCE CENTER & ADJUNCTS UPGRADES

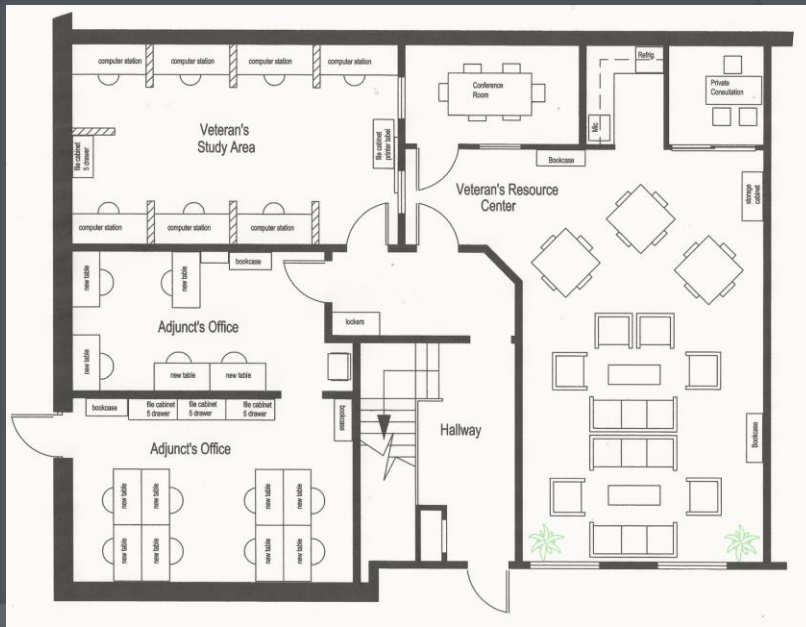


Adjunct's Office area to be upgraded with new desks,
chairs & file cabinets from surplus
(5) Work stations
Paint accent wall



Adjunct's office area to be converted to new Veteran's Study area
Chairs & cabinets from surplus and file cabinets (7) Work stations
Paint accent wall

VETERAN'S RESOURCE CENTER & ADJUNCTS UPGRADES
Building # 21 Proposed Floor Plan

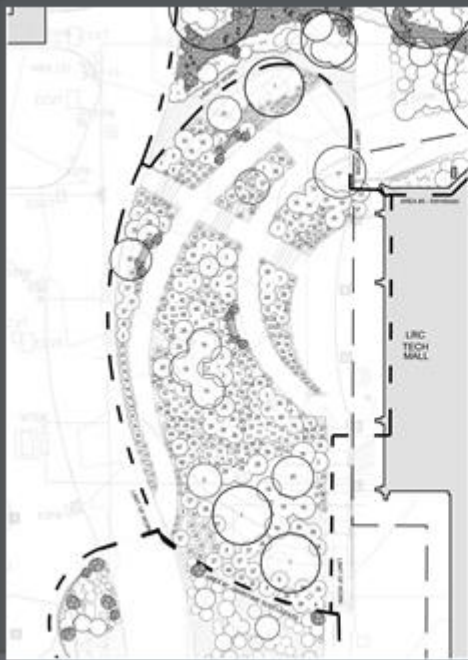
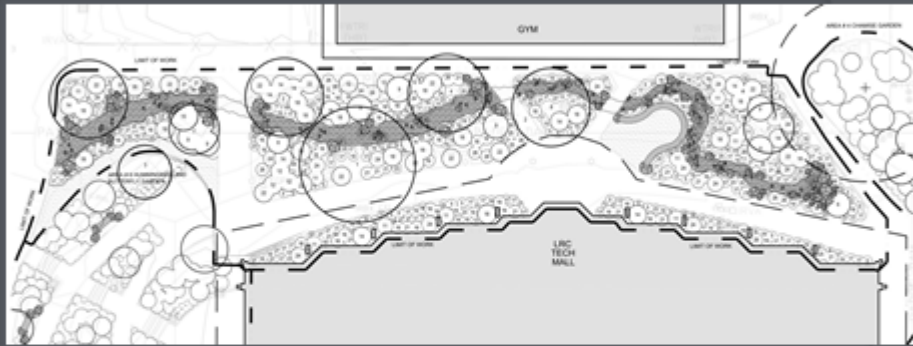


DROUGHT TOLERANT NATIVE GARDENS PHASE II
Area #4 Chamise



DROUGHT TOLERANT NATIVE GARDENS PHASE II

Area #5 Riparian



DROUGHT TOLERANT
NATIVE GARDENS
PHASE II

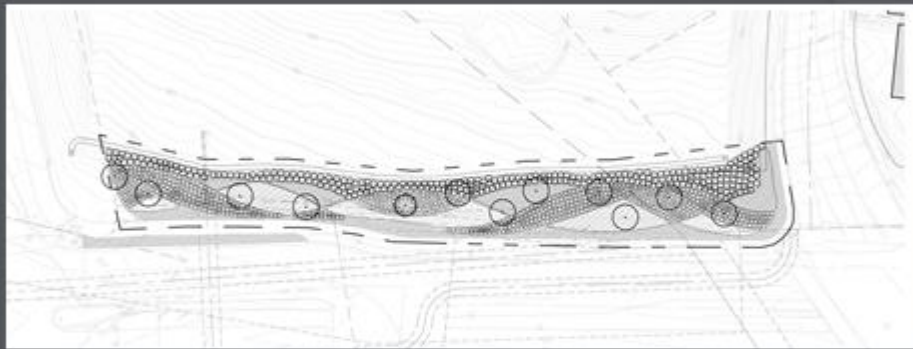
Area #6 Butterfly &
Hummingbird
Garden



DROUGHT TOLERANT
NATIVE GARDENS
PHASE II

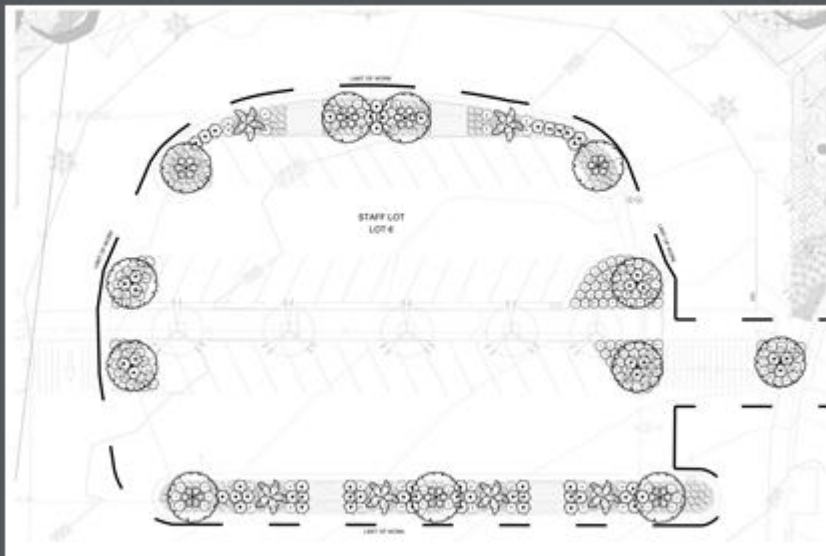
Area #7 Maritime
Succulent

DROUGHT TOLERANT NATIVE GARDENS PHASE II
Front Entry Hillside Slope



DROUGHT TOLERANT NATIVE GARDENS PHASE II

Staff Lot #6



DROUGHT TOLERANT NATIVE GARDENS PHASE II

Samples of planting materials



DROUGHT TOLERANT NATIVE GARDENS PHASE II

Samples of signage, pathways & benches

