

FACILITIES COMMITTEE

MEETING MINUTES

Date: May 07, 2013

Time: 9:30a.m. – 11:00 a.m.

Location: Griffin Gate 60-180 A

PRESENT: Agustin Albarran, Jeff Baker, Steve Baker, Patrice Braswell-Burris, Kurt Brauer, Joel Castellaw, Tim Flood, Beth Kelley, Kerry Kilber Rebman, Lisa Ledri Aguilar, Julie Middlemas, Jim Spillers, David Steinmetz, Reyna Torriente, Mike Reese, and Christina Tafoya

ABSENT: Sheridan DeWolf, Genie Montoya, Chris Hill, Dale Switzer, Sue Gonda, and Sunita Cooke

RECORDER: Stephanie Rodriguez

OPENING INTRODUCTION AND SUMMARY BRIEFING:

Meeting began at 9:34 a.m. Tim stated the Facilities Committee Meeting Minutes were emailed to the committee requesting any corrections. This would be the last week to submit revisions, if we do not receive any revisions the meeting minutes will be considered approved. They will be posted onto the Facilities' website by the end of the day. Tim stated he would like to add one follow up item to the agenda, the LTRC space.

Introduction: The committee welcomed Ken Emmons, the new Director Campus Facilities, Operations, and Maintenance. He previously worked for Gafcon, Inc. for 9 years. He has been heavily involved in the construction of our College campus such as Griffin Center, Bldg. #10, Bldg. #41, and Classroom upgrades. He has a lot of understanding and knowledge of our Campus.

Ken will slowly transition to the Chair and Patrice Co-Chair of the Facilities Committee. We do not normally have committee meetings in June and July, so Ken will take over as Co-Chair in August.

FOLLOW-UP OF LTRC SPACE REALLOCATION & REMOVAL OF SAFETY ISSUES:

The committee recommended the approval of reallocating space in LTRC based on programmatic and departmental needs. This would allow Kerry Kilber's Department to properly serve the College by providing the proper storage and operational space. The committee gave a conditional approval based upon IAC review and approval. IAC gave approval within the spaces in LTRC. The College had a second meeting with KI to review furniture replacement and reorganization. We are moving forward with each departments furniture design based on what was needed to support staff and serve students within those spaces.

Next meeting, we will bring the final furniture design drawings of those spaces to the committee. The areas are ICS, IMS, Kerry's current space, Associate of Dean Library old space (currently Faculty Evaluation), CATL, and Graphics.

BUILDING 34 SLPA SPACE:

SLPA space is the old Speech, Language, Pathology, and Assistant space designed in the Bldg. 34 Health and Science. The small space is on first floor (across from Physic classroom and David Duenas' office) which was meant for testing. SLPA program was put on hold. Kerry Kilber stated that IAC had approved repurposing the space to facilitate distance education modules. Kerry proposed that this space to be called Instructional Technology Lab. The space will allow any faculty member access to non-standard issued equipment such as specialized software to prepare multi-media, blackboard face to face class, hybrid class, or full time online class. In addition, faculty members will now have a space to record podcasts, as one of the rooms is a sound proof and can be utilize for recordings. The layout will be computers, webcams, and microphones. The stated rooms are 34-164, 34-165, and 34-166.

Steve Baker recommended to Kerry that she may need to use control booth as well to produce high quality sound. Kerry stated she would look into putting a computer in control booth to eliminate possible backgrounds sounds.

Reyna Torriente asked if all of the proposed health facilities room changes have been approved because other departments use 34-165 and 34-166. Reyna stated the room usage is typically from facility requests and we need to understand the use of the room. Kerry stated she will contact Debbi Yaddow and double check on the use for 34-165 and 34-166. The committee agreed to find out the use of room due to the equipment located in the room.

Kerry stated any faculty member would be allowed the use of the room. The room is access key controlled and Michelle Wiser in the Professional Development office will be in charge of check out. A decision needs to be made on individual access key or to allow all faculty members to have authorization. The committee agreed the first approach should be the checkout method to understand the usage of the room. Tim suggested working with Instructional Operations but does not want to inundate the department; he emphasized the importance of Instructional Operations involvement with scheduling.

Kerry restated the room should only be used for specialized tasks, not for regular work assignments. Beth Kelley suggested contacting the Professional Development Committee to make an announcement, present a tutorial, and provide a list of software on a website. Tim suggested we could introduce it at flex-week depending on the transition schedule and equipment arrival. The sound proof room will be set-up for sound recording capability. One space will contain 4 computers total; other large room will contain 3 computers total. Kerry stated at San Diego State Instructional Tech. Lab, their computers are spread out and they have staff members to assist any faculty members; Kerry would like to see the same program in the future.

ANNUAL FACILITIES COMMITTEE COMPOSITION CHARGE AND NAME LIST

Tim distributed copies of the charge and name list of the Facilities Committee. The Composition of Charge and list of names references the meeting minutes when they are released. Tim requested the committee to review for annual edit of the Composition of Charge and list of names. Tim asked the Committee when they read the Charge if they agree and feel comfortable with verbiage.

Charge Edits:

Agustin referenced the last sentence of the paragraph "...modifications and alterations to existing office and classroom space" edit to "existing campus facilities spaces". Kerry agrees with notion of campus facilities since the committee covers labs and exteriors spaces.

Composition Edits:

Tim stated this committee has a major impact on overall campus and campus planning. Tim suggested adding the Dean of Nursing and a faculty representative in order to have a complete unified perspective. The recommendation is to correspond with Debbi Yaddow to see how the department would like to be represented Added edit to Composition Charge by the committee to include Dean of Nursing and one representative of the Nursing Department.

Kerry requested two edits, change to Dean, Learning and Technology Resources and under Faculty Representative change to LTR. Beth requested Health Professions edit to Allied Health and include Dean of Allied Health and Nursing.

Agustin asked if the committee needed a representative from Student Service since Jeff Baker is part of the committee make-up. Patrice represents Student Services as Counseling and she is the co-chair of committee. Tim stated that the committee always had a Student Services administrative and faculty opinion and would like to keep consistency.

Beth Kelley asked if Student representatives have attended any committee meetings. Tim mentioned student representation was weak, if there are any recommendations please send it to Sara for submission to Associated Student of Grossmont College.

Mike Reese requested to edit change to his division to state "Mathematics, Natural Sciences", and "Exercise Science & Wellness". Steve Baker requested change to "Arts, Languages and Communication". A deletion of representative for Manager, Campus Projects from the Composition Charge since Walter Sachau is a retired employee. Kurt Brauer asked in substitute of Manager, Campus Project to have a Maintenance / Grounds Supervisor in place. Tim stated the position of Supervisory representative will fill the requirement and he is uncertain if the committee wanted to call out specific supervisory job titles. Kurt suggests if it would be appropriate to have public safety supervisor as representative. Tim stated he would need to ask permission from the District in order to have District employee on the College committee, or they could be listed as a resource and called to the meeting when needed. Additional change under classified representative to bullet point out (1) IMS/ ICS and (2) open positions; the committee agrees.

Tim stated if there are any additional changes, please inform him for revisions.

REVIEW OF 500's COMPLEX FPP TASK FORCE

The District sent a request for a 500's FPP task force. Tim was not able to attend the first task force meeting due to scheduling conflicts. Ken Emmons will be attending the task force meetings. This is the largest project that was submitted for state funding. The College and District decided not to submit the 200's to the college; however a decision was made to move forward with 200's and Theatre projects as a self-funded projects out of Proposition V funds.

Initial Project Proposal: The buildings we intend on constructing or modernizing, project justifications including growth, space reallocation, modernization, Health and Safety needs, and ADA access.

Final Project Proposal: Block diagramming different spaces such as reviewing instructional and office spaces. The FPP is a final design development of the spaces.

Reyna asked what is the main purpose of the 500's task force when reviewing the FPP? Tim replied a FPP task force purpose is to review the parameters and overall spaces, process for submission to the state, point system for submission, review of Final Master Plan, and preliminary adjacencies for meeting the requests of the FMP.

Tim requested departmental Deans to be proactive and prepare to select staff or faculty to be included on the task force. Kerry to take a look at members assigned to the 500's task force. Reyna asked if Instructional Operations will be involved in the task force. Tim replied that Instructional Operations should be involved and he will make that request. He mentioned we can talk to Marsha and augment the 500's and 200's task force to include additional task force members and departments.

ADDITIONAL ITEMS

Safety

A meeting was held with District Safety Committee to discuss limits on parking and skateboard ticketing on campus. Chief Jose Sanchez has recommended an ordinance to limit driving on campus and create signage to restrict only authorize drivers on campus. This is to resolve liability issues such as accidents and illegal parking in fire lanes. There are legitimate vendors that need to make deliveries on campus; therefore the College doesn't want to create a blanket policy that could hinder our services.

Agustin was pleased to hear that the Safety Committee is taking action, since he had witness legitimate vendors on campus not being courtesy to walking pedestrians. Tim stated the College will need to restrict and enforce rules and regulations to vendors, faculty, and staff on driving on campus. In addition, based on the approval of the Governing Board, the language in the code change would allow Public Safety to ticket skateboarding and parking on campus.

Kerry commented that the broad language could be created, so that the service carriers and vendors would not be limited from parking on campus. Tim replied the College has contractors, service vendors, ATM service, and Hyde Gallery deliveries which will need to be addressed.

500 Complex Upgrades

The recent 500's Complex Upgrades project's goal was to update student furniture, new paint, and flooring and changes to meet ADA code compliance. Additional items added were the upgrades of the exit doors to fire code requirement to allow the classrooms to hold more than 49 occupants. Current fire codes states that rooms with over a 49 occupancy rating must have two emergency exit doors. The code requires the exit doors to be one half of the diagonal of the room apart. Classroom 55-535B had an occupancy of 50 but had to be decrease to 49 because of a structural column that prevented the construction of an additional exit door to meet code. The architect reviewed all possible solutions to resolve the conflict but was unable to move forward in this room. The task force was informed that all classrooms would receive improvements and increased occupancy with the exception of 55-535B. The facility committee needed to know the reasoning behind the decrease in this specific room 55-535B. The campus' goal is to meet fire code and remove possible liabilities. Tim will be talking to Reyna in regards to capacity of rooms and once it has been finalized and approved by Dale Switzer, it will be released to the faculty.

Bldg.41 ESW Water Valve Issue

A current issue in Building 41 water valve has affected the shower temperature. The College has received three quotes for work to be done under 15k; the apparent lowest bidder is A.O. Reed. They are in the process of signing the contract. Kurt stated the Maintenance Department has been resetting the boiler frequently each day to resolve the issue until the contract is approved and a permanent solutions is implemented. Tim stated that he had informed the Exercise Science and Wellness Department of separating one loop into two loops and replacing a mixing valve because the old mixing valve was not functioning with our new low flow system.

Additional Comments & Questions

Agustin requested a "who's who" list from the campus facilities, maintenance, and operations department. Tim agreed to provide an updated list and post it to the website.

Reyna inquired about the possibility of hiring custodial staffing to assistance the high volume of facility request set-ups. Tim responded the campus is going through need staffing process. Classified Staffing Committee has meet and first round of presentation of 34 requests for new hires and replacements. This will entail a large list of staffing for replacements and new hires, since the campus did not replace many vacant positions in the prior year.

Agustin suggested that with the new rules and regulations on ticketing skateboarding on campus, that we investigate the possibility of students paying the infraction by helping maintain the facilities in lieu of disciplinary action. The committee agreed that it's a good suggestion and seek out options with Sarah.

Kurt commented the department is working hard to meet all facility requests. We are short staffed, but try to make sure that we have coverage to fulfill all facility requests.

Steve suggested a facilities scholarship for students instead of a direct cost to increase staffing. Tim mentioned we need to find a funding source other than restricted and general funds to support a scholarship. Tim would need to find out the parameters for scholarship. Agustin suggested possible donations for service vendors to help support the scholarship.

All Facilities Committee meetings will remain every first Tuesday of the month after July.

Meeting Adjourned: 10:47 a.m.

Next meeting will be held on August 06, 2013, 9:30 – 11 a.m., Griffin Gate-A