

## FACILITIES COMMITTEE

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### MEETING MINUTE SUMMARY

Date: April 01, 2015

Time: 9:30a.m. – 11:00 a.m.

Location: College Conference Room 10-106

**PRESENT:** Steve Baker, Randy Clark, Ken Emmons, Claudia Flores, Gene Gay, Steve Garcia, Linda Jensen, Chris Hill, Genie Montoya, Michael Reese, Jeremy Reyes, Taylor Ruhl, Dave Steinmetz, Jim Spillers, Christina Tafoya, Reyna Torriente, and Peggy Wells.

**ABSENT:** Agustin Albarran, Martha Clavelle, Beth Kelley, Lisa Ledri-Aguilar, Julie Middlemas, Jim Spillers, and Debbie Yaddow.

**RECORDER:** Stephanie Rodriguez

**START TIME:** 9:36 a.m.

### OPENING INTRODUCTION AND SUMMARY BRIEFING:

The committee went through a full introduction of existing and new members.

### CONSTRUCTION PROJECTS UPDATES:

#### **KI Furniture Roadshow:**

The committee discussed the KI Roadshow to introduce new products to the college. The Facilities Committee and the Arts and Communications Task Force were invited.

#### **Signage for Track:**

The committee discussed a recent request from a local community member for lighting on the track prior to sunrise. The committee agreed the track should not be used from the time the campus closes to the time it opens but what if it is still dark out. The committee discussed the need for signage to address this issue. The appropriate verbiage needs to be prepared and vetted for approval.

#### **Landscape Upgrade Phase I (in-house photos):**

The committee discussed the first re-landscaping project which has been completed at the front of campus by Jack Newman. Further projects will be presented to the committee. MTS Bus Stop, Walkway to Lot #5, Monument Directories and patio areas are forthcoming.

#### **Pool Equipment Replacement Project:**

The committee discussed the Bid opening that took place on March 31<sup>st</sup>. The project came in under budget by \$25,000. Notification to the public will be posted within a week at the pool stating it is closed for the summer and due to re-open mid-August 2015.

#### **ACE Swing Space:**

The committee discussed the swing space relocation for ACE during the reconstruction of the parking lot 2, 3, 4, and 4A this summer. ACE will be relocated to swing space in Building 21 offices 256, 257, and 259.

#### **Campus Wide Signage Phase III:**

The committee discussed the Campus Wide Signage Phase III which Gafcon will manage. This project is to include signage for 200, 300, and 500 Complex offices with braille and name slip-in signage. Di Donato, Architect will perform and review inventory of needed campus signage. The committee noted a change for parking lot 7 to parking lot 1 is needed on existing directories.

#### **Campus Pay Phone:**

The committee discussed the request from a student through ASGC for a pay phone. The college removed all pay phones on campus based on lack of use over ten years ago. The committee agreed there was not a serious need to bring this service back to the campus. The committee suggested a designated area for emergency use for phone calls. Ken will bring a proposed area back to the committee.

**Library Lounge:**

The committee discussed the new Library Lounge in the LTRC. There will be several bookcases removed and (5) new lounge areas created for students. There will be (4) privacy sound absorbing booths for cell phone conversations. A Task Force of the users in the LTRC was assembled and after several meetings the task force agreed on the furniture style, fabric colors and patterns. The new furniture fabric is heavy duty vinyl, easy to clean and very durable for heavy usage.

**Volleyball Courts Project:**

The committee discussed the new volleyball courts project being almost complete. This project needed additional sand due to compaction and new materials will be delivered in (2) weeks to level out of the sand. The committee requested an email to notify that area not to be blocked during project excavation of sand.

**Skateboard Stoppers:**

The committee discussed the skateboards stopper. The committee agreed there was a need to have the assets protected. Ken will contact Nicole regarding vandalism and non-student skateboards.

The Committee members requested cameras for asset protection and vandalism prevention. Randy Clark will bring the request to District.

**Building #43 Mural Project:**

The committee discussed a proposed mural on Building 43. The project will require further discussion but the concept of visual timeline using ceramic tiles was a good suggestion. There will be the need for a few departments to meet and determine what the scope would include and how to get the project moving.

**REGULAR AGENDA ITEMS:****District Wide Safety Committee Meeting (handout):**

- a. The committee discussed the following topics on the agenda:
- b. Injury Trends at each campus
- c. Safety Inspections
- d. Hazardous waste pickup
- e. Safety training for the month of April
- f. SDS online is near completion
- g. Vehicle on campus verbiage
- h. (4) AEDS
- i. ICS training
- j. CAPS to purchase a stripping machine

**Prop R and V Construction Bond Program Update (handout):**

The committee discussed the topics in the Prop R and V Update Architects LPA for Arts and Communications Complex project has met with taskforce to review the schematic room plans and will continue working on the design.

Cuyamaca College Student Service Building project is refining the schematic design and started 3D design.

Grossmont College Tennis Courts are open and in full use.

The District will be holding an outreach event on March 6<sup>th</sup> for upcoming projects.

The Parking lots and Roadway Repairs project construction will start in the summer; this project will include removal of trees and add bio-swells.

The meeting adjourned at 10:43 a.m.

**Next meeting will be held on May 06, 2015 9:30 – 11 a.m.**

Meeting Minute Summary and attachments will be posted on Facilities, Operations, and Maintenance webpage.



## PROPOSITIONS R & V PROGRAM UPDATE- April 2015

We are pleased to issue the April Propositions R and V Program Update, highlighting recent progress and activities on the Grossmont and Cuyamaca College campuses. We look forward to sharing continued progress with you.

### Outreach Events

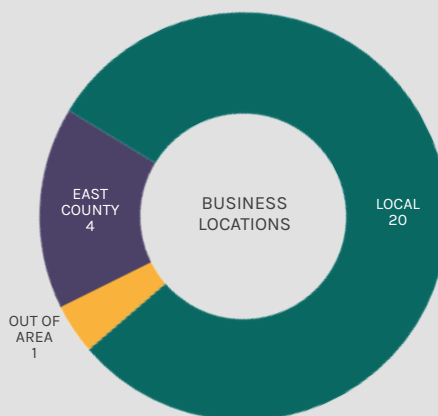
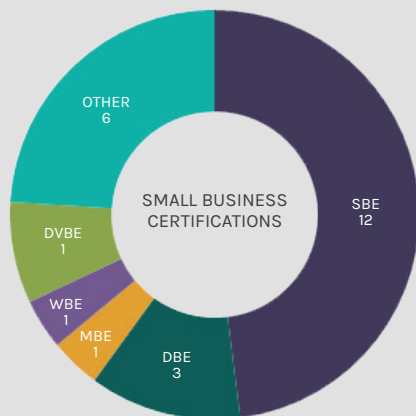
The District hosted events on March 16 at Grossmont College and March 18 at Cuyamaca College for small, underutilized, and local firms as part of its Outreach Program to include these businesses in District bidding opportunities. Contractors were given an overview of upcoming projects, the schedule for bids on summer projects, and a brief presentation on the first two major capital improvement

projects: Grossmont College Arts and Communications Complex and Cuyamaca College Student Services Center. They were also informed of a new contractor registration requirement that went into effect in April 2015, based on legislation that went into effect in June 2014.

Thirty-two people attended the events from 25 different firms. Eight firms were present at both

events, plus an additional 13 at Grossmont College, and four at Cuyamaca College.

Of the 25 firms represented at the events, all but one has businesses located in San Diego County, four of which are East County firms located within the District's boundaries. Nineteen of the firms are certified small/underutilized businesses and all certification types were represented at the events.



Front Row (from left to right): Bill Baber, Gwen Miller, Marlene Ruiz, Ed Oremen  
Back Row (from left to right): Ron Oberndorfer, Warren Ates, Emilie Zouhar, Sharon Bullard, George Bonner

### A Big Thank You to Two of Our Valued CBOC Members

Ron Oberndorfer and Emilie Zouhar have served on the Citizens' Bond Oversight Committee for three consecutive two-year terms with their final term expiring June 30, 2015. The District appreciates their selfless commitment to the Committee and recognizes the time and effort they have given to the community.

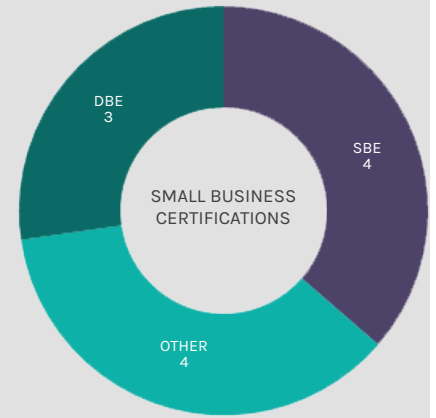
Chairman Oberndorfer fulfilled the required representation of an active Foundation member and Ms. Zouhar fulfilled the requirement of an active senior citizen's organization member.

## Bid Openings

### Cuyamaca College Weight Training Classroom

Cuyamaca College's Weight Training Classroom project includes installation of a new 36' by 40' modular building adjacent to the campus gym for instructional use. Three firms submitted bids for the project on April 7. All are verified small/underutilized businesses with two located in San Diego County, including one within the District's boundaries.

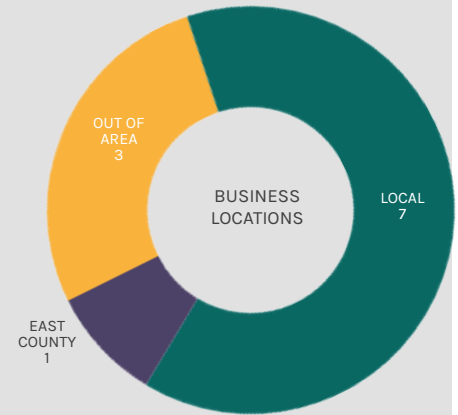
The bids are currently being reviewed and the contract is expected to be awarded in late April.



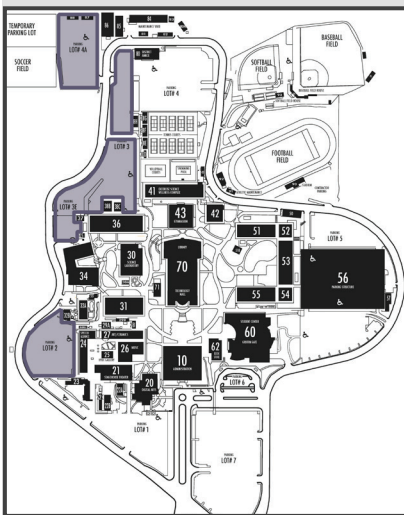
### Grossmont College Pool Equipment Replacement


The bid opening for the Grossmont College Pool Equipment Replacement was held March 31 and three bids were received. Two of the firms are certified small/underutilized businesses and one is located in East County. Due diligence on the apparent low bidder is in progress.

Project construction includes removal and replacement of existing mechanical equipment and partial pool deck renovation.



One firm bid on multiple projects. They are only reflected once in the above charts.




 Grossmont College parking lots and roads to be repaired

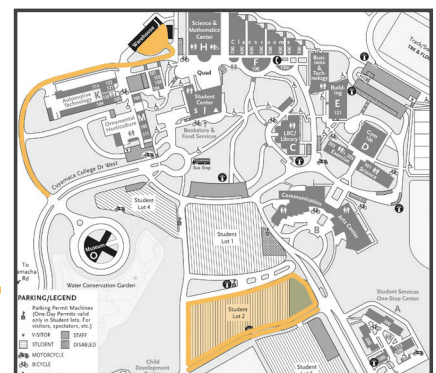
### Grossmont College Parking Lot/Roadway Repairs

Work for the Grossmont College Parking Lot/Roadway Repair project includes the repair or replacement of five Grossmont College parking lots. Six firms submitted bids on April 7. Half of the businesses are small/underutilized businesses, and all are local. The bids are being reviewed and a contract is expected to be awarded in late April. Construction will occur during summer break.

### Cuyamaca College Parking Lot/Roadway Repairs

Construction on Cuyamaca College pavement includes the repair of one parking lot and two roads. The bid opening for this project is April 16. The mandatory pre-bid meeting was held on March 26 with 16 contractors in attendance.

Cuyamaca College  parking lots and roads to be repaired





### Drought Tolerant Landscaping - Informational Signs

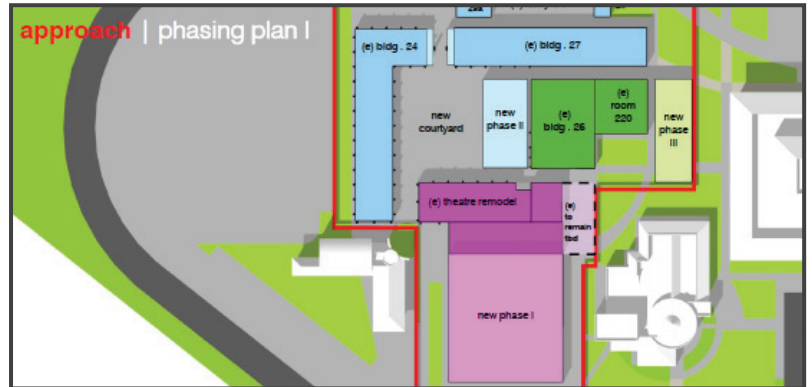
The four Innovator of the Year award-winning drought tolerant gardens at Grossmont College received 147 small identification signs to provide information on individual native plant types within each garden. The small signs list the plant genus, species, and family.

Additionally, larger landscape-area interpretive signs will be installed this summer. The signs will note the name of the garden, the type of climate in which the plants grow, and areas around the globe to which these plants are native. College faculty is currently advising specifications.

### Schematic Designs for Large Proposition V Projects

#### Grossmont College Arts and Communications Complex

The project is in schematic design. LPA, Inc., the project architect, presented a refined building plan to District and College representatives on April 3 for review. Faculty provided additional feedback on room adjacencies. LPA, Inc. will incorporate comments into further building plans for the next meeting later this month.



#### Cuyamaca College Student Services Building

Schematic design for the Student Services Building at Cuyamaca College is 90 percent complete. District and College faculty were provided elevations, floor plans, and site plans for review. Upon approval, HMC Architects, the project architects, will begin the design development phase.

*Sue Rearic*

Vice Chancellor-Business Services



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**GROSSMONT-CUYAMACA**  
COMMUNITY COLLEGE DISTRICT

**Workplace Safety Committee Meeting Agenda**  
**March 24, 2015**

**New Business:**

1.

**Ongoing Reviews:**

1. **Employee injuries for February/March 2015**

- Trends

2. **Safety Inspections**

- Inspection requests to begin by first quarter 2015
  - To set up on monthly distribution list
  - To determine who will be responsible for which areas (Deans/Admin/Facilities)
    - Inspect 2X/yr—1 time by department and 1 time by Operations Supervisors
  - First e-mail will have intro by Tim C.
  - 3-month Pilot Program on each campus
    - Facilities/Operations/Maintenance/Grounds Departments
    - Send completed forms to Anne

3. **HazMat**

- Hazardous waste pickups and handling
  - Pickups targeted for January and July 2015
- Looking for new HazWaste pickup vendor for GC campus
- January 13 meeting (1 pm – 2 pm) with HazMat vendor (Carol Nolan)
  - Changes to GC labels, storage; attended by several generators; to form Work Group to write Hazardous Waste Management Plan; training
  - Forming Work Group

4. **Monthly Safety Email**

- Topic for Monthly Online Safety Training
  - February—Back Injury Prevention/Safe Lifting
  - March—Hazardous Waste Disposal/SDS/Chemical Safety
  - April—Fall Prevention/Preventing Slips and Falls
- Training Results
  - Results as requested

*Human Resources*

## Updates and Unfinished Business:

### 5. SDS Online

- Responsible Person: Anne
- Discussion:
  - Our physical inventory has been entered into SDS system
  - Carol provided an Excel version, easier to update inventories
  - Chemical inventories in Excel distributed to appropriate departments
- Open/Closed: OPEN

### 6. Vehicles on Campus

- Responsible Person: Anne
- Discussion: Draft submitted to Jennifer Danks
- Open/Closed: OPEN

### 7. AEDs

- Responsible Person: Cheryl
- Discussion:
  - Four (3GC, 1CC) new AEDs will be purchased by the District during the FY 2014/15 and added to the Project Heartbeat service agreement
  - Cheryl to order 4 AEDs, 6 pads and 3 batteries (pads and batteries to be on hand)
  - Request for portable AED units for Sheriff Department vehicles
- Open/Closed: OPEN

### 8. Emergency Response

- Responsible Person: ~~Vic~~
- Discussion:
  - Have been having workshops on Active Shooter
  - Vic proposed quarterly training by Sheriff's Department
  - Departments can request this training
  - Red Cross bin storage for supplies
- Open/Closed: OPEN

### 9. ICS Training for managers/supervisors

- Responsible Person: ~~Vic~~ Tim/**Cheryl**/Kimberly
- Discussion:

- Vic to talk to Tim about requiring ERT through HR—Vic talked to Cheryl, who took notes for Tim; Kimberly to follow up with Tim/Cheryl
- Training mandatory and will affect eligibility for federal emergency preparedness grants as well as FEMA reimbursement monies
- Open/Closed: OPEN

**10. GC parking structure cleaning /PL pothole repair**

- Responsible Person: Ken/Nicole
- Discussion:
  - Next summer (2015) 4 parking lots to be restriped
  - CAPS to re-stripe speed bumps on GC campus road
- Open/Closed: OPEN

**UPCOMING MEETINGS:**

**MARCH 24, 2015 1-2:30 PM IN DISTRICT OFFICE DACR**

**APRIL 28, 2015 1-2:30 PM IN DISTRICT OFFICE DACR**

**MAY 26, 2015 1-2:30 PM IN DISTRICT OFFICE DACR**