

## FACILITIES COMMITTEE

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### MEETING MINUTE SUMMARY

Date: March 02, 2016

Time: 9:30a.m. – 11:00 a.m.

Location: Griffin Gate 60-180

**PRESENT:** Patrice Braswell-Bur, Randy Clark, Nicole Conklin, Ken Emmons, Jacqueline Hall, Loren Holmquist, Lisa Ledri-Aguliar, Anita Martinez, Julie Middlemas, Michelle Miller, Genie Montoya, Michael Reese, Robin Sepulveda, Dave Steinmetz, and Reyna Torriente.

**ABSENT:** Agustin Albarran, Javier Ayala, Marsha Gable, Steve Garcia, Nallely Gecik, Linda Jensen, Beth Kelley, Taylor Ruhl, Debbi Yaddow, Katrina VanderWoude, and Peggy Wells.

**RECORDER:** Stephanie Rodriguez

**START TIME:** 9:33 a.m.

### OPENING INTRODUCTION AND SUMMARY BRIEFING:

The committee had an introduction of new member Loren Holmquist, Interim Maintenance & Grounds Supervisor. Ken, the chair, asked if there are any additional agenda items to discuss. Ken added (3) additional items - Bike Racks, Fabric Panels in Bldg. 30 and Fueling Stations.

### **Committee Approval Protocol:**

Ken reiterated that the committee is a subcommittee of parent committee to Planning and Resources. He stated the committee provide recommendations only; not approvals.

The committee discussed a request to have agenda items and the previous meeting minutes sent out to the committee members earlier for comment and review. Ken agreed and the facilities department would work on getting the meetings and agendas out in a timelier manner.

The committee was reassured the co-chair, Patrice Braswell-Burris, would cover the meeting if the chair is unavailable.

The committee discussed a possible change of the current agenda format. The committee agreed to keep the current format, however it was recommended to list first discussion items, then follow up items, and last information items.

The committee agreed that no recommendations or comments review should be made until the presenter has left the meeting.

### **Facility Request Form Revision (Update):**

Nicole informed the committee of the revised Facility Request Form which is currently in the final stages of approval. The form will be available online located on Forms Depot. The committee requested that verbiage for DSPS services ext. 7112 be included under other information. The facility request online version has been decided by the taskforce to be brought back for discussion, after a Vice President Administrative Services is permanently hired.

## **CONSTRUCTION PROJECTS UPDATES:**

### **Re-landscaping Project (Update):**

The committee reviewed the recently completed Re-landscaping projects over the winter break. The Task Force set up to provide input for the small "non-classroom" outdoor spaces that will have new drought tolerant landscaping and cobbles from our surplus installed to assist with water reduction and manpower needs for lawns. The grass landscape near the campus security gates by lot 7 will be replaced with cobble to prevent vehicles from driving over landscaping to enter and exit the campus before and after hours.

### **Campus AED Locations:**

The committee discussed the new locations for the AEDs. A device was installed in Building 43 Main Gym per ESW department request. The request for new devices to replace the old portable units in Buildings 41 and 60 was made. All AED devices announce to the user a "how to use" step-by-step verbal instruction. Please see link for AED locations. <http://www.gcccd.edu/public-safety/documents/Grossmont%20AED%20Map2015.PDF>

### **Pool Decking Repairs:**

The committee discussed the recent repairs to the pool decking over the winter break. Ken stated the contractor made the repairs to the drains and the pool decking material. The Pool heater, controls, surge tank, gutter and pump are all working properly. Currently the Pool decking is working, however if it continues to need repairs the College will be responsible for any additional cost and we will need to prepare a budget for future repairs. The pool decking damages are caused by the poor concrete construction a decade ago when it was originally constructed. The surge tank was down for estimated 2 weeks and an email was sent to the Athletics Department from Campus Facilities. The Instructional Department requested to be included on all future emails when the Pool needs to be temporarily closed.

### **District HR Trailer lot 4 & Cart Storage:**

The committee was informed by Randy the HR trailer is on hold, but it is anticipated to be located in lot 4. Ken stated the cart storage was estimated at over \$56,000, therefore this proposal has been placed on hold. The request now is to have an electrical power stubbed up to the location for a future project.

### **Campus Office Spaces – Faculty & Staff:**

The committee discussed the assessment of all open spaces and spaces occupied by adjuncts campus wide. Ken stated he was working on the list with Instructional Operations prior to distributing to the Department Deans. The Deans will confirm the occupants, names, extensions, etc. In addition the decision to relocate staff will be made by the Deans of the department.

Ken stated he was requested by Nabil to research other vacancies on campus for new programs. The request to use SLPA space in building 34 and the classroom 70-066 has been noted. Ken asked to receive all new proposed spaces/programs in order to start providing the college with options. The committee discussed the amount of time and processing needed if new office furnishing are needed.

### **SSSP Project:**

The committee discussed the project proposed to install display cases, outdoor marquees and monument signs campus wide that did not get processed before the deadline of December 31, 2015 by the District Purchasing and Contracts

Department. The project was put on hold until funding can be identified. The project was intended for display student works of art, cultural information and diversity and would have been funded by SSSP.

#### **Digital Arts TV Studio:**

The committee discussed the project recently awarded to replace the standard definition television equipment with high definition television equipment was completed over the winter break. The project was funded with a CTE grant of \$133,122. The project was successfully completed.

#### **Classroom 30-208:**

The committee discussed the installation of the 32 computer monitor lifts, individual computers, and cabinetry with electrical and data. The project was coordinated with the District Electricians, District IS Department, IT Department, Campus Facilities Department and Josh Ketchum, Campus Maintenance Worker. The project was successfully completed prior to the start of the new semester. The Media Department have remaining funds and they would like to coordinate with Ken and AV Engineer to purchase additional equipment.

#### **Math Department – New Faculty Office 34-155 Proposal:**

The request has been noted and will be included in the assessment of spaces.

#### **Math Department – Basic Skills Tutoring Relocation / Expansion Proposal:**

The request has been noted and will be included in the assessment of spaces.

#### **Bike Racks – Add Item**

Nicole created a new map of the Grossmont campus that shows the locations and quantities of bike racks. The map is located on the intranet and the District Public Safety website.

<http://www.gcccd.edu/public-safety/documents/GrossmontBikeRacks.pdf>

#### **Fabric Panels Building #30 - Update**

The committee discussed the recent completion of the installation of the fabric covered panels in building #30. The panels were installed on both floors using surplus stock. The panels were proposed to assist with the sound absorption, and to provide a place for student to display their work.

#### **Fueling Stations for Electric Vehicles – Discussion**

Ken asked if the District Sustainability Committee would be the best place to start the discussion of solar powered electric fueling stations on campus. It was agreed to start with that committee.

#### **REGULAR AGENDA ITEMS:**

#### **District Public Safety and Emergency Preparedness Council Meeting:**

Nicole updated the committee on the EOC binders, forthcoming is a table top training, the request for Building Marshals for emergencies, and no smoking on campus policy. The District Sheriff Sargent has retired and they are in the process of a new hire. Campus brochures for emergency guidelines are going to be proposed to the council.

## **District Capital Project Update February 2016 (handout): Cuyamaca College**

### **Ornamental Horticulture:**

- Improvements will include classrooms, greenhouses, outdoor instructional spaces, storage buildings, and a retail area. A design meeting will be held in the next few weeks.

### **Upgrade Electrical Panel:**

- This project includes removing the existing 12kv service power feed to campus, relocating the new service, and equipment to an exterior concrete pad. In the spring a temporary shutdown will occur for a new switchgear to be installed to support existing and future facilities.

### **Track Enhancement:**

- This project will resurface the existing running track, expand the event areas, add perimeter fencing, modification to existing irrigation, and storm drainage systems for expanded event areas. A design is 80 percent complete and construction is anticipated for the summer 2016.

### **Exercise Science Building D Renovation:**

- This renovation project includes renovating the fitness center, providing an additional 50-seat classroom, reconfiguring the reception area, replacing flooring and equipment, new lockers, individual stalls. The design is 80% complete and construction is anticipated for the summer 2016.

## **Grossmont College**

### **Arts & Communication Complex – Teaching & Performance Theater:**

- This project includes the construction of a new 34,870 square foot, 350 seat teaching, and performance theater. The theater project includes the new Hyde Art Gallery, Buildings 22 Air Conditioning removal. The design is 50 % completed.

### **Science, Math and Career Tech. Complex:**

- This project includes the renovation of Building 31 and replacement of Building 36. Currently the design team is designing the Phase 1 renovation of Building 31. The two buildings with house Earth Science, Administration of Justice, Math, Child Development Center, and Science Division shared rooms. Design is 20 percent complete.

### **Main Chiller Addition:**

- The existing central chiller plant will be upgraded and expanded to accommodate the increased demand for new buildings. This project is currently out to bid with construction scheduled to begin summer 2016.

### **12kv Main Service Replacement:**

- This project includes a new 12kv dual circuit power extension and data loop to service the Arts and Communications Complex, Building 31, and the Main Chiller. This project is out to bid and bid opening is scheduled for March 17. The construction is scheduled to begin summer 2016. Ken announced to the committee when construction begins access will be from one side and directional signage will be provided.

## **District Sustainability Program:**

Jacqueline stated the program has a savings of 17percent. The Chancellor has formed a monthly Sustainability Working Group creating policies and guidelines for sustainability of buildings and managing for the Governing Board review. This will go to DEC for approval then to April Governing Board meeting. The committee was informed about the proposal of new SDGE eco-bee thermostats for the entire campus.

The meeting adjourned at 11:01 a.m.

**Next meeting will be held on April 06, 2016 at 9:30 – 11 a.m. in College Conference Room**

# GROSSMONT COLLEGE

## FACILITY USE REQUEST/DATA SHEET

**PLEASE TYPE AND RETURN TO:**

BUSINESS/COMMUNICATIONS SERVICES, GROSSMONT COLLEGE  
8800 Grossmont College Drive, El Cajon, CA 92020

CONFIRMATION COPY WILL BE RETURNED TO YOU AFTER APPROVAL  
*Event may not be advertised until the form has been processed.*

**Internal Request: Submit 2 weeks prior to event.**

**External Request: Submit 1 month prior to event.**

I UNDERSTAND THAT LATE SUBMISSIONS ARE NOT GUARANTEED

**BUSINESS/COMMUNICATIONS SERVICES USE ONLY**

ROOMS RESERVED

\_\_\_\_\_

QUALIFIED APPROVAL

\_\_\_\_\_

DATE \_\_\_\_\_

YR: \_\_\_\_\_ FR # \_\_\_\_\_

DATE OF REQUIREMENT	CHECK DAY OF REQUIREMENT	TIME	
	S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/>	FROM: AM <input type="checkbox"/> PM <input type="checkbox"/>	TO: AM <input type="checkbox"/> PM <input type="checkbox"/>
TYPE OF FACILITY REQUESTED:		EXPECTED ATTENDANCE:	
NAME OF COLLEGE, DEPARTMENT AND/OR COMMUNITY SPONSORING AGENT:		PROGRAM STARTS:	
TYPE OF ACTIVITY:	WILL ADMISSION BE CHARGED OR DONATIONS SOLICITED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**FURNITURE** (Check what you need, provided based on availability.)

CHAIRS: No. \_\_\_\_\_

TABLES: No. \_\_\_\_\_ (6' LONG) OR No. \_\_\_\_\_ (5' ROUND)

CANOPY: No. \_\_\_\_\_ (10X10) OR No. \_\_\_\_\_ (20x20)

STAGE: \_\_\_\_\_

PODIUM: \_\_\_\_\_

PIANO: \_\_\_\_\_

BBQ: \_\_\_\_\_

ELECTRICAL EXTENSION CORD(S): \_\_\_\_\_

WILL FOOD BE SERVED?  YES  NO

OTHER: \_\_\_\_\_

**IF SET-UP IS REQUIRED, A DIAGRAM MUST BE ATTACHED TO FACILITIES REQUEST FOR APPROVAL.**

**AUDIOVISUAL EQUIPMENT AND SERVICE**

Requestor is responsible for contacting the Instructional Media Services at least 48 hours in advance at 619-644-7374 or at email [Grossmont.IMS@gcccd.edu](mailto:Grossmont.IMS@gcccd.edu).

*Audiovisual Operator's wages will be defined and charged directly by the Instructional Media Services.*

I acknowledge I will call IMS for arrangements.

**PARKING AND SIGNAGE ARRANGEMENTS**

Requestor is responsible for contacting CAPS for parking arrangements and event signage 48 hours in advance of event at 619-644-7654 or [district.parking@gcccd.edu](mailto:district.parking@gcccd.edu).

*Parking permits are required Monday through Saturday, year round.*

I acknowledge I will call CAPS for arrangements.

**A CERTIFICATE OF INSURANCE in a minimum amount of \$1,000,000 (\$500,000 PD and \$500,000 Liability) must be filed with the Grossmont-Cuyamaca Community College District prior to any event naming the District as an additional insured. Such policy shall be considered primary to all District policies whether self-issued or not. Small groups may be exempt from this requirement, but are required to submit a release of liability statement. For details, contact Business Communications Services at 644-7620.**

REQUESTED BY: \_\_\_\_\_  
NAME (PRINTED) ADDRESS CITY PHONE

PERSON IN CHARGE OF EVENT (MUST BE PRESENT ON SITE DURING EVENT):  
PRINT NAME: \_\_\_\_\_  
NAME ADDRESS CITY CELL PHONE

SIGNATURE: \_\_\_\_\_

APPROXIMATE CHARGES FOR FACILITIES USE:

Facilities Rental Cost	\$
Personnel Charges	\$
District Personnel Charges	\$

## CIVIC CENTER/FACILITY USE AGREEMENT

1. Authorized facilities will be used solely for the purpose specified in the approved Facility Use Request/Data form.

**2. The following activities are not allowed:**

- a) Illegal drugs are prohibited on district property.
- b) Alcohol without proper licenses and permissions.
- c) Excessive use of profanity which disturbs the peace.
- d) Smoking and tobacco use is prohibited on district property.
- e) Excessive or inappropriately amplified noise.
- f) No indoor cooking, tailgating or bbq's without prior written authorization.
- g) No animals are allowed on district property with the exception of service animals.
- h) No skateboards, rollerblades, or hover boards are allowed on campus. Bicycle use on interior campus or pedestrian pathways is prohibited.

**3. Other Information**

- a) PUBLICITY INFORMATION: Contact Student Activities Office for on-campus coverage/clearance.
- b) Contact Steve Harvey for photography services. [Stephen.Harvey@gcccd.edu](mailto:Stephen.Harvey@gcccd.edu) OR 619-644-7377
- c) All facilities are subject to charges for use. Abatement charges indicated at the time of rental are subject to adjustment if actual costs exceed the estimated amount.
- d) A minimum set-up charge will be assessed if cancellation is received less than one week in advance of the event.
- e) Requests that are accepted for campus facilities from external users, more than sixty days in advance, are subject to cancellation in the event of required College use.
- f) All conditions covering federal copyright laws must be adhered to by the entertainer, promoter, or the College nonprofit or profit sponsor for music programs presented on campus.
- g) The facility user may use the College name *for location identification only* (i.e. on signs and advertisements).
- h) The approved Facility Use Request form is the functional Facility Use Permit. The event manager/organizer must have the permit on hand for the duration of the event.

<b>Signed:</b>	<b>Date:</b>
<b>Print Name:</b>	
<b>Name of User Group:</b>	<b>Facility Use Date(s):</b>





# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## CAPITAL PROJECTS UPDATE – February 2016

### Cuyamaca College Ornamental Horticulture Complex



The Ornamental Horticulture Complex will provide classrooms, greenhouses, outdoor instructional spaces, storage buildings, and a retail area. As part of this project, Building L will receive some improvements to accommodate the Water/Wastewater Management Program consistent with the Facilities Master Plan. HMC was selected as the architect for the project through a collaborative effort involving the college, district and program/project management. A design kickoff meeting will be held in the next few weeks.

### Cuyamaca College Upgrade Electrical Panel

This project includes removing the existing 12kV service (main power feed to campus) and relocating the new service and equipment to an exterior concrete pad. A seven-hour shutdown occurred February 13, which was necessary to identify how much power each campus transformer carries. The new switchgear, which will be installed in the spring, will support existing and future facilities. Another shutdown in the spring transferring the power to the new location will complete this upgrade.



### Cuyamaca College Track Enhancement



This project will resurface the existing running track, expand the event areas and add perimeter fencing. Also included is a modification to the existing irrigation and storm drainage systems to accommodate the expanded event areas. The enhanced track will accommodate the college's men's and women's soccer and track and field teams. Design is 80 percent complete, with construction anticipated for summer 2016.

### Cuyamaca College Exercise Science Building D Renovation

The renovation of Exercise Science Building D includes renovating the fitness center, providing an additional 50-seat classroom, reconfiguring the reception area and replacing flooring and equipment. In addition, the locker room will receive new lockers and individual shower stalls. The upgraded locker rooms will accommodate Cuyamaca Athletics as well as the visiting competition. Design is 80 percent complete. Construction is anticipated for summer 2016.

## Grossmont College Arts & Communication Complex – Teaching & Performance Theater



This project includes the construction of a new 34,870-square-foot, 350-seat teaching and performance theater. The theater project will also include the new Hyde Art Gallery, and Buildings 22 A-C will be removed. The Hyde Art Gallery design features range from a display “billboard” that advertises and showcases the creative process to a state-of-the-art facility that provides maximum controllability of natural and artificial light in the dramatic high-volume space. Design is 50 percent complete.

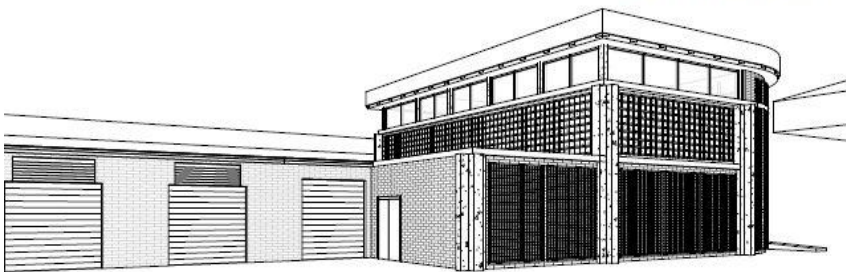
## Grossmont College Science, Math and Career Tech Complex

This project includes the renovation of Building 31 and replacement of Building 36. The design team has completed the programming and schematic phase of the entire complex and is currently designing the Phase 1 renovation of Building 31. The two buildings will house Earth Science, Administration of Justice, Math, Child Development Center, and Science Division shared rooms. Design is 20 percent complete.



## Grossmont College Main Chiller Addition

West Elevation



The existing central chiller plant will be upgraded and expanded to accommodate the increased demand from new buildings, including the Teaching and Performance Theater and Building 36 Science, Math and Career Tech Complex. This project is currently out to bid, with construction scheduled to begin summer 2016.

## Grossmont College 12 KV Main Service Replacement

This project includes a new 12kV dual-circuit power extension and data loop to service the Arts and Communications Complex, Building 31, and the Main Chiller. This project is currently out to bid, with the bid opening scheduled for March 17. Construction is scheduled to begin summer 2016.

*Sue Rearic*

Vice Chancellor – Business Services