

FACILITIES COMMITTEE

MEETING MINUTE SUMMARY

Date: May 06, 2015

Time: 9:30a.m. – 11:00 a.m.

Location: College Conference Room 10-106

PRESENT: Ken Emmons, Randy Clark, Claudia Flores, Steve Garcia, Gene Gay, Jacqueline Hall, Beth Kelley, Linda Jensen, Lisa Ledri-Aguilar, Julie Middlemas, Genie Montoya, Jim Spillers, Reyna Torriente, and Peggy Wells.

ABSENT: Agustin Albarran, Patrice Braswell-Burris, Steve Baker, Martha Clavelle, Chris Hill, Michael Reese, Jeremy Reyes, Taylor Ruhl, Dave Steinmetz, and Debbie Yaddow.

RECORDER: Stephanie Rodriguez

START TIME: 9:35 a.m.

OPENING INTRODUCTION AND SUMMARY BRIEFING:

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

Charge:

The committee reviewed of the Committee's Composition and requested the addition of the Director Campus and Parking Services to participate on the committee. The committee agreed the additional member would help improve communications both at the College and District. The Chair will discuss with the District and College further.

CONSTRUCTION PROJECTS UPDATES:

Signage at the Tennis Courts & Track:

The committee agreed the signage for a few of the facilities requires further discussion. Possible changes may result but any changes would have to be vetted and approved prior to implementation.

Healthy Vending Food Snacks:

Guest speaker, Debbie Skinner, presented manufacture information and product brochures for healthy vending machines to be added to the existing vending machines. Debbie stated her program; BOT. could receive up to 15% of proceeds. The committee was impressed with the idea. Ken stated changes to the existing contract with the existing vender would require approval by the district Purchasing and Contracts. Proposed locations of the new units and the power needs would require further research.

Cenergistic:

Randy presented information regarding the District's new partnership with Cenergistic and energy conservation consultant Jacqueline Hall. The committee was informed about the programs goals, its approach to behavioral and programmable changes can save the college resources and funds, and how payment would come from the savings the college would receive over the duration of the contract.

Skateboard Stoppers:

Chair will bring examples for the committee to the next meeting in June.

LTRC Basement Classroom 70-066:

The committee discussed the new furniture in classroom 70-066. The Griffin Gate tables and chairs will be returned and the old station sent to surplus. The new layout will provide the flexibility to have all the tables and chairs nested off to the side to provide a large open room. The installation of the (26) tables and (52) chairs will be in mid-August in time for the new semester. The seats are poly and the fabric bottoms are heavy duty vinyl, easy to clean and durable.

Summer Projects:

The committee was provided a map from Facilities indicating the areas on campus that will be impacted during the summer session by construction projects. The pool will be closed for equipment replacement and deck repairs, parking lots 4A, 3, 3E, 2, and portion of 4 will be closed for reconstruction, building 36 will be closed for remodel and HVAC upgrades, classrooms 27-207, 20-116 & 20-

117 will be closed for remodel, Child Development will be closed for flooring replacement and a portion of lot 4 will be used for temporary dumpster storage.

Landscape Upgrade I (in-house photos):

The committee discussed and review photos of recently completed re-landscaping projects. All the work was completed by the grounds crew. The department is preparing more projects using our cobble, reduce water consumption and beautify the campus.

Buildings 36 and 31 Math, Science and Career Tech Complex:

Ken stated the Architectural Selection Hiring Committee will be formed soon for the upcoming Math, Science and Career Tech Complex. Request for committee members has been sent to the Deans.

Water Bottle Filling Station:

Padre Dam has committed to donate \$25,000 towards the installation of filter water drinking stations at Grossmont. The college has 18 locations on campus that have identified for installation. The scope of work is underway by the Facilities Department. The first location proposed is Griffin Center's student Lounge.

Arts and Communications Complex:

The committee was informed LPA, the architect for the design of the Arts and Communications Complex has approval of the schematic designs which included department adjacencies. The schematic plans were provided for the committee to review. The committee has limited time to look at the plans; Ken indicated the plans should be available for viewing soon.

REGULAR AGENDA ITEMS:

District Wide Safety Committee Meeting (handout):

The committee discussed the following topics on the agenda:

- a. New Development of Public Safety, Parking & Campus Services Committee chaired by Nicole Conklin
- b. Injury Trends at each campus – 4 at Grossmont College
- c. Safety Inspections – Anne McCown has not received any inspection forms. This program is on hold.
- d. Hazardous waste pickup- scheduled for July 2015
- e. Safety training for the month of March – Hazardous Waste Disposal, Safety Data, Chemical Safety, April –Fall Prevention, Preventing spills, and falls, May- Ergonomics
- f. SDS online is near completion. The District will be hiring an outside company for chemical inventories on each campus.
- g. Vehicle on campus verbiage – at District for final review.
- h. (4) AEDS – forthcoming purchase
- i. ICS training – moved to another committee
- j. CAPS to purchase a stripping machine moved to another committee
- k. Pot Holes & Parking Repairs – moved to another committee

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

The committee discussed the topics in the Prop R and V Update for April 2015

District hosted outreach for small underutilized and local firms

Thank you to the Citizens Bond Oversight Committee

Drought Tolerant landscaping signage installation

Arts and Communications Complex project has proceeded to schematic design.

Cuyamaca College Student Service Building is refining the schematic design

Grossmont College pool Equipment Bid Opening

Cuyamaca College Weight Training Classroom Bid Opening

The Parking lots and Roadway Repairs project Bid Opening forthcoming.

The meeting adjourned at 10:43 a.m.

Next meeting will be held on July 01, 2015 9:30 – 11 a.m.

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



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Vice Chancellor-Business Services

Cenergistic

Energy Analysis and Management

Implementation Talking Points

- The District is interested in contracting with Cenergistic to do an analysis of energy use and systems, and then coordinate our energy management efforts, including tracking and communication.
- This is the next step in the District's Facilities Master Plan commitment to sustainability.
- The contract includes an on-site energy specialist assigned to our District:
 - Provided and trained by Cenergistic
 - On-site at least weekly at each college
 - Provide office space and administrative support in the District Services Facilities Office
- Staff roles:
 - District lead – Randy Clark
 - Administrative – Natalie Yturralde
 - Site coordination with Randy Clark – Ken Emmons (GC) and Bruce Farnham (CC)
- Reporting – In addition to ongoing detailed analysis, there will be special summary reports as follows:
 - Periodic reports to DSP&BC
 - Semi-annual progress reports to the Governing Board
- Initial start-up includes four months, with no cost to District
- This five-year contract is funded by guaranteed utility savings

**FACILITIES COMMITTEE
(COMMITTEE OF THE PLANNING & RESOURCES COUNCIL)**

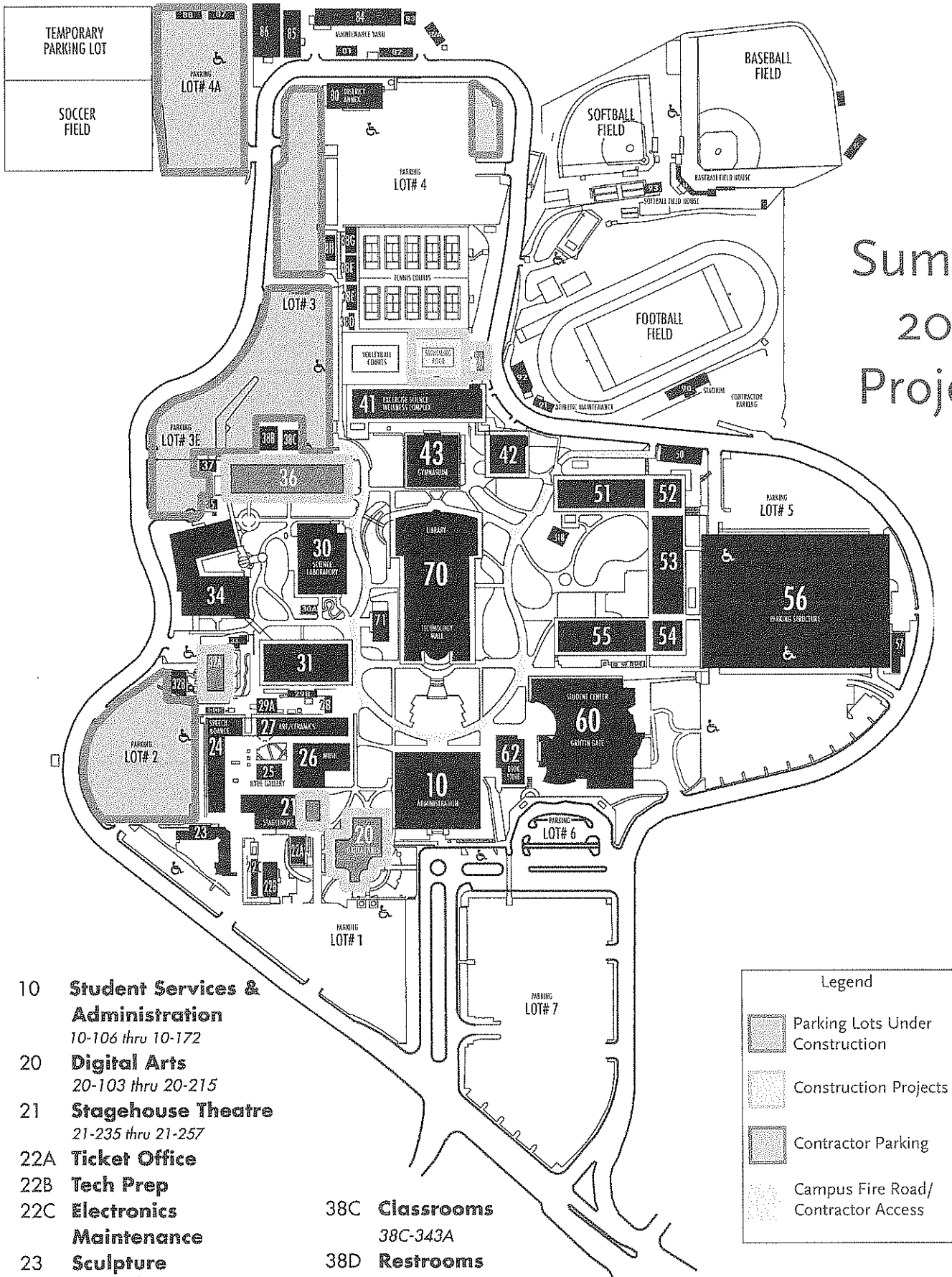
Vice President, Administrative Services	(co-chair, interim) Linda Jensen
Vice President, Student Services	Chris Hill
Dean, Math, Natural Sciences & ESW	Michael Reese
Dean, Career & Technical Education/Workforce Development	(interim) Jim Custeau
Dean, English & Social/Behavioral Sciences	Agustin Albarran
Dean, Arts, Languages & Communication	Steve Baker
Dean, Learning and Technology Resources	Taylor Ruhl
Dean, Counseling Services	Martha Clavelle
Dean, Allied Health and Nursing	Debbie Yaddow
Associate Dean, Athletics	Jim Spillers
Faculty Representatives (7); one each from:	
LTR	Julie Middlemas
Student Services and Allied Health and Nursing	Patrice Braswell-Burris Debbie Yaddow
Math, Natural Science, & Exercise Science and Wellness	Beth Kelley
English & Social/Behavioral Sciences	Lisa Ledri-Aguilar
Arts, Languages & Communication	Steve Garcia
CTE/Workforce Development	Claudia Flores
Allied Health and Nursing	Peggy Wells
Classified Representatives (3): IMS/ICS (2) Open positions as assigned	Dave Steinmetz Reyna Torriente TBD
Classified Supervisory Representatives (2): Maintenance & Grounds Supervisor (1) Open position as assigned	Gene Gay (interim) Genie Montoya
Student Representatives	Assigned by ASGC
Sr. Director, District Facilities Planning Development and Maintenance	(interim) Randy Clark
Director, Campus Facilities, Operations, Maintenance	(chair) Ken Emmons

Rev.10/06, 01/26, 03/30/15

Director Campus & Parking Services

Nicole Conklin

Summer 2015 Projects



- 10 **Student Services & Administration**
10-106 thru 10-172
- 20 **Digital Arts**
20-103 thru 20-215
- 21 **Stagehouse Theatre**
21-235 thru 21-257
- 22A **Ticket Office**
- 22B **Tech Prep**
- 22C **Electronics Maintenance**
- 23 **Sculpture**

- 38C **Classrooms**
38C-343A
- 38D **Restrooms**

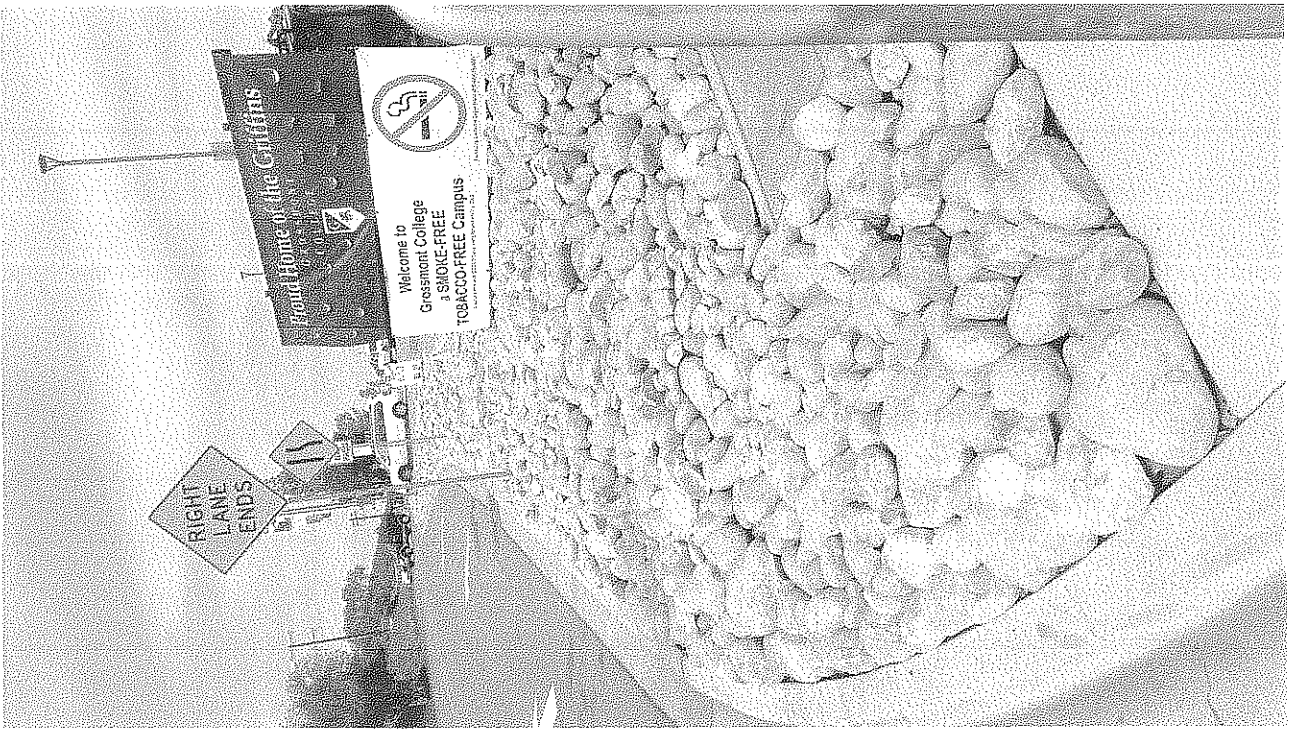
Legend

- Parking Lots Under Construction
- Construction Projects
- Contractor Parking
- Campus Fire Road/ Contractor Access













GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Workplace Safety Committee Meeting Minutes
April 28, 2015

Attendees: Ken Emmons, Nicole Conklin, Lori Senini, Linda Jensen, Kurt Brauer, Bruce Farnham, Randy Clark, Gene Gay and Anne McCown

The committee met and discussed the following items:

New Business:

- Development of a new committee, Public Safety, Parking & Campus Services Committee, chaired by Nicole Conklin, CAPS, will be focusing on parking issues, snakes, complaints, general campus issues; basically, the issues we have been discussing with the exception of Safety and Hazardous Materials. Topics that fall under the purview of the new committee will be sent to Nicole to include in her committee. A Sheriff's Department representative will not be attending the Safety Committee, so all topics that relate to the Sheriff's Department will be sent to the EOC.

Ongoing Business:

- 1.) **Employee Accidents/Trends:** There were 4 accidents since the last meeting on March 24, 2015.
 - 3/23/15 – Grossmont College: Financial Aid employee suffered right hand strain while learning skills in self-defense class held during Classified Staff Appreciation Day at the Cuyamaca campus; no lost work time.
 - 3/25/15 – Grossmont College: Grounds employee suffered multiple upper body injuries due to repetitive work and equipment use; no lost work time.
 - 4/2/15 – Grossmont College: Custodian crushed his right foot/ankle when the floor scrubber hit his foot/ankle while he was changing the brush on the bottom of the scrubber. It was late in his work shift and he lost focus; this employee did lose time from work.
 - 4/8/15 – Grossmont College: Custodian suffered neck/back strain and back contusion when he was shoved by a co-worker; this employee did lose time from work.
- 2.) **Safety Inspections:** Anne McCown has not received any inspection forms from either campus; this program is on hold.
- 3.) **HazMat:** Our next schedule hazardous waste pickup will be in July.

Human Resources

- Work group met on March 23, 2015 to discuss Hazardous Waste, the *Hazardous Waste Management Plan* and training. Anne McCown is writing the Plan from a sample provided by Carol Nolan, ASCIP vendor, and Theresa Crume is compiling the chemicals from all departments. The next meeting is expected to be in May.

4.) Monthly Safety Email:

- Topic for Monthly Online Safety Training
 - March – Hazardous Waste Disposal/Safety Data Sheets/Chemical Safety
 - April – Fall Prevention/Preventing Slips and Falls (Includes Universal Waste and an update on GHS)
 - May – Ergonomics

Updates and Unfinished Business:

1.) SDS Online:

- The District will be hiring a company to do our chemical inventories on each campus. Ken suggested MGTL, Carl Tucker. We will also check with Protech ECS and Occupational Services, Inc.

2.) Vehicles on Campus:

- Anne submitted a draft to Jennifer Danks, who responded that it is now being reviewed by Sue Rearic. Paula Tillery will alert us to the status of the draft. This topic will be transferred to the new Public Safety, Parking & Campus Services Committee.

3.) AEDs:

- AEDs are currently on hold as a decision is being made as to whether or not these will be an ongoing part of our campus. Randy will be taking this to his management meeting to see where we are on this topic.

4.) Emergency Response:

- We will no longer have a Sheriff's Department representative on this committee, so this topic will be transferred to the EOC, where there will be a Sheriff's Department representative.
- Randy shares with this committee that the Red Cross Container is on our campus located on the baseball field. We have signed a contract with the Red Cross so that they can use our campus as an Emergency Disaster site.
-

5.) ICS Training for managers/supervisors: This is another item that will go to EOC. No current updates.

6.) GC pothole repair and speed bumps: This item will go to the Public Safety Committee.

- Parking lots 2, 3, 4 and 4A will be under construction this summer



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

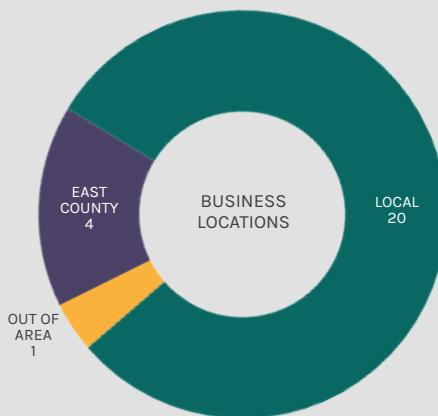
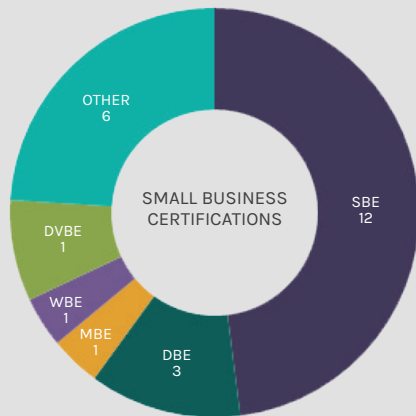
The District hosted events on March 16 at Grossmont College and March 18 at Cuyamaca College for small, underutilized, and local firms as part of its Outreach Program to include these businesses in District bidding opportunities. Contractors were given an overview of upcoming projects, the schedule for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

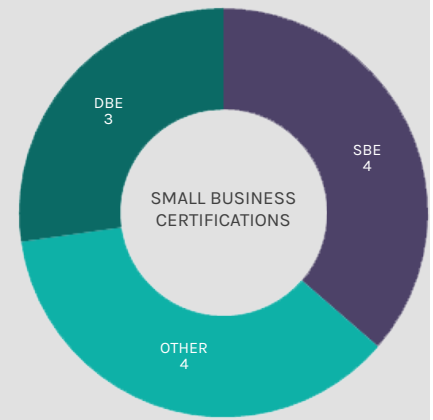
Chairman Oberndorfer fulfilled the required representation of an active Foundation member and Ms. Zouhar fulfilled the requirement of an active senior citizen's organization member.

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.

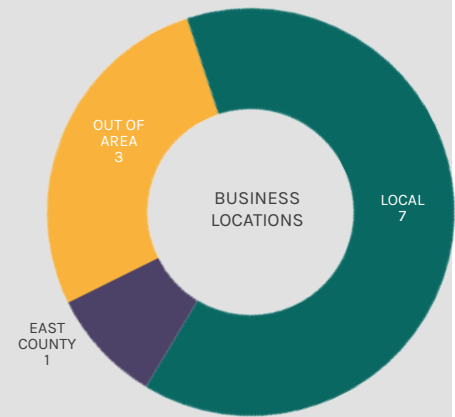
The bids are currently being reviewed and the contract is expected to be awarded in late April.



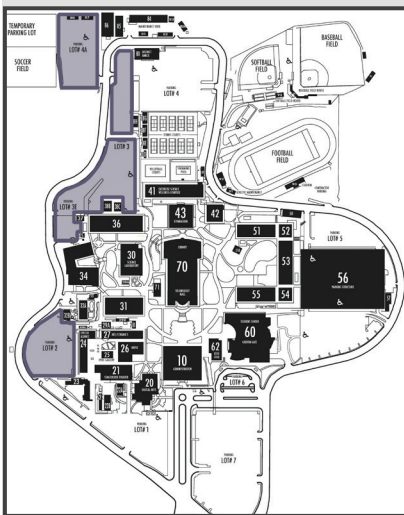
Grossmont College Pool Equipment Replacement


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

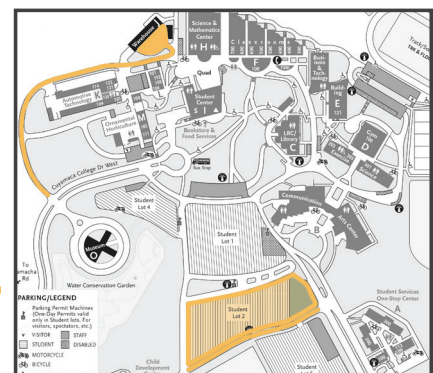
Grossmont College Parking Lot/Roadway Repairs

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

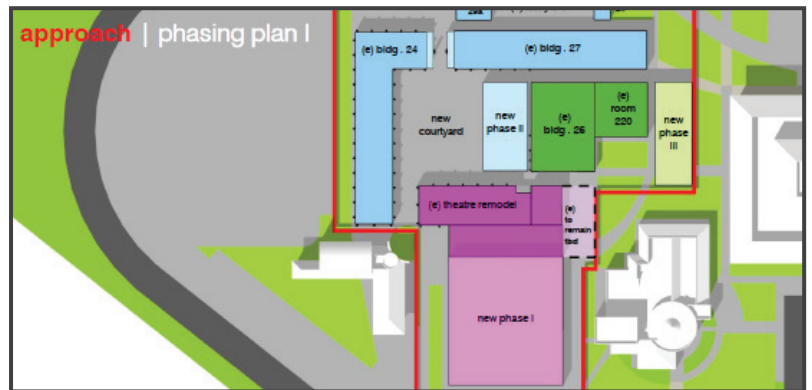
The four Innovator of the Year award-winning drought tolerant gardens at Grossmont College received 147 small identification signs to provide information on individual native plant types within each garden. The small signs list the plant genus, species, and family.

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