

## FACILITIES COMMITTEE

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### MEETING MINUTE SUMMARY

Date: April 5 2017

Time: 9:30a.m. – 11:00 a.m.

Location: Griffin Gate

**PRESENT:** Lisa Ledri-Aguilar, Agustin Albarran, Thomas Armstrong, Liz Barrow, Patrice Braswell-Burris, Marion DeKoning, Jim Davies, Skyler Delacruz, Marsha Gable, Jacqueline Hall, Nadra Farina-Hess, Christine Girsch, Loren Holmquist, Beth Kelley, Lorenze Legaspi, Bill McGreevy, Julie Middlemas, Genie Montoya, Michael Reese, Stephanie Rodriguez, Lorena Ruggero, Robin Sepulveda, Dave Steinmetz, Reyna Torriente, Natalie Yturralde, Genie Montoya, Vanessa Porrás, Michael Reese, Robin Sepulveda, Jim Symington, and Katrina VanderWoude

**GUESTS:** Randy Abshier, Fred Parker – Gafcon, Sea Hulen – Balfour Beatty Construction

**RECORDER:** Patty Sparks

**START TIME:** 9:30 a.m.

**INTRODUCTIONS:** Introductions were made. The Committee welcomed guests.

### Discussion Items:

#### Gafcon Update – Gafcon, Inc.

##### Theatre Project – Sean Hulen, Balfour Beatty Construction

The project entails demolishing some areas and the need to remove/relocate electrical, gas and chilled water piping utilities from where they are now to the new theatre's footing and foundation(s). Once that work is done, they will provide a temporary paved area for accessibility. This work is scheduled to be done by July, 2017. The infrastructure work being done at this time will eliminate a lot of disruption in later phases of the project.

Challenges from the project:

- Completing the infrastructure work prior to the fall semester start
- Noise over the summer
- Summer Schedule impacts to construction
- Accessibility
- Fire road
- Loss of parking spaces

Some trees, not all, will be removed to ensure a required fire lane. Building 20 will have some access issues but will be and continue to be addressed. Pedestrian paths will be accessible late July, early August.

Instructional Operations staff need to be aware of any room necessary room changes. Lorenze reminded the Committee that faculty, deans and staff in the affected areas have been informed and involved with the planning, design and phases of construction.

Summer 2018, the scaffolding will be taken down and the concrete pavement will be laid. There will be alternate pedestrian paths into the theatre area, depending on what part of the project is happening.

### Building 31

During the construction for this area, parking spaces will be affected. Gafcon is working with CAPs for accurate parking space numbers. This issue was also discussed with the President and more construction updates will be provided.

It was recommended that a college construction webpage be developed. Lorena Ruggero can assist to develop the page. This can be a way to keep the community, students and staff aware of what is happening on campus and can be updated on a regular basis. It could also link to the Facilities webpage.

It was further suggested that DSPS be consulted as to students with disabilities and their access during construction as well as what the energy impacts will be with new construction.

### Facilities Request Form – Lorenze Legaspi

A draft copy of the *Project Request – Facilities Committee form* was provided for the Committee to review. The Committee was directed to Page 2, *Process Flowchart*.

There is no rubric to prioritize requests or dedicated budget. Further discussion regarding time-lines, the rubric and prioritization process, and how to schedule requests

A work group was suggested to develop a rubric and processes. Beth Kelley, Liz Barrow, Patrice Brasswell-Burris, Mike Reese and Lorenze volunteered.

*Action Taken: Beth Kelley, Liz Barrow, Patrice Brasswell-Burris, Mike Reese and Lorenze agreed to meet and form a Facilities Request Work Group.*

The current list from the previous cycle is active to a point. Only urgent issues will be addressed and will be vetted through the deans and VPs. Once the rubric is developed it will make its way through the shared governance process.

Another suggestion is to develop a tracking system for requests pending or active, that includes start date, progress reports and end dates.

*Action Taken: Lorenze Legaspi and Stephanie Rodriguez will work to develop a tracking system/work progress report.*

### Athletics (Banners) – Thomas Armstrong

Some banners located on poles on the perimeter road are missing or have hardware, like brackets, missing. Thomas Armstrong is asking if Athletics could possibly utilize the poles to hang banners.

It was determined there is no policy or procedures regarding the banners on poles located on the perimeter road. History - the existing banners were an idea developed in President's Cabinet. The banners themselves are expensive and equipment (scissor lift) must be rented to install them.

Discussions/Recommendations are as follows:

- Determine what kind of banners should be displayed that communicate the campus community
- Banners cannot be designed to create disruption to drivers
- Involve the newly hired Student Engagement Coordinator
- Develop an approval process
- Bring this to the Art Committee

*See Art Committee discussion under other.*

## District Capital Projects – Loren Holmquist

### Chiller Plant

The basic structure has a completion date of April 14, and landscaping should be completed by April 30.

### Theatre Project

Planning and preparing for relocation of staff and classrooms in the portable village, Lot 5.

### PSEPC Summary – Patrice Braswell-Burris for Nicole Conklin

Parking Lot 3 is having directional arrows repainted but having difficulties due to the painting machine breaking down. The arrows were enlarged for drivers and pedestrians to see the flow of traffic.

### District Sustainability Program – Jaqueline Hall

April is Happy Earth Month. Every Wednesday, documentaries will be available for viewing in the Griffin Center (big screen) from 6 – 8 p.m., they are:

Trashed – April 6

Plastic Planet – April 13

Smog of the Sea – April 20

Climate Change – April 27

### GC Sustainability Club

The Grossmont College Sustainability Club has met four times and are focusing on getting funding to have a resource fair and partner with culinary arts with a garden.

Events:

April 27 – Sustainability Fair, 10 a.m. – 2 p.m., Grossmont College Quad area.

Representatives from SDG&E, Clean Tech, Eco Tech and the Port of San Diego will be recruiting and/or showcasing career opportunities. College departments such as Biology and Geology will be included. There will be tours via student leaders to view drought resistant landscaping and outdoor teaching areas.

### Other

#### Art Committee

Lorenze stated that there are items/issues that the Art Committee should be addressing and further reported that his office reached out to Bill McGreevy to chair the Committee, as well as forwarded the charge and membership of the committee.

Items from this Committee to be heard at the Art Committee Meeting to date are:

- Ochoa mural on Building 21 – remove/relocate
- Banners on perimeter road
- Art placement on campus

Agustin Albarran believes that in the MOU between Ochoa and the college indicates that the artist will be notified should the mural be relocated or removed. He also suggested that Jim Wilsterman be involved as he has knowledge of the mural. Mr. Hulen assured the Committee that nothing will be done to the mural without specific consent from the college.

*Action Taken: Agustin Albarran to contact Mr. Ochoa.*

Meeting adjourned at 11 a.m.

Next meeting will be held on May 3, 2017 at 9:30 – 11:00 a.m. in Griffin Gate

# Project Request – Facilities Committee

Requestor/Primary Contact: \_\_\_\_\_

Phone Extension: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Date: \_\_\_\_\_

Brief Project Name: \_\_\_\_\_

*(brief phrase identifying need such as "Foreign language lab space expansion")*

Project Location (building/room number): \_\_\_\_\_

A. Project relates to or involves: (check all that apply):

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of layout of a shared space
- Other (i.e., health/safety – please explain):

B. Concisely describe the project: \_\_\_\_\_

C. State briefly how this project affects students and how many will be directly affected: \_\_\_\_\_

D. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): \_\_\_\_\_

E. List the other departments, programs, or services that may be impacted by this project: \_\_\_\_\_

F. Estimated Cost (if known): \_\_\_\_\_

Potential/Recommended funding source: \_\_\_\_\_

G. When is this project needed? \_\_\_\_\_

Chair/Coordinator/Supervisor (print name & signature): \_\_\_\_\_

Dean/Director (print name & signature): \_\_\_\_\_



Give Page 0 to your supervising Dean/Director to determine next step  
(refer to process flowchart on page 2)

Date discussed:

AAC

ASC

SSC

Continue with Project Request process via Facilities Committee

Other:



Complete this section only if notified to do so by Dean/Director  
(refer to process flowchart on page 2)

Please respond concisely to the following questions and attach drawings or back-up documentation; submit completed packet to your Dean/Director for approval and routing through the Facilities Committee.

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of proposed project if possible*):  
\_\_\_\_\_

2. Describe how project relates to each item checked on item "A" on Page 0:

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of layout of a shared space
- Other (i.e., health/safety – please explain): \_\_\_\_\_

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact to students if project is NOT implemented: \_\_\_\_\_

4. Describe where this project has been planned for and attach documentation (*i.e., Recommendation from Program Review Committee; primary or secondary goal of department/program annual plan; college or district Facilities Master Plan, item #1a of Strategic Plan*): \_\_\_\_\_

5. Describe the impact on other departments, services or programs if this project is completed: \_\_\_\_\_

6. Provide a cost analysis of the project.

- a) *What is cost impact of this project - are the costs one-time or ongoing? How so?*
  - b) *What are the projected long-term costs?*
  - c) *What is the 'useful life' of the project?*
  - d) *What are potential and/or recommended funding sources? (department, division, categorical, grant, foundation, other)*
- \_\_\_\_\_

7. Describe the timeline for the project (*Is the project urgent – how so?*): \_\_\_\_\_

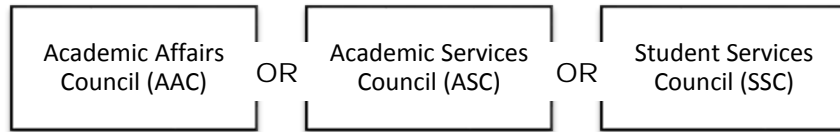
Project Approved

_____ Dean/Director	_____ Date	_____ Vice-President of Academic Affairs AND/OR	_____ Date
_____ Director Campus Facilities/Operations	_____ Date	_____ Vice-President of Student Services	_____ Date
_____ Dean of LTR (if needed)	_____ Date	_____ President	_____ Date
_____ Vice-President of Administrative Services	_____ Date		

## PROCESS FLOWCHART Facilities Committee Project Request

STEP 1: Requestor completes *Project Request* form (Page 0 only) and submits to supervising Dean/Director

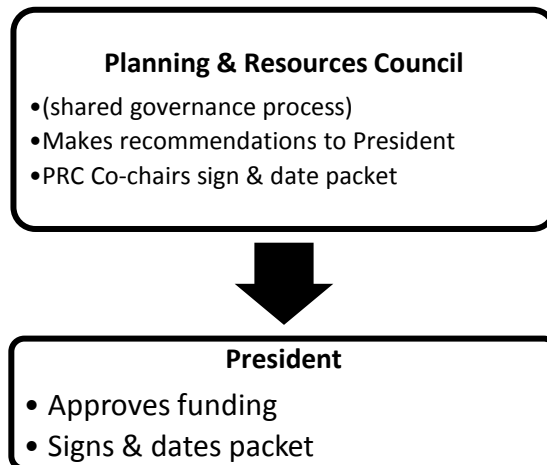
STEP 2: Project request reviewed at relevant supervisory level and signed by:



STEP 3: If approved by supervisory group, requestor completes Page 1 of *Project Request* form, attaches to signed Page 0, and submits both pages (0 and 1) to:



STEP 4: Planning & Resources Council reviews *Project Request*:



STEP 5: Upon Presidential approval:

- a) Original *Project Request* form given to Facilities Committee Co-chairs (file/mark on FC yearly calendar for update status)
- b) Copy of signed forms given to requestor

STEP 6: It is the requestor's responsibility to contact Director of Campus Facilities/Operations to get the project started after receipt of signed Project Request approval form





# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## CAPITAL PROJECTS UPDATE – March 2017

### Districtwide Energy Conservation Measures

This is Grossmont-Cuyamaca Community College District's fourth year of energy conservation projects funded by Proposition V, Proposition 39 and SDG&E rebates. Year 3 Construction is complete at both campuses. Closeout procedures are underway and anticipated for completion in April 2017. Design is underway for Districtwide Energy Conservation Measures Year 4.

### Grossmont College Main Chiller Addition

This project includes upgrading and expanding the existing central chiller plant to accommodate the increased air conditioning demand from new buildings, including the Teaching and Performance Theater and Building 36 Science, Math and Career Tech Complex. All three of the chiller units are now operational. Framing and scaffolding work is ongoing on the chiller addition. Landscape work and cleanup on the job site are underway. Completion is anticipated for the end of March 2017.



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

The Performing Arts Complex at Grossmont College will include a new 390-seat theater, with a full stage, orchestra pit and balcony. This project has been submitted to the Division of the State Architect (DSA) for approval. DSA has completed its review of the plans and specifications. A small presentation to the GCCCD Governing Board was given by the project architect at the February meeting. Two contractor outreach events were held to generate small and local business bidding interest. Construction is anticipated to begin in August 2017.

### Grossmont College Science, Math and Career Tech Complex – Building 31 Renovation

The first phase of the Science, Math and Career Tech complex is the renovation of Building 31. Plans and specifications were submitted to the Division of the State Architect (DSA). The DSA review is anticipated to take up to nine months. Construction is anticipated to begin in the winter of 2018.





## Cuyamaca College Exercise Science Building D Renovation

Work on Exercise Science Building D includes renovating the fitness center, replacing flooring and equipment, providing an additional 50-seat classroom and reconfiguring the reception area to improve service to students. In addition, the locker rooms will get new lockers and individual shower stalls. The project contractor's work on the remaining punch list items will be completed in April. Once the items are completed, closeout procedures can proceed. The anticipated closeout completion is April 2017.

Exercise Science Bldg. D Classroom



## Cuyamaca College Track Enhancement



The scope of work for this project includes resurfacing the existing running track, expanded event areas, moving the sprint starts to the opposite side of the track and adding new perimeter fencing. Also included is a modification to the existing irrigation and storm drainage systems. The fencing installation and the addition of three bioswales to address any water have been completed. The asphalt underlayment is ongoing. Once the conformance survey is completed, the new track surfacing will be applied.

## Cuyamaca College Building L Remodel

This project includes the reconfiguration of Building L, which will provide two labs, two classrooms and an office to support the Water/Wastewater Technology instructional program. The final design review of Building L is ongoing. Once the review is completed, plans and specifications will be submitted to the Division of the State Architect (DSA). Submission is anticipated for March 2017.

## Contractor Outreach Event

The District hosted an event on March 8 at Grossmont College for small, under-utilized, 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 and a presentation on future projects. A total of 26 people attended the event from 22 firms.



*Sue Rearic*

Vice Chancellor – Business Services