## Facilities Committee

**Meeting Minutes**

### September 10, 2010
3:00 – 5:00 p.m.

**Board Room**

<table>
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<tr>
<th>Meeting called</th>
<th>Steve Garcia</th>
<th>Type of meeting:</th>
<th>Standing Committee</th>
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<td>Facilitator:</td>
<td>Steve Garcia</td>
<td>Note taker:</td>
<td>Michelle Messer</td>
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<td>Attendees:</td>
<td>Chris Hylton, Steve Garcia, Dave Schneider, Dave Hollomon, Pat Luther, G.H. Javaheripour, Thomas Miller, Ron Fields, Robert Sewell, Michelle Messer</td>
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<td>Guests:</td>
<td>Chris Dustin (ASB), Kaily Kirby (ASB), Neville Slade (AG), Nord Embroden (Con. Tech.)</td>
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### Minutes

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<th>Agenda item:</th>
<th>UPDATES</th>
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<th>Steve Garcia</th>
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#### FIVE-YEAR PLAN:

Steve discussed the process of updating and submitting the 5-Year Capital Outlay Construction Plan to the State. He went over the list of projects and their priorities and discussed involving the Facilities Committee even more next year in the planning process. He will bring the committee information for the planning of next years’ 5-Year Plan sometime around February 2011. The One-Stop is listed at #2 on the priority list and Dr. Miller reminded the committee of discussions that took place regarding whether there is a need for this facility. He stated that he spoke with some of the Board members as well as Dr. O’Hearn, and Dr. O’Hearn believes the college can do this project by building it on one of the sites that will be less costly to the District.

More discussion revolved around the need for all facility changes, upgrades, new construction, moves, etc. coming through the Facilities Committee. This committee was formed specifically to look at these types of changes so that the committee can determine if the changes are feasible or not, and then put those changes that do make sense in a priority list based on a priority index that the committee has already established. Then the committee makes recommendations to the Cabinet to either move forward with a project / upgrade / move, or not. The committee would like to bring in more people from various constituents on the campus to strengthen the influence of the committee in bringing recommendations forward to the decision makers. This committee should be a “steering” committee that reviews all the information and makes recommendations as the campus grows as all on the committee are stakeholders in the outcome of these decisions. There needs to be a process that is formally followed rather than facility changes just happening willy-nilly at the discretion of whoever feels they are exempt from the process.

#### CELL TOWER:

The Cell Tower project is going to the Board for consideration on September 14, 2010. The location will be behind the Allied Health Portables, and it will generate nearly a million dollars to the District over a 25 year period, with the potential of more revenue should other carriers use the tower.

#### SPACE INVENTORY/ROOM USE ANALYSIS:

The annual Space Inventory Report to the State is due in October. Steve will be going around campus to verify usage of the space as well as checking on some square footage. This report is given to the State each year and determines what space the campus is still in need of which could then qualify for State funding. This is determined by calculating the percentage of room usage, assignable square footage, and weekly student contact hours. When the college requests money from the State for a new facility, this report verifies if we have a need for the facility – so it is very important to have it as accurate as possible.

The report also shows what disciplines, departments or facilities are not pulling their weight. For instance, it shows that the Academic Commons and Student Services II are highly underused and therefore need to be revamped. It should be part of the Facilities Committee tasks to look at these deficiencies and determine potential courses of action to correct them.
**Agenda item:** UDATES, continued...

**Presenter:** Steve Garcia

### PARKING / TRAFFIC CHANGES:

Over the summer term, many parking lots were repaved and traffic circulation was changed to assist in the many issues caused by the Jacaranda entrance to the college. With the new light at Fish Hatchery Road, these changes were meant to alleviate the congestion at Jacaranda, and make the ingress and egress of the campus safer.

ASB students Chris Dustin and Kaily Kurby attended the meeting and brought the student’s concerns to this committee. One problem had to do with the changes in parking, in particular the switch between Lots 8 and 9 (8 used to be for student parking, 9 for staff – now 8 is for staff and 9 is for students). Students are still not parking in lot 9 because the faculty/staff stenciling, while faint, is still visible. They stated that they were told that they should still not park where lots are marked on the ground in yellow as Faculty/Staff only. This meant that although the parking changes created more parking spaces for students, students could still not use those spaces.

Chris Hylton stated that these parking spaces were to have the faded Faculty/Staff paint blacked out, but he has been short-staffed and has not had a chance to complete this work. Chris told the ASB members that he will have this work complete in approximately 2 weeks. There are only 4 lots that are affected by this problem, so once these have been painted over, this issue will be resolved.

ASB members have a petition going around for students to sign who are not okay with the parking changes. They feel that the designated parking lots moved Faculty/Staff closer to buildings and questioned why this was the case. With the switch in lots 8 & 9, students were actually given approximately 30 additional spaces, which is why this area was chosen to be switched around, however, campus police have two more spots in lot 9 and the students questioned why were the campus police not moved to lot 8 along with faculty/staff. Steve stated the campus police’s extra parking spots was not a part of the overall plan, and was not run through this committee during the planning phase. The overall parking lot changes increased the student parking by approximately 60 and kept faculty/staff about the same amount as they originally had. This was possibly by changing the striping patterns of some of the lots that were repaved.

The ASB members were also concerned about not being able to park in dirt areas, due to the parking issues mentioned above. Chris stated that at all entrances of the college there are signs that read there is no dirt parking. ASB’s concern is finding better ways to let students know of parking/traffic changes and have created a flyer to hand out to students and wanted to verify with the committee that the information they are distributing is correct.

Dave Hollomon brought concerns from Faculty about the reduction of Faculty/Staff parking in front of the Science building. He said it has been reduced from 30 stalls to 15 stalls, and would like to know what to say to them. Steve stated that with the designated lots there is plenty of Faculty/Staff parking as it did not reduce the number stalls dedicated to them, but did move some stalls to areas that may be a bit further away for those who work in the Science building.

Chris updated the committee on the traffic circulation changes. The changes in the main entrance at Jacaranda have eliminated all cross traffic, making this area a much safer and more efficient entrance/exit to the campus. One issue that has arisen is that the entrance on Fish Hatchery Road becomes clogged up in the mornings, so they have had to have a police officer out directing traffic. It appears this is only on Thursdays, when both Excelsior and Farmer’s Market combined increase the amount of traffic entering/exiting the campus at this location. Studies will be conducted next week to monitor the traffic load during the morning hours. If this study proves that the issue is only on Thursdays when Farmer’s Market is taking place then the easy solution is having campus police direct traffic on Thursdays. However, if it appears that the issue is Monday -Thursday, than a more permanent plan will have to be considered. Some suggestions were to move the date of Farmer’s Market to Fridays when there are fewer students on campus. Robert stated that the Farmer’s Market started on the VVC campus and is important to our community.

The college is also working with a traffic consultant looking at other potential entrances/exits to the college (i.e., Francesca Road).

### EASTSIDE / WESTSIDE CENTERS:

The groundbreaking for the Eastside project was on August 12th and went very well. Much of the ground work has been completed on this project and the construction plans are at DSA awaiting approval within the next week.

The Westside project is on hold due to the lack of bond funding. Any changes to this will be reported out to the committee as soon as they occur.
### Agenda Item: UPDATES, continued....
**Presenter:** Steve Garcia

#### Discussion Cont.

**MAIN CAMPUS**
- **ONE STOP:**
  Gkkworks is currently working on cost estimates for the various locations for the One-Stop project to determine the best option for the District. The Board of Trustees is still directing us to build the facility on the hillside, so gkkworks’ architects and engineers are review this site for the feasibility of this option.
- **MAIN GYM HVAC:**
  Steve handed out the bid results for this project, which is going to Board September 14, 2010, to award the contract to Air-Ex Air Conditioning. If awarded, the work will take place over the winter term.
- **SUSTAINABLE LANDSCAPING:**
  The Board directed the District to reduce the scope of this project and it is now out for a re-bid. There is a job walk next week. The reduced scope offers various options in “units” so that the project can have items added or eliminated as needed.

### Agenda Item: NEW INFORMATION / PROJECTS

#### Discussion Cont.

**STANDARD IIIB:**
Steve reminded the committee that Michelle sent out the Draft Standard IIIB accreditation document to the committee a while back and said she will resend with this meeting’s minutes. Steve asked the committee to please take the time to review this report as it has to do directly with college facilities and therefore the committee members should have input/feedback into this important document.

**GREEN TECHNOLOGY CENTER/SUSTAINABILITY FOR ACADEMIC COMMONS:**
Nord Embroden of Construction Technology gave handouts to the committee regarding a Sustainability Institute which would bring various disciplines together to provide classes for this program. VVC was one of the leading campuses long before it was a big thing to “go green”, and many of the courses offered at the college focus on sustainability. Currently these courses are in little “pockets” around the campus, and he would like to see them all located in one place, such as the Academic Commons, as this building is highly underused. Nord presented PowerPoint slides with a floor plan and stated that the renovation of the building can be paid for through various funding sources such as WIB, Perkins, bond money, and various grants for which the college is eligible. The committee discussed the need to look at the secondary effects (where to relocate those who currently use this space). Steve was concerned that this change would still not generate enough WSCH. Nord said the open area would be a multi-purpose lab and they could track student usage through Accu-Track. The two classroom areas would be for lecture and the open area would be a hands-on, demonstration lab. With more and more jobs focused on sustainability, these types of courses are needed. Chris Hylton’s concern is that the open area in the Academic Commons may seem large on paper, but perhaps they are short selling themselves because it may not be big enough to put all the things they mentioned into this area. Is it enough space to do what they want to do? Nord said this is more like a pilot project and the demonstration lab is an experimental classroom where the community can come in to see what is happening. They had plans to put it out at the Westside project, but now with this project being delayed for up to 15 years, they are looking for another option. The solar project was a huge step on this campus towards sustainability, and he wants to keep this momentum going.

There have been other requests for this space, and Dr. Miller suggested all options be considered to be fair to everyone so if others have proposals for use of this space they should be able to submit them as well.

Dave Hollomon suggested that we find relocation options for anyone who would be displaced before any decisions are made.

The committee would like to see a more definitive floor plan for the open area for the demonstration lab.

Due to lack of time, this item will be on next month’s agenda for further discussion.
### FACILITIES REMODEL REQUEST – PERFORMING ARTS CENTER

Dr. Miller submitted a request to the committee for needed changes to the Performing Arts Center that were generated due to the Speech/Drama Addition.

- The door between the women’s restroom and dressing room opens right into the green room, creating a privacy issue. He would like to see this door relocated and a wall with a new door added that screens both the women’s rest room door and the dressing room door.
- There is also a missing airlock door on the women’s dressing room side of the green room. This needs to match the airlock door arrangement on the men’s side.
- He would also like to see some type of door to divide each of the rest rooms at the partition points so the hallway end can be accessed without through access to the dressing rooms.
- Finally he would like to see the mesh rollup door in the black box theater replaced with something with a more solid surface and have art gallery style hanging track displays added throughout the facility in the hallways and new lobby to facilitate hanging student art.

Dr. Miller said he does not have a funding source for these projects but Dr. O’Hearn suggested using bond money. Steve will have to determine if these items are bond eligible. Steve said the most pressing issues are the restroom door and airlock. The track system could possibly be considered new equipment. He will look at each piece of this request to determine what is and is not bond fundable. Michelle will set up a meeting with G.H., Dr. Miller, Chris Hylton, and Steve Garcia to discuss further.

### Next Meeting:

**Friday, October 8, 2010 – 3:00 p.m.**

**Place:** West Wing Conference Room