

September 12, 2008

3:00 – 4:00 p.m.

Facilities Committee

Meeting Minutes

West Wing Conference Room

Meeting called by:	Steve Garcia	Type of meeting:	Standing Committee
Facilitator:	Steve Garcia	Note taker:	Michelle Messer
Attendees:	Pat Luther, Chris Hylton, Ron Fields, Dave Hollomon, Jeffrey Holmes, Steve Garcia, Michelle Messer.		
Guests:	Mike Visser, Bill White.		

Minutes

Agenda item:	<u>Review Committee's Purpose and Committee Members</u>	Presenter:	Steve Garcia
Discussion:	<p>~ Steve gave a handout to the committee members (included below) showing where we needed more people from each constituency. Discussion about who might best fill these vacancies on our committee led to an agreement that the committee could use someone from the fiscal services area and someone from instruction.</p> <ul style="list-style-type: none"> - Need to find a faculty member from the English, math or sciences division (speak with Lori Kildal for suggestions). - Add Michelle Messer as Classified as she already sits on the committee to take notes. - Suggested that we ask Mary Pringle if she could sit on the committee as Ex-officio when needed for her expertise. - Once VP of Administration position is filled, that person should fill one of the Administrator spots. <p>~ Steve read over the committees purpose to review our goals and objectives.</p>		
Agenda item:	<u>Review process for campus remodels, renovations, and moves.</u>	Presenter:	Steve Garcia / Chris Hylton
Discussion:	<p>~ A flow chart was handed out to committee members to show them the process that takes place now when an individual or department places a remodel, renovation or move request to Maintenance & Operations. Chris Hylton provided a form he has developed for the committee to review that would be used to begin this process and aid in estimating associated resources needed and prioritizing projects. The flow chart was adjusted to show the correct sequence of events that would need to take place (correct version included with minutes).</p> <p>~ Jeffrey Holmes suggested that the proposed new process could look at ongoing PRAISE reports as established backup for needed space, but a contingency for emergencies should also be built into the prioritizing process.</p> <p>~ The suggested process is as follows:</p> <ul style="list-style-type: none"> - FIRST – Once process is approved, a campus wide email should be sent out to alert the campus of the change. - When a need is identified it is brought to the department's Dean. - The Dean fills out the Facilities Remodel/Renovation Request form and submits it to the Facilities Committee. (Form will be located on both the M&O and Facilities web pages for downloading.) - The Facilities Committee reviews the request, establishes the resources needed, reviews any secondary effects that might be associated with request and takes recommendation to Dr. Silverman. - Dr. Silverman takes suggestions to College Council, who then takes their recommendations to Cabinet for approval. - If approved, a work order is placed and work is scheduled. 		

Agenda item:	<u>UPDATES</u>	Presenter:	Steve Garcia
Discussion:	<p>~ Steve briefly reviewed where the Facilities Construction department is with various projects currently underway</p> <ul style="list-style-type: none"> - The Adaptive PE Center project. Construction is on schedule, framing began this week (9/12). - The Wind Turbine is in the engineering stage and our energy provider is working on signing contracts with the Wind Turbine manufacturer. Scheduled to break ground December 2008, with completion no later than April 2009. - The annual Space Inventory is nearly complete and will be submitted to the State as scheduled mid October 2008. 		
Agenda Item:	<u>NEW BUSINESS</u>	Presenter:	Steve Garcia
Discussion:	<p>~ <u>Relocating Football</u></p> <ul style="list-style-type: none"> - After the footballs season it is necessary to find a new space for the football department to be housed. One option that was being considered at previous meetings was to move them to the Lower Portables (66B) across from the classrooms where Administration of Justice are held (66A). <p>~ <u>Allied Health & Administration of Justice request for additional space (presentation by Ron Fields)</u></p> <ul style="list-style-type: none"> - Ron Fields proposed that the recently vacated lower portables (Bldg. 66B) space be given to Allied Health and Admin. Of Justice as they are highly in need of additional space. It was suggested that if it is structurally feasible, to remove part or all of the wall between LP 7 & 8 to combine the space for phlebotomy classes which are overcrowded in the current location. Also suggested that this be done to LP 3 & 4 for AJ to use for defensive tactics and crime scene courses. - This option would still leave classroom space for Health courses currently being held in bldg. 72-2, so that rather than moving football into the Lower Portables, they could be moved into this area. - If this option were chosen, the space would not be large enough to meet footballs needs unless they were also giving the space in 72-1, currently where Sewing is housed, leaving us with the need to find a space to relocate them. 		
Agenda item:	<u>OTHER BUSINESS</u>	Presenter:	Group Discussion
Discussion:	<p>~ Other underutilized space was discussed such as the Academic Commons (with 50-70 unsupervised and outdated computers), and the classroom in the Administration Bldg. (10-4) which is currently used for ESL and English classes.</p> <p>~ Our committee may be tasked with oversight should the Bond pass.</p> <p>~ It may be necessary for our group to meet more than once a month.</p> <p>~ Steve requested that committee members send all suggestions to Michelle Messer to compile and review at the next meeting.</p>		
Action items		Person responsible	Deadline
<ul style="list-style-type: none"> ✓ Contact representative from constituency groups to fill vacant committee membership. ✓ A full packet of the new process for campus remodels and renovations will be put together and handed out to committee members for final review and suggestions. After approved by committee, Steve will bring to Dr. Silverman for input, review and submission to College Council. 		Michelle Messer Steve Garcia & Michelle Messer	Before next meeting. Packets out by end of week (9/26)