



Facilities Committee Meeting Minutes

Approved

August 19, 2016

1:30 p.m.

Board Room

Chair: Michelle Painter

Co-Chair: Lynn Guardado

✓ Call to Order: 1:34 p.m.

✓ ROLL CALL (**P=Present**; **A=Absent**; **A/E=Excused**):

P	A/E	NAME	P	A/E	NAME
X	X	(ASB Student) VACANT		A	Josiah Salazar (ASB Student)
P		Dwiggins, Steve (CSEA)	P		Garcia, Steve (Management)
	A/E	Guardado, Lynn (Faculty)		A	Margie Sandello (Management)
P		Bonato, Tony (Faculty)		A	Graham, Ron (Administration)
	A	Knight, Leonard (Management)		A/E	Miller, Thomas (Faculty)
P		Painter, Michelle (CSEA)		A/E	Monty Messer (CSEA)
P		Murray, Jim (CSEA)		A	Kevin Leahy (Administration)
	A/E	Sewell, Robert (Management)		A	Diane Wollan (Faculty)
P		Shaner, Keith (Faculty)			

Present	Absent
6	10
Quorum Established: YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

✓ Also in attendance – Tracey Richardson, V.P. Admin Services / Facilities Committee Advocate.

✓ Agenda Items:

Approval of June 9, 2016 Draft Meeting Minutes

Motion: _____; **Second:** _____ - **Approved / Not Approved**

Tabled – No Quorum

1.) Introductions

Tracey introduced herself to those committee members present and shared a little about her 22 years of experience in higher education, including 16 years in the Cal State University system, and extensive dealings with facilities/student housing.

Each committee member introduced themselves as well and gave a little of their background with VVC.

2.) Annual Review of Committee Charge, Purpose and Procedures, and AP 1201:

Michelle did a brief review of the committee charge and covered an example of how the committee goes through the process of recommendations to Cabinet. Due to the small turn out at the meeting, this annual review will be moved to the next meeting.

3.) Veteran's Resource Center (VRC) Relocation Update:

Cabinet approved the Facilities Committee recommendation. Jim Murray was asked to find out what the next steps are to complete the relocation. He stated that the space currently has stuff from the bookstore stored there. Steve stated this would be moved and once school gets started the renovation portion will be scheduled, including cutting in a door to connect the two facilities.

There was discussion about the current location of the VRC in the SAC and how bad it is. The building is not monitored or proctored and students are using alcohol and behaving badly, and it falls upon the custodian in charge of maintaining that area to try to keep the order. This issue needs to be addressed.

4.) Construction Project Updates:

Steve gave an update on the **Vocational Complex**. Looking at a November/December completion date. Welding will be moved into the new facility during the winter and then the old welding area will be renovated into a machine shop. Classes cannot be scheduled in the 4 new classrooms until Spring. These classrooms can also be utilized by Construction Technology for their evening classes.

Steve updated the committee on the progress of the **One-Stop**. The committee has been meeting regularly and have presented the concept to Dr. Wagner, Peter M. and the Deans who were on board with the concept. The committee may have one more site-visit/tour out to Glendale College. The next step will be to hire the architect and best case scenario submit plans to DSA in 8 or so months.

Jim Murray asked if the committee went to the various departments to get their input. Steve stated that the Deans and Directors should have been sharing all the information and getting feedback with their employees. He said that ideas and concerns have been brought back to the committee.

Steve stated that the space has grown since it was first in development due to additional positions created by the SSSP grant. He said it should be adequate space for everyone as it takes into account the 15,000 student growth factor and adds 15%, plus it takes into account the SSSP factors. Much of the registration and financial aid and other functions of a One-Stop are now performed online.

Jim suggested arranging a meeting to present the conceptual design and building layout to the end users and allow for questions and answers. Jim stated that the staff feel left out of the process. Steve stated that he will discuss this with the managers and other One-Stop committee members to reinforce the importance of including all staff members who will be effected by the changes.

Tony Bonato asked if there will be opportunities for student internships during the construction of the One-Stop project. He said even if students are not paid, internships for them is valuable. Steve believes that they will have this available, but it must be an enrolled student in order to be covered by insurance.

Steve updated the committee on the **Exterior LED Lighting**. There are only about 8 light poles in front of Student Services I & II left to retrofit. These lights dim to 20% when there is no motion around them. This feature can alert campus police in the evenings when they are patrolling. These new lighting retrofit project will reduce electricity costs specific to lighting drastically.

5.) Good of the Committee / Open Comments:

None

6.) Fall meeting dates/hours:

A handout was given with the dates and sent to the committee calendars.

7.) Next Regularly Scheduled Meeting:

September 9, 2016 ~ 1:30 p.m. - Board Room

8.) Meeting Adjourned: 2:22 p.m.