



Facilities Committee Draft Minutes
MINUTES
October 17, 2016
Student Services Building, Room 414, 3:15 PM

Present:

1. *Kevin Considine*, Faculty Co-chair, AFT rep
2. *Iris Ingram*, Co-Chair, VPAS
3. *Matthew Robertson*, WEC Chair
4. *Barry Sloan*, Teamsters
5. *Rudy Triviso*, AFT Faculty Guild Rep. (alternate)
6. *Kim Morera*, Acting Director Plant Facilities
7. *Olga Shewfelt*, AFT Faculty
8. *Jeff Lee*, Academic Senate
9. *Christi Lizares* AFT Staff
10. *Robert Sprague*, VPSS
11. *Bruce Hicks*, SEIU
12. *Jesus Reyes* (ASO)

Guest:

1. *Casey Hunter*
2. *Laura Peterson*
3. *Parveneh Ghaforyford*
4. *William Davis*
5. *Amirhessam Hemmett*
6. *Laura Peterson*

Resource:

Subhi Murad, CPT
Karl Schrader, CPT

1. Call to Order/Approval of Agenda

Meeting was called to order at **3:30** p.m. by Iris Ingram, Committee Co-chair.
Agenda approved as written.

2. Approval of September 19, 2016 meeting minutes

Minutes from September 19 meeting approved as amended. Motion to approve minutes made by Jeff Lee, seconded by Jesus Reyes.

3. Bond Program Reports:

A. Campus Construction Program report (Subhi Murad, CPT)

Subhi Murad provided cost overview on pending and future construction projects. According to Subhi some projects have been completed. The Physical Education and Dance Renovation has been completed. However, there are a few corrections that needs to be made. This will not impact the original agreement to have the room ready for use by Monday October 22. The Central Plant Phase 2 is in progress and is scheduled to be completed by end of November. The Performing Arts Amphitheater has been substantially completed and the grass started growing. In response to Prof.

Jeff Lee's question about fencing this area, S. Murad mentioned that no plan has been made to fence the top of slope.

The Physical Security and Hardware is still in DSA Review. In order to meet budget scope, Subhi mentioned that the scope of this project has been reduced to Fire Alarm Phase monitoring upgrade Phases 1 & 2, the Fiber Optic upgrade and card readers. Karl Schrader mentioned that the company that started The Physical Security Project Diebold has been sold to Securitas.

A better offer was submitted today for the TLC2 project. Co-Chair Ingram noted that initial bids received were \$2M over and now it is in the Best and Final Offer stage (BAFO). In this stage bidders are asked to resubmit proposals with their best offer. In response to Co-Chair Considine's question, Co-Chair Ingram mentioned that we do not need to hire a new architect to redesign this project but the bidders have been asked to submit a best and final offer and today is the last day for bidders to submit offers. The DSA process would be delayed if this project is not submitted to the Division of State Architect's Office by January.

VPAA Bob Sprague requested for an administrator to be consulted when the next user group is assembled for the TLC.

Co-Chair Ingram requested for the status of the Burwood consultant review of the Districtwide IT assessment because the decision of the campus as it relates to the 40J Physical Security is dependent on the decision of the District.

4. Operational Reports

A. Status of Local Projects (Kim Morera)

K. Morera reported that the Track is being fenced and powder coated this week. The electronic security vendor will be brought in once the fencing and the powder coat is complete.

5. New Business

A. Welcome Center (Casey Hunter). – **Approved to be sent to the President for Review**

C. Hunter reviewed the proposal for the Welcome Center on the 1st floor of the Student Services Building adjacent to the Bookstore office. C. Hunter noted that a request for Welcome Center was noted in the program review for Outreach and SSS&SP. The welcome kiosk on the 2nd floor is not the most secure space for a Welcome Center because the Kiosk is exposed and is not the most secure. Signage will be placed around campus and all Student Services Office will be asked to redirect

new students to the Welcome Center in order to ensure that students can locate this office. C. Hunter mentioned that in addition to a classified staff, the Welcome Center will be staffed with career guidance counselor assistants & student assistants in response to President Limbaugh's question about staffing. Additionally, the Welcome Center will be operating at hours similar to that of Student Services.

In response to K. Morera's question about outgrowing this potential space, C. Hunter mentioned that this space might be outgrown soon depending on the function of this Welcome Center. Co-Chair Ingram noted that a one-stop student services center has been listed as a preferred future bond project and asked for the proposers of this project to keep this in mind.

President Limbaugh mentioned he would like to know if it is the consensus of the Facilities Committee to consider this project. In response, Co-Chair Ingram asked for a motion to forward this project to the President for consideration and review. Motion moved that the Welcome Center be added to the list of projects sent to the President for review. All members present voted in favor of moving this forward to the President for consideration.

B. Other (P. Ghaforyford)

Prof. Ghaforyford requested for the committee's permission to discuss the issue of rodents around offices in the CE Building. Co-Chair Ingram noted that the facilities department is aware of this issue and working to contain it. There was a memo that was sent out to faculty in this area. Prof Lee. noted that discarded food in trash cans between the CE and Library might be the source of this problem. Co-Chair Ingram noted that the campus is working with the exterminators to put out traps as well as reassigning staff in that area.

6. Adjourn

Meeting adjourned at 4:38 p.m.