



Facilities Committee Draft Minutes

**MINUTES**

February 22, 2016

Student Services Building, Room 414, 3:15 PM

**Present:**

1. *Kevin Considine*, Faculty Co-chair, AFT rep
2. *Iris Ingram*, VP, Administrative Services, Co-Chair
3. *Bruce Hicks*, SEIU Representative
4. *Matthew Robertson*, WEC Chair
5. *Barry Sloan*, Teamsters
6. *Rudy Triviso*, AFT Faculty Guild Rep. (alternate)
7. *Bill Smith*, Director Plant Facilities
8. *Sheila Jeter-Williams*, AFT Staff Guild
9. *Cristi Lizares*, AFT Staff Guild
10. *Jeff Lee*, Academic Senate
11. *Michael Goltermann*, VP Student Services
12. *Bob Sprague*, President

**Guest:**

1. *Rebecca Tillberg*
2. *Nick Dang*

**Resource:**

*Phil Vogt*, CPT

*Diana Johnson*, CPT

**1. Call to Order/Approval of Agenda**

Meeting was called to order at **3:15** p.m. by Iris Ingram, Committee Co-chair.  
Agenda was approved and rearranged to accommodate President Sprague's report.

**President's Report – Bob Sprague**

President Sprague mentioned that at the next FMP&OC meeting scheduled for Wednesday February 24th, West will give presentation on the remaining campus bond projects. This is a big day for West and President Sprague invited members to attend and show support.

In addition to thinking about ways to prioritize future bond projects should the board approve a new bond measure for ballot, President Sprague urged the committee to think about integrating non-bond related projects into the committee discussion. Furthermore, President Sprague asked Facilities Committee members to think about how the Work Environment Committee (WEC) integrates with established college process as it pertains to making recommendations.

**2. Approval of November 16, 2015 meeting minutes**

The minutes approved with modification. Motion made by Barry Sloan to approve minutes, seconded by Jeff Lee.

**3. Bond Program Reports:**

**A. Campus Construction Program report – D. Johnson, CPT**

Diana Johnson gave a quick overview of the projects approved in the master plan. She noted that West is within allocated budget although there are some projects in the individual line items that are over budget. These are conservative numbers according to Diana.

The Physical Security project is scheduled for design and plant facilities center is in DSA. Once the DSA is out construction will begin in the second half of this year. Co-Chair Ingram pointed that three of these projects are scheduled to begin soon and might impact campus operations in terms of road blocks and traffic.

Diana reported that the Storm Water Project will be added to the McCarthy Plant Facilities contract and a proposal is in process. Additionally, Diana discussed that the Lease-Lease-Back projects cannot move forward to due legal questions. As a result of this, Campus Improvements Package was proposed by PMO Legal for conversion into a Design-Build procurement. We received authorization which allows TSK Architects to move forward with the design. This will be discussed at the March 9 BOT meeting.

**B. Future Projects Discussion**

Diana reviewed the Future Projects Discussion handout for the purpose of reviewing projects that the campus could decide to revisit should BOT approve an additional bond ballot measure. The handout included a list of projects that were deferred mostly due to lack of funds. These projects were discussed as part of the 2013 facilities master plan.

Co-Chair Ingram, stressed that the decision on which projects should be revisited should be predicated on data from our Educational Master Plan and the Facilities Master Plan. She stressed that what is needed now is a plan that recognizes flexible and expandable classroom which takes advantage of improved technology. Time will be scheduled to revisit these projects once there is an understanding of where the BOT is headed in terms of Bond.

**4. Operational Reports**

**A. Bill Smith**

Bill gave an update on the Track and Field project and reported that this project is now funded. Vendors have been solicited and a vendor was identified. There is hope that this project will begin this summer. Bill also reported that the dead pine trees in front of the President's Office have been removed and all parking lot lights have been replaced with LED lights. There is also funding to replace building exterior lights. Bill mentioned that meeting will be held with users of the pool area to discuss termite extermination in this area. The campus is upgrading controls on the CE and HLRC elevators and there is a planned energy saving project to reduce the exhaust fans in the MSA buildings.

Co-Chair Ingram noted that there are 40J projects driven by the Blue Ribbon Committee on campus security. Based on comments made to the committee, additional IT assessment is being made to address campus needs such as Fiber Optic cable.

**5. Facilities Request Prioritization Process**

Rebecca Tillberg handed out list of Resource Request for non-salary resources. These requests came out of program review according to Rebecca and now the next step is to prioritize these requests. All committees are being asked to review these requests and prioritize them as it pertains to each committee. Rebecca Tillberg would like the Facilities Committee to review the facilities request and prioritize them. R. Tillberg mentioned that she is flexible with the timeline but hopes it is completed before the March 2<sup>nd</sup> Pie Meeting.

Co-Chair Ingram suggested forming a small workgroup from the Facilities Committee with her and Bill Smith serving as resource/facilitators. The workgroup will be tasked with reviewing and prioritizing the facilities resource request list. Prof. Lee mentioned that a similar process was discussed and started when former Vice President of Administrative Services and Facilities Directors were still at West. Co-chair Ingram stated that she and Bill Smith will review list and also asked for at least three volunteers for this subgroup. Interested members should email VP Ingram.

**6. Adjourn**

Meeting adjourned at 4:43 p.m.