

**FACILITIES COMMITTEE
MEETING MINUTES**

March 4, 2008, 9:30 a.m.
College Conference Room

PRESENT: John al-Amin, Patrice Braswell-Burris, Jerry Buckley, Janet Castanos, John Colson, Tim Flood, Kats Gustafson, Bob Herald, Beth Kelley, Dan Lewis – ASGC Rep, Alba Orr, Roger Owens, Nancy Pipkin, Tina Pitt, Walter Sachau, James Spillers, Dave Steinmetz, Brad Tiffany

RECORDER: Tasa Campos

REVIEW OF AGENDA & MEETING MINUTES

Tim briefly reviewed the day's agenda. The last meeting minutes had previously been sent to the committee by email. Please send any changes or edits to Tim or Tasa. If there are no changes, the minutes will be posted to the web as are.

NEW TASK FORCE "GROSSMONT GOES GREEN"

The college is developing a "Grossmont Goes Green" Task Force. The Alternative Transportation Task Force is going to be merged into the new task force that will look at transportation, construction, green materials, and environmental policies on campus. The task force will look at alternatives way to go green on campus and how to document and promote it. Tim stated it would be great to have the ASGC student Earth Club involved. Tim asked for any volunteers and the following volunteered:

- Tim Flood
- Jerry Buckley
- John Colson
- Beth Kelley
- Nancy Pipkin

Tim suggested the Deans meet with their divisions to see if anyone is interested. Please send the names to Tim and Tasa by April 1, 2008. Once membership is finalized then appropriate meeting times can be determined. A charge can be developed at the first meeting.

FACILITIES NEEDS COST ANALYSIS DRAFT REVIEW

The committee reviewed a spreadsheet hand-out on Grossmont College Facilities Needs Estimates. Tim stated the committee would need to determine which projects are highest priority and recommend them to the Planning and Budget Council. The Capital Equipment Replacement section was discussed. It was suggested these items be placed on a separate list. Tim stated the list would be huge and would need constant maintenance to keep updated. The different departments and divisions could develop and maintain their areas list. The ETC lists were discussed and it was questioned why equipment requests are coming to the Facilities Committee. Tim stated some of the large equipment requests are fixed assets that are hard wired or plumbed to the building and some are loose items. The ETC will collect a list and separate fixed and loose assets. The fixed assets list will be submitted to the Facilities Committee. Departments and divisions could develop inventory lists and note the age and date of purchase of the items. The committee agreed to the following:

- Breaking up the equipment list to capital fixed assets and moveable instructional equipment.
- The capital asset list will go to the Facilities Committee and the moveable equipment will become part of the ETC lists.

The committee recommended requesting the departments and divisions develop lists prioritized by need, age and cost. The committee would then put together a recommendation to Planning and Budget Council at the next meeting.

TOTAL COST OF BUILDINGS ANALYSIS SHEET DRAFT REVIEW

The committee reviewed a draft of a Total Building Cost worksheet with information from Grossmont College 2007 costs breakdown. The worksheet reflected what it would cost to bring a new building on to campus. The worksheet was broken up into three categories; Operational; Equipment & Supplies; and Personnel costs. Tim requested the committee review and let him know if any items may be missing from the two columns or the three categories. Kats Gustafson commended Tim on the work and information provided in the worksheet.

Facilities Committee will revise with editorial changes and recommend to the Planning and Budget Council.

GRANT AND SPECIAL FUNDING OPPORTUNITIES

New Irrigation System –

The committee reviewed a spreadsheet of Grossmont College Landscaped Area Estimate. Tim shared the college has an opportunity to apply and receive funds for a computerized irrigation system but he needed approval from the committee. The cost of the new system would be \$118,675.00 and the college could receive \$32,000.00 in special funding to help with the initial cost. The college will also save money on installation by having our own Grounds Maintenance crew install the system. The system will be able to sense a problem and have the flow meters shut down automatically if there are problems with the master valve being stuck or any timers not shutting down as scheduled. In the long run this will also save the college money on water expenses and help the college use less water in connection with the “Grossmont Goes Green” promotion. Once the request is submitted and approved the college could have the new system installed in six months.

The Facilities Committee recommended moving forward with the requesting of outside funds and the expenditure of the new irrigation system.

Child Development Center Grant –

Tim reported the Child Development Center had received a \$50,000.00 grant to improve their playgrounds and landscape areas. The committee reviewed a visual presentation of the tentative plans and proposals. The current funding will cover the brown and green areas. Two phases will be required to complete the plans at approximately \$100,000.00. The Child Development Center will apply for a second grant to cover the expense of the second phase. The first phase of the project is planned to start this summer depending on approvals. The Child Development Center and the college is very excited about the project and First 5, the group who gives grants for projects like this to the Child Development Community, said this is one of the best plans they have ever seen. San Diego State University has also requested a copy of the plan.

Tim will keep the committee updated as the plan goes out for bid. Beth Kelley will send the website information on skin cancer and children’s playgrounds to Tim.

COMMITTEE MEETING SCHEDULES

No report.

NEW ITEMS

Parking Structure – Construction on the new parking structure will begin in summer 2008. Tim shared that the El Cajon Fire Department is now requiring the college to add a fire lane off of the fire road so the fire department has access to the 500 Quad to fight any potential fire in the 500’s that they may not be able to get to from the parking lot since the parking structure will block their access to some of the 500 Buildings. Tim reviewed how the area will be modified to accommodate the request.

Tim stated the college has still not received the project documents back from Division of State Architects. Once approval has been received District Purchasing has a pre-selected list of contracts to go to bid with. The contractors have all been prequalified and have had experience with parking structures.

Tim will keep the committee update on the parking structure status and any changes.

TASK FORCE UPDATES

Secondary Effects – No report.

Parking Alternatives – Tim briefly updated the committee on the Gillespie Fields Off Campus Parking Lot. The County has filed a mitigated negative declaration on the plan. The Cities of El Cajon, Santee, and San Diego have all been updated. Padre Dam and the Helix Water districts have been contacted. Concerns regarding traffic impactation at the intersection of Highway 67 and Bradley are being worked out by Grossmont employees using alternate routes. The college will be providing alternate route information to the employees. The traffic will be monitored by the City of El Cajon.

Tim will keep the committee updated and any new changes.

Alternate Transportation – No report

Key Policy – No report.

The meeting was adjourned at 10:55 a.m.

The next meeting is scheduled for March 19, 2008 at 10:00 in the College Conference Room

TF:tmc