

FACILITIES COMMITTEE MEETING MINUTES

December 1, 2009, 9:30a.m.
College Conference Room

PRESENT: Fred Allen, Patrice Braswell-Burris, Jerry Buckley, Sheridan Dewolf, Tim Flood, Beth Kelley, Julie Middlemas, Walter Sachau, Laith Shammass, James Spillers, Dave Steinmetz, Reyna Torriente

RECORDER: Tasa Campos

REVIEW OF AGENDA & MEETING MINUTES

Tim stated the last three sets of meeting minutes had been sent out via email and to please forward any changes to Tasa by the end of this week. If no changes are received the minutes will be posted to the web as are. Tim briefly reviewed the agenda and noted two additions to be placed under other:

- Parking Structure Issue – Fred Allen
- 4-10 Summer Schedule Update – Tim Flood

UPCOMING SCHEDULED MAINTENANCE SUBMITTAL

Tim and the committee reviewed a hand out on the following updated scheduled maintenance 2009-2013:

- **District Repair or Replacement Grossmont Roof** – The 100 and 600 buildings were previous included in the roofing and mechanical scheduled maintenance sections but have now been removed and have become included in the construction of the new Student Center/Student Services in these two buildings. The Child Development Center main build and the District Offices South (District Annex) are the next ones on the roofing conditions list.
- **Grossmont Utility** – Tim reported the college did not receive any scheduled maintenance funding for utilities this year. Original priorities have been reorganized. Repair of infrastructure sewer and electrical conduits are still included in phase 2 and funds are still available for the repairs. Upgrade of electrical panels has been moved ahead of repair/replacing the building water shutoff valves due to the fact that Padre Dam has recently repaired many broken or damaged water valves/meters.
- **Grossmont Mechanical Repair** – The 100 and 600 buildings have been removed. District offices north and south have been added. The 500 buildings will be worked through starting with building 53 and moving on to the others. The work on the buildings will be packaged to include the fan coils, duct work and the condensation lines. The 500 building's fan coils are the worse on campus and five years past their useful life. After the 500's are complete the college will transition to the 300s. Next, the air handlers in 200 south will be replaced. The college swimming pool filter system and boilers are also in line to be replaced.
- **Grossmont Exterior** – Exterior repair will include roof eaves and stucco. Most of the roof eaves and stucco is the original work since the college was first built 41 years ago. Tim reported the cost of stucco repair was so high due to the fact some of the stucco contains asbestos and asbestos removal is pricey. Stucco replacement is tentatively planned to occur in buildings 200 and 500 and then move to 300 south and north buildings. Stucco replacement is one of the last priorities.
- **Grossmont Other** – The other category includes repair or replacement of restroom fixtures, sidewalks, damaged signage and damaged ceilings.

PLANNING & RESOURCE COUNCIL FUNDING APPROVAL

Tim shared all project recommendations from the committee went forward to Planning & Resources Council at the last council meeting. All recommendations were approved to move forward. The council also reviewed the scheduled maintenance budget that had been allocated just to wrap them up and show what has been accomplished and what is going to be done. The current recommendations for

scheduled maintenance will be presented at the next Planning & Resources Council meeting as information items only. The recommendations will also be presented to Dale Switzer's office later this week.

STUDENT CENTER/STUDENT SERVICES PROJECT UPDATE

Tim reported the college is in the process of finalizing a number of different components of the project. Phase 1 - the plans for the modular village are almost finalized and approved. This modular village will be housed in Lot 5. One change occurred when DSA did not approve an oversized modular to house Admissions and Records. The architects arranged to have two smaller modular buildings placed together with a door connecting the two.

Phase 2 - consists of the remodeling of the 300 north the old health and sciences building. Tim stated this area will temporarily house Student Affairs, Career Center, Job Placement, a variety of other college programs, but also the permanent location of the large science lecture room. The architects have met with the departments who will be utilizing this room and determined needs. The group has been looking at how to tier and seat a lecture room for 90 in this area. A tiered room will need to go to DSA for approval and the college does not have enough time to wait for approval since the project is tentatively planned to be completed in summer 2010. A speaker stage, instead of tiered seating, has been approved. Planning & Resources Council has recommended the development of a 300 North Remodel Task Force. Tim stated this will be a large task force considering all of the different divisions who will be involved in the use of the area. Tim presented two options to the Facilities Committee regarding this task force. First option, the Facilities Committee could serve as the task force but that would require more Facilities Committee meetings per month. Second, certain faculty and staff who will be using the area can be selected to serve on the committee. The committee discussed the options and it was recommended a task force separate from the Facilities Committee be developed. It was recommended all departments who will be utilizing the room be represented on the task force. Tim stated it would be difficult to include representation from all areas because the task force would become too large to be productive and get things done in a timely manner. The Academic Senate will assist in finding faculty to sit on the task force. Concern was expressed regarding departments who are already housed in the area and their claim to ownership. Tim stated many of the divisions currently housed in the building will be relocating to the new Health & Physical Science Building. The Planning & Resources Council has suggested the Room Utilization Committee be reestablished to help organize room usage as the changes occur. It was suggested the RUC and the 300 North Remodel Task Force be united as one force. Tim shared he would be meeting with Shirley Pereira later in the day to discuss the task force and will report back at the next Facilities Committee meeting.

The committee reviewed drawing of the Student Affairs in the new Student Center/Student Services building. Tim stated some changes had occurred due to changes in personnel. The committee discussed the use of an additional room area. It was looked at as a possible group study room versus a conference room. The committee discussed supervision issues if the area was designated as a student group study. The committee recommended the area be designated as a conference room.

SAFETY

- **Updated HazMat Plan Re-Submitted to County** – The college will be resubmitting an updated HazMat plan with the county since Bob Eygenhuysen has left. Dale Switzer will now be overseeing this area.
- **Update on On-Line Safety Training** – Tim reported the college Maintenance and Grounds departments are required by OSHA to have monthly safety training meetings. The departments have started on-line safety education and training. Some other staff in instructional departments that use chemicals in their curriculum have also started taking the training. Once a section is completed the staff member will receive a certificate of completion and Risk Management will receive notification of completion for their records. Tim will forward the link to the deans so they can share with their departments.
- **Winter Break Area Inspections** – The maintenance and custodial crews will be conducting safety inspections of classrooms and building over winter break. Tim reported a job walk with

some tree contractors has been scheduled for this Thursday. The bids will include tree removal and trimming across campus. Some classrooms will be painted over break if time allows

OTHER/NEW ITEMS

- **Parking Structure Issue** – Fred Allen shared he had received complaints regarding the parking structure and the parking spaces at the end of rows coming up the ramps to the different levels. As cars turn up onto the different levels they are cutting across the end spaces and cars may be damaged. The committee discussed the possibility of the end spaces being striped and designated no parking places and the installation of mirrors. Tim stated he would look into both recommendations and report back.
- **4-10 Summer Schedule Update** – Tim reported the district is looking at the benefits of moving to 4-10 work days during the summer. Utility and operating cost savings is being reviewed. Tim will keep the committee updated.

The meeting was adjourned at 11:00 a.m.

The next meeting is scheduled for Tuesday, January 5, 2010 at 9:30 a.m. in the College Conference Room