

FACILITIES COMMITTEE MEETING MINUTES

February 2, 2010
9:30a.m. – 11:00a.m.
College Conference Room

PRESENT: ASGC Student Representative, Fred Allen, Steve Baker, Patrice Braswell-Burris, Jerry Buckley, Danielle Camacho for Reyna Torriente, Janet Castanos, John Colson, Sheridan Dewolf, Tim Flood, Sue Gonda, Beth Kelley, Julie Middlemas, Alba Orr, Walter Sachau, Laith Shammass, James Spillers, Dave Steinmetz, Jim Wilsterman

RECORDER: Tasa Campos

REVIEW OF AGENDA & MEETING MINUTES

Tim welcomed the committee to the meeting and reviewed the day's agenda and handouts. Tim reported the committee would be developing a task force to review facilities requests forms and facilities rental costs. It was noted the item "Smoking By Building 42" would be added to the day's agenda under safety. Tim requested the minutes from the last meeting be reviewed and any changes sent to Tasa Campos by the end of the week. If no changes are received the minutes will be posted to the web as are.

PLANNING & RESOURCE COUNCIL UPDATE

Tim reported the Planning & Resource Council approved recommendations the Facilities Committee had made for transferring funds and some special projects. Tim noted any repairs over \$50,000 can no longer be funded through general funds and will need to be funded through a Fund 41. It benefits the college because a Fund 41 allows construction and/or repair funds to be held in the fund and to span additional years. The following was approved:

- \$40,000 from Classroom Maintenance account for the resurfacing of the tennis courts.
- \$25,000 into Fund 41 into Classroom Maintenance for the interior classroom painting. The painting will start in the North 500 Building 51. A set of accent colors has been approved for interior colors to be used in classrooms. Deans who have areas assigned to this area, please be prepared to assign designees to review colors.
- \$20,000 from Classroom Maintenance to do the kiln exterior cover.
- \$200,000 from utilities savings to work towards water reduction drought tolerant plant educational zones. The first meeting of the small sub-task force has occurred.
- \$400,000 overall from different funds, including Classroom Maintenance and Administrative Services to fund a minor remodel of room 220. This will be the large meeting area for a year during construction of the student center area. A task force will be developed for this remodel.

LOT 5 TRAILER VILLAGE – Tentative Move Times

Tim reported the task force for the Lot 5 Trailer Village has been working on the waves of moves that will be taking place. The tentative move times of Buildings 10 and 11 will be as follows:

Phase 1

- June 4 & 5, 2010 – Admissions & Records and Counseling.
- June 7 & 8, 2010 – Business Services, Mailroom, Deanery, Financial Aid, Instructional Operations, and Transfer Center.
- June 9 & 10, 2010 – College Conference Room, Culinary Arts, DSPS, EOPS, Health Services, and President's Office.

Phase 2

- July 16 – 19 or July 23 – 26, 2010 – Move of persons moving into the portables at the tennis courts and North 300. The dates will depend on tenement improvement being completed in the North 300.

Phase 3

- July 16 – 19, 2010 – ACE, Auxiliary, Middle College High School, and ROP.

Phase 4

- July 31, 2010 – Griffin Gate move to current ACE area. During July 16 – 31 there will be no Griffin Gate area due to the modification required in ACE to accommodate Griffin Gate.

During the review of the phases the following was discussed:

- Dates being determined to help coordinate work with the District Information Systems.
- Possible overtime for area staff to assist in getting areas/offices organized once moved.
- Mailroom and switchboard down times during moves. Tim reported there will be no down time with the switchboard but there will be a day or two with mail coming in or out.
- EOC location from Griffin Gate. Tim reported EOC items will be stored in old ACE building.

Tim will keep the committee advised of changes as they occur.

PROP R EXPENDITURE REPORT 7 JCAF's

The committee reviewed hand outs of Cost Estimate Summary and Anticipated Time Schedule – JCAF 32 for the Grossmont College Theater Arts Building and the Modernization/Remodel of Fine Arts Complex and of GCCCD Proposition R – Expenditures to date for Grossmont and Cuyamaca. The committee discussed funding on both of these hand outs. An escalation percentage was applied to both the State funds and the college required matching funds.

OUTDOOR LANDSCAPING EDUCATIONAL ZONES

The committee reviewed an electronic vision of a tentative campus planning plan. Tim noted again the small task force for Outdoor Educational Zones met for the first time the day before. The outcome was some really great ideas and discussion. Tim showed electronic photos of areas on campus the task force had discussed. The college has \$200,000 so it was estimate there is about \$150,000 available for actual soft construction to effect these changes on campus. The committee discussed pros and cons of the reviewed landscape areas. The following ideas/issues were discussed:

- Possible Cuyamaca assistance with designs and plants.
- Art Departments involvement.
- Dog run locations for handicapped student's service animals.
- Student representation – possible Biology or Botany student.

Tim requested any additional recommendations and/or volunteers be forwarded to him.

FACILITIES USE RENTAL COSTS

The committee reviewed an electronic version of the Governing Board policy Administrative Procedure 6700 with noted suggested changes and hand outs on facility use fees. The following was discussed:

- Contract employee use versus community user liability and requirements.
- New costs tied to old cost needing to be cleaned up.
- Lengths of time for rental.
- Priority lists for use.
- The requirement of an administrator on duty for events including clubs.
- Small group costs.
- Lab use liability.
- College for Kids use during the summer.
- Griffin Gate being used for classes.
- Community Review classes being able to schedule their own room use and the problems it is causing with master scheduling.
- Non-profit organization use and fees.
- Grossmont Facility Request Form pros and cons.
- Cuyamaca currently redeveloping their facility request form.

A small task force will be developed to review facility costs and facility request form. The following persons volunteered for this task force:

- Alba Orr, Danielle Camacho, Jim Spillers, Jim Wilsterman, Steve Baker, Tim Flood, Walter Sachua.

Updates will be sent out electronically to the Facilities Committee.

SAFETY ITEMS

Code Change to Pool Filtration System – Tim reported due to code changes the college will need to change out the drain covers at the base of the pool. The pool will need to be totally emptied in order to complete this change. The change is required to be completed and signed off and sent to the County Department of Health by July 1, 2010. The college will need to locate 3 companies who will be able to work with the fiberglass shell currently in the campus pool.

HazMat Consumable Supplies – Tim reported there currently is some confusion between the college and Risk Management regarding who needs to purchase consumable supplies to meet HazMat safety requirements. If there are any consumable supplies being denied and the department does not have budget for let Tim know. Funds will be set aside to keep the college safe and in compliance.

OTHER/NEW ITEMS

New Building Needs – Jerry Buckley brought forward the issue of new buildings and needs and/or problems that may arise once the areas are occupied. What is the process of priority listing.

Smoking By Building 42 – This item was added to the agenda but due to time will be moved to the next meeting.

The meeting was adjourned at 11:05 a.m.

The next meeting is scheduled for Tuesday, March 2, 2010 at 9:30 a.m. in the College Conference Room