



**MEETING MINUTE SUMMARY**

Date: April 01, 2014

Time: 9:30a.m. – 11:00 a.m.

Location: Griffin Gate 60-180 A

**PRESENT:** Agustín Albarrán, Patrice Braswell-Burris, Elizabeth Barrow, Joel Castellaw, Ken Emmons, Doug Hersh, Beth Kelley, Lisa Ledri-Aguilar, Julie Middlemas, Michael Reese, Jim Spillers, David Steinmetz, Christina Tafoya, and Reyna Torriente.

**ABSENT:** Steve Baker, Tim Flood, Genie Montoya, Dale Switzer, Katrina VanderWoude, Peter White, and Debbie Yaddow.

**RECORDER:** Stephanie Rodriguez

**START TIME:** 9:35 a.m.

**REGULAR AGENDA ITEMS**

***District Wide Safety Committee Meeting (03/25/14):***

The committee reviewed the agenda items from the District Wide Safety Meeting which included the following: employee injuries which were none, the forthcoming campus wide bi-Annual safety inspections requested by the Department Deans, facilities inspections by the Facilities Department, the upcoming Hazardous Waste pickup in June/July, and Online safety training consisting of hazardous waste disposal, and chemical safety. The committee also discussed the ASCIP online training for new employee orientation: how to respond emergencies, special duties to students, rights to safe and harassment free work environment, job related benefits, and avoiding liability.

Follow up: There are 400 MSDS sheets remaining to convert to SDS online, vehicles on campus verbiage has been submitted to President's cabinet & Chancellor's cabinet for approval, AEDs are going to be purchase by the District during 14/15 fiscal year, Emergency Response Training was attended and a tabletop drill is schedule for June. Tim Corcoran will check with 9-1-1 dialing task force and provide feedback, and CAPS will provide update on additional staffing.

**Prop R and V Construction Bond Program March 2014 Update:**

***RFQ for Professional Services***

The committee discussed the recent selection of the eight architectural firms for Prop V Capital Improvement Projects. They are Carrier Johnson, gkk works, Harley Ellis Devereaux, HMC Architects, LPA, Mosher Drew, NTD Architects, and Roesling Nakamura Terada. Task forces will be assembled to help make the final selection of the architectural firm for each individual project being proposed in the Master Plan. The District is still in the process of selecting the Geotechnical firms.

***District Design Standards***

The committee discussed how the District is currently meeting with different College representatives to update the building design standards such as mechanical, electrical, furniture layouts, classroom space, waterproofing, office spaces, and etc. A second draft is in process for review by several task force members. The task force will review the details to make sure the college's vision is being implemented then submit to the steering committee. An April 15<sup>th</sup> deadline has been set for all comments and concerns to be submitted by task force.

**CONSTRUCTION PROJECTS UPDATES:**

***Drought Tolerant Landscaping Phase II Project:***

The committee discussed the progress of the Drought Tolerant Landscaping which is on track. Work is ongoing at the entrance to the campus and the cobble dry creek bed in front of the LTRC is due to be installed on the first week of April. The proposed new signage design is under review by the task force to identify all native plants and rocks.

***Proposition V Funding Plan Schedule:***

The committee discussed the Special Facilities Meeting held on March 25<sup>th</sup> to present the Prop V Funding Plan. The committee approved the plan as well as the Planning Resource Council. Doug Hersh expressed his concerns about HVAC technology design and if the college is considering smart wiring as well as LEED energy efficiency like solar

***Griffin Center Flooring Project:***

The committee discussed the Griffin Center Flooring project which is being submitted to Purchasing Department for public bid. The anticipated construction start date is in July and completed by August 18<sup>th</sup>. The additional high quality industrial grade microwaves were incorporated into the project as requested by ASGC.

***Evacuation Maps:***

The committee reviewed the newly completed campus wide evacuation maps. The maps will be sent to printing and then installed at every building on campus.

***LTRC Carrels:***

The committee discussed the installation of the 8 new tutoring carrels that replaced the 6 old carrels in the LTRC Tutoring Center. The project will also receive 8 new ADA adjustable desks, one at each station. Doug stated his appreciation for Facilities Department understanding his department's needs for a reduction in noise level.

***Pool Equipment Replacement Project:***

The committee discussed the pool equipment replacement project being advertised for public bid. Construction is anticipated to start in July and completed by August. The existing equipment is extremely old and is in need of replacement. The project is proposing to replace the old equipment with higher efficiency equipment if within budget.

***Bldg. 38 Demolition:***

The committee discussed a recent meeting with the District to review Building 38 demolition cost estimate. As the project was proposed it was over budget and needed to be reevaluated. A major factor in the cost was the trash enclosure which was removed from the project and anticipated to be constructed at a later date. Tim requested the trash enclosure be relocated away from the facilities and in a more central location. Demolition is anticipated to begin in July and be completed before fall semester begins.

***Bldg. 38B HVAC Units:***

The committee discussed the installation of (3) new HVAC wall units on building 38B. The old units have surpassed life expectancy and were failing and in need of replacement. This area is considered secondary effects swing space during tennis courts replacement construction for 38's portable Auxiliary, GCMHS, and ACE Department. The anticipated start is in the summer.

Meeting Adjourned: 10:02 a.m.

**Next meeting will be held on May 06, 2014, 9:30 – 11 a.m., Griffin Gate 60-180A**

Meeting Minute Summary will be posted on Grossmont College webpage.