

Facilities Committee Meeting Minutes – November 9, 2020

1. Call to Order

The meeting of the Facilities Committee (FC) was called to order by AVC Vasquez at 1:02 PM. In response to the COVID-19 crisis, this meeting was held via video conference.

FC Members/Alternates Present:

Administrators: Alberto Vasquez, Ilona McGriff

Faculty: Steven Brown (co-Chair), Madeline Mueller

Classified Staff: Jeffery Kelly, Maria Salazar-Colon, Athena Steff

Students: Brenna Stroud

Unrepresented: Tim Ryan

Committee Alternates:

Administrators:

Faculty: Lennis Carlson

Classified Staff: Andrew Ciscel

Students: Vacant

Unrepresented: Vacant

Not Present:

Administrators: Geisce Ly, David Yee, Torrance Bynum

Faculty: Alan D'Souza, Wynd Kaufmyn

Classified: Michael Snider (alternate), Karl Gamarra (alternate)

Students: Jessica Nguyen

Resources: Jimmy Kirk, Garth Kwiecien

2. Approval of October 5, 2020 Agenda – Agenda approved.

3. Public Comment

a. Items on the agenda

- i. Steven Brady: Comments regarding move of Aeronautics to Evans. Provided suggestions for possible alternate locations.
- ii. Aurelian Draï: Comments regarding Item 8d Student Success Center. The SCC plan doesn't include an office for international students, which would make sense in this location.
- iii. Harry Bernstein: Comments regarding programming for DRT, STEAM and SCC and bond funding. Comments regarding Aeronautics program move. Comments regarding letter of intent for 1550 Evans. Request to extend future Fac Comm meetings to 2.5 hours.

b. Items not on the agenda - none

4. Associate Vice Chancellor's Report – R2C – Alberto Vasquez

a. AVC Vasquez provided a verbal update on the R2C process.

- i. Our One-Time Building Access program is still ongoing. We have also been making special arrangements for longer duration access requests.

- ii. R2C for Allied Health at John Adams and Cloud has been going well so far. We continue to adapt and modify procedure as we go. This is serving as a good pilot program for the eventual return of other programs.
- iii. There are other programs looking to open for Spring, but we are still awaiting plans to do so.

5. Associate Vice Chancellor's Report – Construction Update - Alberto Vasquez

- a. There are not many active projects other than Evans, which is finalizing and expected to be completed by December.
- b. There is a small project related to the Creative Arts Courtyard which is awaiting finalization of the contract.
- c. Proposed an additional Fac Comm meeting to review the DRT & STEAM plans. Master Plan meetings have been cancelled for the rest of the year, so we want to ensure enough time to properly review and discuss these items in time with the Participatory Governance procedure. (see vote later in meeting).

6. Building & Grounds Director's Report – Jimmy Kirk

- a. Press Box & Lunch Box have new power lines and the power has been restored.
- b. Continuing to do curb painting and restoration/renewal projects to keep the campus in good condition for eventual class return.
- c. Continuing installation of Covid measures and signage.
- d. Repairs to the health center overhang have been completed and water tested. We believe the leak has been mitigated but won't be sure until we get heavy rain.
- e. Electricians are retrofitting the streetlights with LEDs.
- f. Clocks are being reset. Please report any problems and we will address.
- g. We are getting into heating and working to address any complaints of cold.
- h. There is a homeless encampment next to the freeway on CalTrain property. Since we have limited security, they have been scavenging for items such as wood from the recycle center, which have been retrieved. Other things are coming up missing, but we have no proof unless we find it.

7. Old Business

- a. Facilities Subcommittee Program Review Facilities Priorities Update – Steven Brown
 - i. Awaiting a discussion regarding the spreadsheet with Jimmy Kirk. Steven will let the Fac Comm know when this will take place and are invited to attend.
- b. Aircraft Maintenance Technology/Aeronautics Department Move to Evans – AVC Torrance Bynum
 - i. AVC Bynum was not in attendance at the meeting. No report presented.
- c. 1550 Evans/Southeast – AVC Torrance Bynum
 - i. AVC Bynum was not in attendance. No report presented.
- d. Facilities Committee Objectives – Cherisa Yarkin
 - i. Our objectives were finalized at the last meeting and have been presented to the PGC.
 - ii. Cherisa Yarkin to review the objectives and recommended an ad hoc workgroup to further discuss the process.

8. New Business

- a. Approval of 10/5/20 Meeting Minutes – approved
- b. Approval of 10/29/10 Special Meeting Minutes – approved

- c. Facilities Purchase Orders Review – Garth Kwiecien
 - i. Garth reviewed the report in some detail. Working on revising the report to include previous board items as a description. ITS is working on it and we hope to have this completed by December.
 - ii. Classification of Items:
 - 1. TP – Term Purchase. These are allocated “Not to Exceed” amounts. Can spend up to these amounts.
 - 2. PS – Professional Services
 - 3. LA – Lease Agreement (rent) for a specified number of months. This is another “Not to Exceed” item.
 - 4. CP – Construction Projects. These are fairly rare.
 - 5. SH – reimbursements.
 - 6. A letter at the end, e.g. “a”, “b” or “c” indicates 1st Year, 2nd Year, 3rd Year etc.
 - 7. Garth will work on having a key available. What is still missing are descriptions, which will be picked up in a new report that is being worked on.
 - 8. The future reports will also have board resolution information and FOPALS
 - 9. If items that were approved at below \$60k (the threshold for needing board approval) end up exceeding or there is a need to exceed, then it goes to the board. They will never be split to avoid board approval.
 - 10. The \$60k+ board approvals can be action items OR consensus items, depending on circumstances.
 - 11. Currently not yet in “shovel Mode” for construction projects, we are in the professional services stage. We will see large dollar amounts for that right now. Next year we will see a lot of “CT”s as construction begins.
 - 12. Be prepared to see large invoices for DRT and STEAM.
 - 13. For the upcoming board meeting all B&G planned spending / TP for the entire year, including utilities, will be presented.

- d. Student Success Center Schematic Design – Board Action – John Watkins
 - i. This agenda item is a response to what we heard from the board and PGC.
 - ii. John presented 4 items via Power Point slide regarding building design.
 - iii. This process will also be done for DRT and STEAM.
 - iv. Space Study – several Academic Affairs groups were not in the plan. We have not had the opportunity to fully engage yet but are working with Tom Boegel toward that. At this point it is at a “proof of concept” level. Power Point slide presentation was shown.
 - v. Motion made to move forward with the recommendation of the presentation was seconded and approved unanimously by members present.

- e. Board of Trustees Facilities Items – AVC Alberto Vasquez

- i. There are no action items. Requesting an ad hoc meeting to develop guidelines for what is within the purview of the committee. There are a lot of operational items, so we want to make sure that is understood. There is already an RFP document. We can send out a survey for meeting time and participants, with attached RFP for review.
- f. Building User Group Draft Charter – John Watkins
 - i. There have been some open questions about where BUGs fall in the participatory governance process. As BUGs come up with recommendations, they bring them to the Fac Comm. There will be a future need for additional groups as more projects come. John offered to draft a charter for Alberto to present at a future meeting.
- g. Woodworks – David Harrington
 - i. David made a presentation regarding wood construction for public buildings referencing various documents that were sent to the committee members prior to the meeting.
- h. Nomination and Election of Co-Chair for 2020/2021
 - i. Steven Brown was the only nomination.
 - ii. Motion passed unanimously.
- i. Recommendation to extend future meetings to 2.5 hours
 - i. Discussion of extending the regular meetings vs. having ad hoc additional meeting as needed. There was no support to extend the meeting on a regular basis.
 - ii. Call for follow up meetings to discuss design plans

9. Future Business

- a. Call for agenda items
 - i. Emergency Operations Center
 - ii. Update on departmental moves
 - iii. Building/Space Inventory – Naming of Buildings
 - iv. Spring 2021 committee meeting dates

10. Adjournment – Meeting adjourned at 3:00 PM