

Facilities Committee Meeting Minutes – July 25, 2022

1. Call to Order

The meeting of the Facilities Committee (FC) was called to order by AVC Vasquez at **1:05 PM**. In response to the COVID-19 crisis, this meeting was held via video conference.

2. Roll Call

FC Members Present:

Administrators: Alberto Vasquez (Chair), Anthony Tave
Faculty: Steven Brown (co-Chair), Wynd Kaufmyn, Madeline Mueller
Classified Staff: Maria Salazar-Colon, David Delgado
Students: Chi Lin Lee (Nelson)
Unrepresented:
Note: Lenny Carlson has retired – need to request replacement appointee

Committee Alternates Present:

Administrators:
Faculty:
Classified Staff: Michael Snider
Students: Darieus Rego

Not Present:

Administrators:
Faculty: Alan D'Souza
Classified: Athena Steff, Carlita Martinez, Karl Gamarra
Students: Chi Lin (Nelson) Lee, Darieus Rego
Unrepresented: Tim Ryan

Resources: John al-Amin, John Watkins

3. Approval of Agenda

- a. Motion to approve by Steven Brown, 2nd by Wynd Kaufmyn. No abstentions, no nay. Passed by acclamation.

4. Public Comment – Items not on the agenda

NOTE: Only comments submitted in writing prior to the meeting and in compliance with the requirements are presented verbatim in the meeting minutes. Any other information presented here is a topic summary only. Complete comments are available in the Zoom recording of the meeting.

- a. Harry Bernstein comments submitted in writing: *The 2024-2028 Five Year Capital Outlay Construction Plan was approved by the Board at their meeting in June. It's been acknowledged that parts of that Fusion report need to be updated. When will this be done? Here is one example: The Diego Rivera Theater is described in the report as having 28,167 ASF (Assignable Square Feet). The true number is 43,888 ASF, as acknowledged by Trustee Selby and Chancellor Martin. This is a significant difference and should be corrected for the record. Thank you.*

5. Approval of Minutes

- a. 4/25/22 – correction to Harry Bernstein’s comments last paragraph “Yes” to “Yet. Motion to approve by Steven Brown, 2nd by Madeline Mueller. Motion passed by acclamation.
- b. 5/23/22 – public comment by Harry Bernstein regarding 1800 Oakdale.
- c. Motion to approve by Steven Brown, 2nd by Wynd Kaufmyn. Motion passed by acclamation.

6. Associate Vice Chancellor Report – Alberto Vasquez

- a. Resuming in-person operations. Chancellor messaged to have all staff return 8/8/22. There are provisions for individuals who have properly processed exemptions.
- b. COVID page is still up and active on website. We are still a vaccinated institution. Masks required through the end of the year. No social distancing requirements. Will update building hours for the Fall semester.
- c. Steven Brown had questions re: Flex Day in person or virtual. AVC advised HR has put in for a permit to have a hybrid model.
- d. Maria Salazar-Colon expressed concerns regarding workers returning to workspaces that are not prepared for occupancy. AVC Vasquez reviewed process of accessing spaces and work order system.
- e. AVC Vasquez reported that all buildings with the exception of ARTX have been opened all summer and we have not had any reports of anyone not being able to access.
- f. Dr. al-Amin addressed the committee, stating that we work with office of instruction to identify rooms that are going to be used. There will be walk-throughs to ensure they are suitable for use; if not, alternate locations will be selected. We will also rely on the work order system for people to report items that need attention. We do not have enough grounds staff to meet the needs of the district but are in a process of analysis to identify and address staffing needs.
- g. Public comment by Harry Bernstein on the subject of returning to campus facilities.

7. Associate Vice Chancellor Report – Construction Projects – Alberto Vasquez

- a. Bond Projects
 - i. Working with IT developing a web page that will show information on upcoming construction activities. Main content will be on Facilities, with sub links. There will also be information on the Maps page.
 - ii. John Watkins shared a Fusion report via screen share explaining ASF as defined by the state for funding (related to DRT).
 - iii. DRT – design team is in schematic design phase for the next couple of months.
 - iv. STEAM – plans have been at DSA for review. Expecting that to be completed during the fall.
 - v. SCC – same as STEAM.
 - vi. Conlan Hall relocation will not happen until Winter Break. Goal is to get construction on Swing Space (bungalows) before that time. AVC Vasquez shared slide of schedule.
- b. State Funded Projects
 - i. 750 Eddy has been submitted to the state, awaiting approval for funding.
 - ii. Cloud Hall – a month ago we approved architects for move of Allied Health to John Adams. Still reviewing comments and feedback regarding Cloud Hall. Some structural improvements are needed as well.
 - iii. Infrastructure – still finalizing a couple of legacy projects with DSA.
 - iv. Evans Center has been paused. The Board of Trustees has suspended the program; we still don’t have an official decision on move of AMT to Evans. More info to follow.
 - v. Downtown project is wrapping up – punch list & notice of completion.
 - vi. John Adams center had the broken drainage line repaired.
 - vii. Volta charging stations are installed and functioning. Media and college communication to follow.

8. Buildings & Grounds Director's Report – Director Anthony Tave

- a. Regarding readiness of rooms, tomorrow there is a meeting with Tom Boegel to go over the Fall class schedule that we received last week so we understand the usage. Once that is finalized, we will be sending custodians to those rooms to check them. Last semester we got a list and gave to custodial to review the rooms, which is how we worked the last 2 semesters. Any space with major issues will be reported back to the Office of Instruction to figure out alternatives.
- b. Work order system – there have been questions about how to use it and how we use the information. Department Chairs and Deans will be consulted to help prioritize.
- c. Doing a full inventory of rooms (numbers square footage) for the entire district. Establishing data for the rooms as to contents (projectors, carpets, etc.)
- d. Inventory of equipment to determine repair and replacement schedule.
- e. Grounds – We recently had a gardener retire, leaving 2. we are looking to supplement gardeners with DPW on a temporary basis to decrease the backlog of work. Hoping to get that started within the next 2 weeks.
- f. There have been some retirements. Acting to fill several positions: Custodial Manager, Custodial Supervisor, Chief Engineer, Stationary Engineer and 2 Custodian positions.
- g. Inventory mechanical equipment – moving to have one data base from partial lists.

9. Old Business

- a. Facilities Priorities Update Subcommittee – Steven Brown / Anthony Tave
 - i. Haven't had the chance for the secondary review, hope to have a report by next Facilities Committee meeting.
- b. AMT Stored Equipment Disposal & Southeast Center
 - i. Trailers need to be removed from the parking lot and moved to Evans.
 - ii. We do not have access to the Southeast Center but trying to resolve this with the city office. We need to follow the procedure to remove and inventory/dispose according to procedure.

10. New Business

- a. Board Items Informational
 - i. Revision to Prop A (movement of unused funds from Rush Stadium to Contingency)
 - ii. Surplus Property from AMT and Southeast Center
 - iii. Prequalification Process for construction manager at risk for DRT project
 - iv. Notice of Completions for Downtown Center and John Adams
- b. Board Action Items
 - i. None for August

11. Future Business

- a. Call for agenda items
- b. Building/Space Inventory
- c. Aeronautics Program Location

12. Adjournment – Meeting adjourned at 2:35 PM