

## Facilities Committee Meeting Minutes – August 23, 2021

### 1. Call to Order

The meeting of the Facilities Committee (FC) was called to order by AVC Vasquez at **1:01 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), Darryl Dieter, Amy Coffey  
Faculty: Steven Brown (co-Chair), Madeline Mueller, Wynd Kaufmyn, Lennis Carlson  
Classified Staff: Jeffrey Kelley, Maria Salazar-Colon, Athena Steff  
Students:  
Unrepresented: Tim Ryan

#### Committee Alternates Present:

Administrators: Anthony Tave  
Faculty: Alan D'Souza  
Classified Staff: Michael Snider  
Students: Vacant

#### Not Present:

Administrators: Torrance Bynum  
Faculty:  
Classified: Andrew Ciscel (Alternate), Karl Gamarra  
Students: Brenna Stroud  
Unrepresented:

**Resources:** John Watkins, Mike Wilkins

### 3. Approval of Agenda

- a. August 23, 2021 – Motioned by Jeffrey Kelly, 2<sup>nd</sup> by Steven Brown. Motion passed.

### 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. Anthony Tave: Introduction to the committee.
- b. Harry Bernstein: Gave public comments regarding suggested protocol for reports scheduled to be given by members not in attendance.

### 5. Approval of Minutes

- a. June 28, 2021 – Comments made by Harry Bernstein. Motion to approve by Steven, 2<sup>nd</sup> by Anthony Tave. Motion passed.
- b. July 26, 2021 – informational only, no approval vote.

**6. Associate Vice Chancellor Report – Return to Campus – Alberto Vasquez**

- a. College is working on a vaccine mandate that was made public at a Board of Trustees meeting.
- b. We are still following CDC guidelines for an unvaccinated institution of higher learning during the transition process.
- c. There was comment in the Board of Trustees meeting regarding the Brown Act and going back to in-person meetings. It may be applicable to Facilities committee. It is something that is still being worked out amongst concerns. A hybrid model is a possibility.

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

- a. Steam line repair that has been an open project for over a year has finally been completed.
- b. John Adams fire tower 90% complete.
- c. State Fire Department has approved the program accreditation.
- d. Rush field project close to wrapping up.
- e. Downtown fire pump and generator replacement contract being finalized.
- f. 750 Eddy plan is in the design phase.
- g. Down to a handful of outstanding projects that need to be completed before new items are approved by the State.
- h. Geotechnical borings for central plant are being done.
- i. Cloud Hall - K2A Architects working with individuals who will be going into the space and reviewing structural integrity, etc.
- j. There are projects going on around the campus, we will be notifying occupants to keep them updated and involved.
- k. Ft. Mason – there was a board item identifying lease extension and relocation costs. As of now we are under the \$300k amount that was the “not to exceed” but the report is not yet complete.
- l. Conlan Hall – process going on with LPAS Architects to identify needs of occupants and identifying possible relocation spots.
- m. DRT – Did receive proposals, they are being reviewed and the Steering Committee will have a presentation on 8/27. Goal is to have completed technical review and scoring by next week.
- n. Working on Deferred Maintenance plan to submit to the state (mechanical items that are out of sight).

**8. Buildings & Grounds Director’s Report – Mike Wilkins & Anthony Tave**

- a. Air Filters: We have been able to obtain and replace all filters for Downtown center. We are still a couple of weeks from getting everywhere else done, but on track.
- b. Steam line: The major portion has been repaired. There are still some sections outside of the main part that need attention.
- c. Prepping to support the upcoming the election (CCSF has various voting / drop sites).
- d. School Dude software is being upgraded (was about 10 years old).
- e. Taking inventory of equipment.
- f. Reviewing staffing levels and working to get some open positions filled to help keep up with workload (Engineers and Building Trades).
- g. There was some Q & A on various related topics that followed the report.

**9. Old Business**

- a. Facilities Subcommittee – Program Review Facilities Priority Update
  - i. Do not have a report. Will be getting an updated program review spreadsheet and set up a meeting to review with Anthony Tave and interested parties.
- b. Aircraft Maintenance Technology/Aeronautics Department Move to Evans Update

- i. Torrance Bynum was not available to provide a report. There is a Town Hall meeting scheduled for 9/1 at 4:00 PM. They had paused over the summer but are resuming at that time. Steven Brown will get info from Kristin Charles and schedule a meeting as follow up.
- ii. Initial Study / Mitigated Negative Declaration document has been uploaded to the website to start the 30-day period for posting and will be available for people to review prior to the Town Hall. There are two main items (bird nesting and engine testing noise) both of which can be mitigated.
- c. Board Items – Two informational:
  - i. New parking permit machine purchase to replace the existing leased items.
  - ii. Air filters, which Mike Wilkins already gave an update on.

**10. New Business**

- a. Memorials & Naming of Buildings - Kristin Charles: during June meeting we talked about procedure and policy regarding naming of facilities on campus. A work group was being formed but that wasn't completed. Would like if the committee would restart that effort.
- b. STEAM Design Development – Alberto Vasquez shared updates on the development of the project, working from Power Point slides showing maps, floorplans, and renderings of the space.
- c. Board Items – Informational

**11. Future Business**

- a. Call for agenda items
- b. Deferred maintenance plan
- c. 5-year plan subcommittee
- d. Building/Space inventory – to be presented in August/September
- e. 1550 Evans/Southeast Update
- f. Civic Center Update – 750 Eddy (to be included in AVC report)
- g. Works of Art Committee – Location report update

**12. Adjournment** – Meeting adjourned at 2:41 PM