1. **Call to Order**
   The meeting of the Facilities Committee (FC) was called to order by Committee Chair Dr. Rueben Smith at Ocean Campus, Multi-Use Building, Room 140 at 1:12 PM.

**FC Members/Alternates Present:** Leilani Battiste (Member), Steven Brown (co-Chair), Madeline Mueller (Member), Muriel Parenteau (Member), Tim Ryan (Alternate), KenZoe Brian J. Selassie-Okpe (Alternate), Rueben Smith (Chair), Katryn Wiese (Alternate), Cherisa Yarkin (Member)

**Presenter:** Summer Naranjo (Kitchell), Katia McClain (Steinberg Hart)

**Guests Present:** Tricia Tanimura, Megan Corry, Shawn Yee, Jennifer Heggie

2. **Approval of September 23, 2019 Agenda** – Agenda approved.

3. **Public Comment on Items Not on Agenda** – None.

4. **Senior Vice Chancellor’s Report.** Senior Vice Chancellor (SVC) Smith informed the Committee that the Board will be reviewing at their Thursday meeting the recommendations for a $845M Bond on the March 2020 ballot for proposed projects that were approved by the PGC and a resolution to support design-build for potential projects such as the Performing Arts, STEAM, Student Services Building, Evans Center expansion, and possibly the Media Center. He provided a brief overview and advantages of design-build as a project delivery method. He noted that design-build provides best-value and the highest and best use of resources. There will be a design competition with firms competing on projects based on criteria documents that provides the framework for design developed with user input. The selection of teams will be through a process similar to selection of architectural firms. The design-build approach provides several benefits including less cost overruns, accountability of the team for design/errors and omissions, dealing efficiently with unforeseen issues, and owner recommended changes. In reference to questions about cost and time, he stated that design-build projects in general provide more efficient cost and schedule benefits. SVC Smith welcomed new member Katryn Wiese to the Committee.
   a. Committee Alternate Ryan inquired if the design-build method will address building weaknesses and problems with this new construction approach. SVC Smith noted that problems are due mainly to lack of building standards to ensure buildings work as anticipated and longevity as expected.
   b. Committee Member Mueller inquired if the Performing Arts/Auditorium Building design will have to start all over again. SVC Smith noted that a contract is being recommended to the Board for TEF/LMN to remain as the Criteria Architect for the project.

5. **Buildings & Grounds Director’s Report.** Director Jimmy Kirk reported on the building issues relating to heating and cooling. The Cloud Hall cooling system repair was completed and building activated. Work is almost complete with repairs to the cooling system at MUB. At the Downtown Center, the last issue with the cooling system was eliminated. He noted that the Downtown building is constantly hot due to thermal mass heat gain on one side of the building. The Rosenberg Building heat issues are due to the building system and controls not correctly sensing interior temperatures. Recent projects include preparation for the heating season, painting light poles RAM red, and repair to the Health Center alarm due to communications failure on system. The major concern is providing heat to the Creative Arts, Arts Extension and Visual Arts Buildings. DPW is finishing up a bypass on the heating system for the theater and Arts Buildings to get the heating issue under control. The next priority is to repaint the Lot C emergency fire lane before it starts raining.
6. **Old Business**

a. **Program Review Facilities Priorities – Capital Projects Recommendation Committee Update.**
Committee co-Chair Brown reported that a spreadsheet of the facilities projects listed in program review were sent out by email to Department Chairs to provide feedback including if projects are still viable. Committee Member Yarkin noted that 5-6 responses from 60 departments have been received so far and any pressing facilities issues are forwarded to the Facilities office. Feedback is due by October 1 and the work group will report back to the Committee at the next meeting.

7. **New Business**

a. **Program Update – Design Standards.** Committee Chair Smith introduced Suniya Malhotra as the Campus Architect working with the District on Bond and other projects to ensure meeting the needs of all users and improving the process in delivering work. Summer Naranjo of Kitchell introduced Katia McClain who is leading the effort on developing the design standards. Ms. McClain described the overall goal of design standards is to have the right products and systems that helps to establish equity throughout the entire District at the campus and all centers and maintain quality and maintainability in all systems and materials. She noted that the building systems and material recommendations are not designed for any specific buildings but are general guidelines to be used in all new construction and renovation. She explained that the approach was to hold meetings from the user point of view to gather as much information as possible in a collaborative process, involving faculty, students, and staff. Approximately forty plus meetings have been held. All information was gathered into Construction Specification Institute (CSI) format organized by divisions to be eventually used by the Criteria Architects and Design-Builders. The next steps are to distribute the draft standard for review, presentation to PGC, then to the Board for approval.

i. Committee Alternate Wiese commented how her department and others provide feedback that were unable to attend the meetings held over the summer. She suggested holding future meetings when everyone can attend and a method to provide feedback. Ms. McClain responded that the recommendation is to continually update the design standards. Committee Chair Smith will have the Table of Contents posted on the Facilities website and draft sections can be requested for review and input.

ii. Committee Alternate Ryan commented on the challenge of dealing with problematic mechanical systems and outdated technology systems. Ms. McClain responded that the standards provide criteria established for sustainability, maintainability, and durability with the specific system to be selected by the design team with District approval.

b. **Balboa Reservoir Development** – AVC James Sohn reported that the planning process for the Balboa Reservoir Development has been ongoing and a Draft EIR was published 45 days ago by the City with the last day for comments today. The District has been working with the developer on a Memorandum of Understanding (MOU). He will send to the Committee a FAQ cheat sheet on all the provisions in the current MOU. He briefly highlighted some of them including: Development of the Lower Reservoir; Development anticipated to have four acres of open space; 1100 residential units, 50% classified as affordable housing, with a set aside for educator units with City College having right of first refusal and prioritization; Childcare facility for up to 100 children; Commitment by developer to provide 220 parking spaces based on parking demand study; Development of a park; Sustainability features; Collaboration to create program connections such as the Childcare facility with our Childcare curriculum; Sustainable transportation and parking measures detailed in the traffic demand management plan; Dedication of 11’
for a standard city street between Whole Foods through lower reservoir to northwest of lot. The MOU has not been signed or approved by the Board yet. The draft is available and can be emailed to the Committee. The comment period for the Draft EIR closes today and the next Citizens’ Advisory Committee meeting is scheduled for September 30. The timeline for the development if approved will be a multi-phased, multi-year development effort with construction starting possibly in 2021 or 2022.

c. **Results of the Student Survey on Light Pole Colors** – AVC Sohn reported that light poles were painted beige, white, black, red, and grey and 151 students were surveyed on 9/5/19 and 9/12/19 to vote on the preferred color. The majority of the surveyed students selected the color Red at 36%. Poles will be painted Red as funds become available. This will be the final summer quick start project. The other projects completed were new furniture in Smith and modernization of Conlan including bathrooms and lobby painting.
   i. Committee co-Chair Brown expressed concern that a quick survey was the decision making process and requested that the Committee be informed of the new College procedure.

d. **Southeast/Evans/PUC**
   **Southeast** – Committee Chair Smith reported on the continuing negotiations for the lease extension for Southeast. As part of the negotiations is development with the PUC a cohort curriculum for an electronic program and potential for an intermediate program. Committee Member Mueller inquired if there is a 20 cohort minimum class size for Southeast. Dean Torrance Bynum noted the PUC may commit to 25 each semester.
   **Evans** – Summer Naranjo reported that the Evans pre-fab project is progressing with project currently in design. Different layout options are being developed with the Architect and Deans & Chairs, revisiting layout options with Sprung for new programs that might be moving into the structure, and figuring out landscape space and security fencing that were brought up in the user group meetings.
   **PUC** – There is no new project identified yet for the 1550 Evans location and no update on the joint use facility.

e. **Fort Mason/Airport**
   **Fort Mason** – Committee Chair Smith reported that a site walk was conducted with the Center Deans looking at renovating space as part of the negotiation for a long term lease extension at Fort Mason. The current lease expires in December. The goal is to have a design laid out and build in the renovation cost with the lease negotiation. Committee Alternate Selassie-Okpe added that he attended the walk with Kit Dai, Torrance Bynum, consulting Architect, and Barry Chin to assess quality of the infrastructure, reviewed potential considerations for reassessing spatial layouts for educational efficiency and student experience, and had preliminary conversations with faculty and students actively utilizing the space for involvement in the process.

   i. Committee co-Chair Brown inquired if the landlord will be paying for the renovations at Fort Mason. Committee Chair Smith responded that the goal is to build the renovation cost into the lease.

   ii. Committee Member Parenteau inquired if Fort Mason is up to code for disability access. Committee Chair Smith noted that it is the owner’s liability for code upgrades. The owner is GGNRA.
iii. Committee Member Mueller commented that Department Chairs should be involved in the process. Committee Alternate Selassie-Okpe responded that the Department Chair for Art, Anna Asebedo, is being involved in the process.

**Airport** – Committee Chair Smith reported that negotiations are ongoing with SFO and United Airlines for a sublease with United that has to be approved by the Airport. The current lease extension is through April 2020. We are currently working on a plan to occupy the swing space with United without impact to instruction for Spring and Fall of 2020 for the Aircraft Maintenance program. The Fire Science program has relocated to the John Adams Center.

f. **Facilities Committee Evaluation Survey Results 2019** – Committee Chair Smith reviewed the evaluation results of the survey that went out last May.
   i. Committee Alternate Selassie-Okpe commented on the statistical representation concerning the Committee’s understanding of its purpose and responsibility and that the representative sample is consistent and should stand as reliable and valid data quantitatively and qualitatively.
   ii. Committee Alternate Wiese inquired if there is a certain number of responses to take into account before you consider the statistical value of the data.
   iii. Committee co-Chair Brown commented that it is part of the accreditation process to review, self-evaluate, and consider ways the Committee can improve its activities.
   iv. Committee Member Parenteau commented that all comments should be reviewed as a self-reflective effort.
   v. Committee Alternate Wiese inquired what is the full role of this Committee. Committee Member Yarkin noted that the role and responsibilities of the Committee are posted on the Facilities website. She continued that last year a work group took results of the governance survey that resulted in updating the Committee’s purpose and responsibilities and creation of a vision statement. She will provide a link to previous survey results.
   vi. Committee co-Chair Brown requested bringing this item back to the next meeting for further discussion.

8. **Future Business**
   a. Agenda items for future meeting:
      i. Facilities Committee Evaluation Survey Results.
      ii. All-Gender Restrooms Update.
      iii. Design Standards - Table of Contents. Create a working group for IT related systems.
      iv. Program Review Facilities Priorities Update.
      v. Mission Move Update on DSPS move from 174 to 160.
      vi. Space Inventory FUSION report deadline.

9. **Adjournment** – Meeting adjourned at 2:24 PM