



# Facilities Committee Meeting Minutes – December 9, 2024

## Roll Call

Administrators: Alberto Vasquez (Chair), Amy Coffey, Edith Kaeuper  
Faculty: Steven Brown (co-Chair), Madeline Mueller, Thomas Menendez  
Classified Staff: Maria Salazar-Colon, Michael Snider, Colin Hall  
Students: Christina Michaud  
Unrepresented: Orlando Arriola

## Committee Alternates:

Administrators:  
Faculty: Alan D'Souza, Anna-Lisa Helmy  
Classified Staff: Jeffrey Kelley  
Students:

## Not Present:

Administrators: Geisce Ly, Zachary Lam, Kit Dai  
Faculty: Jennifer Rudd, Stephanie Robison  
Classified Staff: Edward Tang  
Students: Angelica Campos, Israel Gutierrez  
Unrepresented:

Resources: [Facilities Committee Web Page](#)

## 1. Call to Order

- a. The meeting called to order by Chair AVC Vasquez at 1:06 PM. This meeting will be abbreviated to one-hour duration, as agreed upon by the committee during the November meeting.

## 2. Approval of Agenda

- a. Discussion – none.
- b. Motion to approve the amended agenda made by Steven Brown, seconded by Alan D'Souza.
- c. Voice vote to approve the agenda
  - i. No abstentions
  - ii. No nays
  - iii. Motion passes

## 3. Public Comment – Items not on the agenda

- a. Steven Brown – in the Deans and Chairs meeting there was a request for servicing of First Aid Kits. Also, the labs in new STEAM building need kits. AVC Vasquez responded that Mission Center and Evans Center will be getting their kits serviced over the next couple of days. Prior to the commencement of instruction, kits will be installed in STEAM.

## 4. Approval of Minutes

- a. Discussion – this item was deferred to the January meeting.

**5. AVC report – Design & Construction Projects – Alberto Vasquez**

- a. Hiring
  - i. The Director of Buildings & Grounds position has been re-posted. The posting closes on 12/25/24.
  - ii. We are working on posting other vacant positions by the year end.
  
- b. Safety Projects
  - i. The Arts Extension power issues continue to be addressed. Transformer replacement testing will take place in a couple of weeks. We are planning the campus power shutdown on a Saturday to complete the work.
  - ii. Sidewalk repairs are being done by the football field. We are starting work today on landscaping by the Science Hall stairway.
  - iii. The Student Health water intrusion project is ongoing.
  
- c. Heating
  - i. Visual Arts has had power for a while now. The Creative Arts pipe issue will be completed during winter break. The Arts Extension and Smith Hall independent heating systems will be out to bid in January.
  
- d. State-Funded Projects
  - i. Utility Infrastructure – we had a meeting with the state to understand the next steps for this project. They are reviewing financial numbers and then will give us go ahead to submit the final paperwork. We are anticipating a late 2025 start date. We are also working with an estimating group to determine the complex logistics of the project.
  - ii. 750 Eddy will be ready to submit for funding soon. The college needs to figure out the next steps.
  - iii. Science Hall – the architect will be doing a site walk over the Winter Break to better understand the building.
  - iv. Campus-wide wide Roof Analysis – we are expecting proposals soon. Batmale, Horticulture and other buildings will be included, based on needs.
  - v. Evans – We received DSA comments and are working on the responses, which are scheduled to be sent back in January/February.
  - vi. Wayfinding signage being installed during the next couple of weeks.
  
- e. Bond Projects
  - i. Diego Rivera Theater - DSA has some concerns on structural element of the mural.
  - ii. STEAM Building-The ribbon cutting ceremony is scheduled for 12/12/24. Furniture is 95% installed. Inaugural classes for the building begin in January 2025.
  - iii. Student Success Center – the contractors are continuing exterior and interior work. Scheduled completion is in May, with move in during May/June. We are working on the logistics for that with the various departments and IT.
  - iv. 200 Bungalows – we are meeting this week with contractors to plan the demolition for these as well as the Bookstore Annex). Everything has been removed from the 200 Bungalows except for recycling.

**6. Buildings & Grounds Report – Alberto Vazquez**

- a. A water-line break needed attention. Ryan is working with the plumber on that.

**7. Old Business – Deferred to January Meeting**

**8. New Business**

- a. Board Items – Informational
  - i. none
  
- b. Board Items – Action
  - i. none
  
- c. PGC Subcommittee Membership Standardization
  - i. We previously shared notification of the standardization of sub-committee membership, which now stands at 3 regular members and 3 alternates for each constituency group. We will outreach to get any modifications to the current appointments prior to the January meeting.
  
- d. Building/Space Inventory
  - i. We will have an update in January; we are testing out a system for this. Also, we will share site plan that includes department labels for the Student Success Center at the next meeting.

**9. Future Business**

- a. Call for agenda items
  - i. item
  
- b. Building/Space Inventory
  - i. item

**10. Adjournment**

- a. Adjournment at 1:48 PM