

Facilities Committee Meeting Minutes

March 24, 2025

Roll Call

Committee Members:

Administrators (3): Alberto Vasquez (Chair), Amy Coffey, Edith Kaeuper

Faculty (3): Steven Brown (co-Chair), Madeline Mueller, Alan D'Souza

Classified Staff (3): Michael Snider

Students (3): Christina Michaud, Angelica Campos

Committee Alternates:

Administrators (3): Zachary Lam

Faculty (3): Stephanie Robison, Anna-Lisa Helmy, Leslie Simon

Classified Staff (3): Jeffrey Kelley

Students (3):

Not Present:

Administrators: Geisce Ly, Kit Dai

Faculty:

Classified Staff: Maria Salazar-Colon, Colin Hall, Edward Tang

Students: Israel Gutierrez

Resources: [Facilities Committee Web Page](#)

1. Call to Order

- a. The meeting was called to order at 1:05 PM.

2. Approval of Agenda

- a. Discussion – none.
- b. A motion to approve the agenda was made by Steven Brown, seconded by Edie Kaeuper.
- 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. None.

4. Approval of Minutes

- a. Discussion – none
- b. Motion to approve the minutes was made by Steven Brown, seconded by Edie Kaeuper.
- c. Voice vote to approve the minutes
 - i. Abstentions - Alberto Vasquez (1)
 - ii. No nays
 - iii. Motion passes

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

- a. Hiring
 - i. We are finishing the paper screening for the Director of Buildings & Grounds. The paperwork will be submitted to Human Resources, with interviews scheduled to be scheduled for after Spring Break.
 - ii. We are still working on hiring a Utility Worker, a Painter, a Locksmith and a couple more Stationary Engineers.
 - iii. A new Electrician started last week, as well as two Stationary Engineers starting this week.
- b. Heating
 - i. Arts Extension and Smith Hall – we are finalizing the contract documents so they can start work.
 - ii. Rosenberg Library – boilers and cooling projects are underway. They are currently removing old equipment.
 - iii. Science Hall received some DSA comments and will need to be resubmitted.
 - iv. Cloud Hall, which is a big component, will be submitted to DSA later this year.
 - v. We have approval for Creative Arts and Visual Arts projects. During Spring Break, we will be replacing some of the valves as needed to restore heat.
- c. Bond Projects
 - i. Diego Rivera Theater
 - 1. The project was resubmitted to DSA on 3/18/25. We are working with the architect and DSA to get their approval timeline. Next month we should be able to provide more details.
 - 2. We will be working with Rudolph & Sletten on their draft contracts to get the next phase going for bidding.
 - ii. STEAM Building
 - 1. We are still finishing up some punch list items that remain. We are working out the kinks and trying to learn the building to figure out what we need to adjust or modify.
 - 2. The next phase move for the remainder of the Chemistry Dept. and Arts Dept. will take place in June.
 - iii. The Student Success Center
 - 1. The contractor is still working on the exterior walls and finishing up the inside. There have been some tours for the departments that will be moving to the building.
 - 2. It looks like it will be completed in May, with move-in during June.
- d. State-Funded Projects
 - i. 200 Bungalows
 - 1. The bungalows have been removed and demolished. Some surface area and drainage work will be done over Spring Break.
 - 2. The Bookstore Annex will be demolished in May. We are working with PG&E to shut down some utility lines at that location that are not part of our system.
 - ii. Utility Infrastructure
 - 1. We are planning to submit to the state for funding. Part of the challenge will be the impact to the college on the Cloud Circle side, so we are working on logistics/timing to determine lower-impact dates.
 - iii. Cloud Hall
 - 1. We are working on a roof replacement. We are also looking at adding a second new elevator before we modernize the existing elevator, as well as some security upgrades.
 - iv. John Adams
 - 1. The college will be combining the Allied Health Programs at John Adams Center. We have identified most of the building user groups.
 - 2. We are reviewing plans to add a second elevator.

- v. Science Hall
 - 1. The architect has been doing site walks and is completing the building assessment. They have been reaching out to departments to understand current and future needs. We are developing the building user groups.
- vi. Evans Center
 - 1. This has been resubmitted to DSA; we are expecting to get approval in summer and will then go out to bid and start working on logistics with the departments.
- vii. Campus-Wide Roofing
 - 1. Consultants are evaluating and will be making plans and construction documents.
 - 2. Batmale Hall has been bid; construction documents to follow.
- viii. Perimeter Projects
 - 1. AVC Vasquez shared a slice of various external projects that will be taking place adjacent to the Ocean Campus.

6. Buildings & Grounds Report – Steven Brown from notes provided by Alberto Vasquez

- a. We are still in the hiring process for a new Director of Buildings & Grounds. Ryan Schneider has taken on some of the responsibilities temporarily, but he is not available to join us at this meeting time.
- b. The Bim-Genie work order system has gotten positive feedback from users on the improved level of communication. Please reach out with any issues that might arise.
- c. We ordered some interior signage. Some have been installed already.

7. Old Business – Steven Brown from notes provided by Alberto Vasquez

- a. 1550 Evans
 - i. This is a political issue. The Chancellor has mentioned that some political decisions need to be made.
- b. Parking Structure update
 - i. The currently favored location is north of the STEAM Building.
- c. AMT Program update
 - i. We are trying to schedule something with David Yee; there hasn't been any progress with the airport to date. The college is planning to move forward with the AMT program to be located at the Evans Center.
- d. Student Union MLK space
 - i. We didn't have a lot of water intrusion but determined that it is coming from below. The space may be unsuitable for office space, unless we find a vendor with a product that is able to seal the space. There are some products out there, but it will be out of commission for a while at least while.
- e. 750 Eddy St
 - i. We have submitted to the state for release of the funding. The Chancellor will work with groups to determine what the plan is to utilize this space.
- f. Security Camera Projects
 - i. Quite a few are installed and some are in progress. Within 9 – 12 months we will have new cameras at the Ocean Campus and all Centers to act as a deterrent and to also to assist the Campus Police.

8. New Business

- a. Board Items – Informational
 - i. none
- b. Board Items – Action
 - i. none

- c. Building/Space Inventory
 - i. This is still in progress, Chair Vasquez hopes to have something to report in April.
- d. Rescheduling the May Facilities Committee Meeting
 - i. The current meeting schedule puts the May Meeting on Memorial Day. It is proposed that we move the meeting to May 19.
 - ii. A motion to change the date of the May meeting to 5/19/25 was made by Steven Brown and seconded by Alan D'Souza.
 - iii. Voice vote to approve the date change
 - 1. No abstentions
 - 2. No nays
 - 3. Motion passes
- e. Cherisa Yarkin – Program Review Report
 - i. As in every year, the Facilities Committee reviews the program requests that people submit in their annual plans or comprehensive program reviews. The annual plans submitted in the fall 2024 had a number of facilities requests.
 - ii. The continuing Work Group reviews the requests. This work group consists of Cherisa Yarkin, Steven Brown, Madeline Mueller, and Alberto Vasquez.
 - iii. Cherisa screen-shared her spreadsheet – see Appendix A
 - iv. There is a process of reviewing the requests and having a conversation about the needs that are expressed, if it is possible to address them, and the ways they might be addressed. In some cases, funding is identified, in other cases follow-up would be necessary.
 - v. This process is part of the Roles, Responsibilities, and Processes handbook, so it is part of what we tell the ACCJC we are doing for integrated planning and budgeting.
- f. Total Cost of Ownership
 - i. This topic was brought up at the last Board of Trustees meeting, as an example, that it is equivalent to seven times the building costs. AVC Vasquez was not sure if that was a 50-year model; he will try to get more information. He is also working with our Interim VC of Finance & Administration regarding Total Cost of Ownership (TCO).

9. Future Business

- a. Call for agenda items

10. Adjournment

- a. Adjournment at 2:26 PM

APPENDIX A

Review Unit	Resource	Item/Project Name	Item Description	Spr25 Notes
Asian American Studies	5653	Facilities Replacement - Administrative Action Required - Restoration	There remains an uneven allocation of dedicated classrooms. While so	Classroom scheduling is an Office of Instruction responsibility
Broadcast Media Services	5838	BEMA department surveillance camera system	In October of 2024, BEMA requested a review and discussion of the sa	Can work on improving lighting at BEMA Arts Extension entrance. This is both Technology & Facilities. For Creative Arts Extension, no classes were offered due to power outage. Looking to offer classes starting Fall semester. Cameras will be installed per building and managed by Campus Police, not by departments. Cameras are installed on exterior not interior.
Child Development / Family Resource Center	5854	Family Resource Center at Mission	The Family Resource Center at Mission supports student success for	>AEP/Stephanie marked on CaRP list as continuing funding? But question of whether the staffing will be su
Culinary Arts and Hospitality	5969	Replacement Furniture for CAHS's Statler Library	The Alice Statler Library serves as a central hub for culinary students t	If funded by department, coordinate with facilities. Some furniture may be freed up from programs relocating to the Student Services Building (where they will get all new furniture).
Environmental Horticulture	5893	M & R U Fund reinstatement x 3 years lost	Unfairly/unplanned/denied maintenance and repair funds that are ver	Refer to Office of Instruction and Budget Office as Essential to support this department.
Evans Center (AU)	5872	Electronic Keys	Update the Campus so that employees can use their ID cards to open	This is both Technology and Facilities. Exterior access electronic keys, similar to STEAM are part of the current upgrade project, going out to bid Fall 2025. No plans for interior electronic keys at this time.
John Adams Center (AU)	5601	Wiggle Room	The library at the John Adams Center serves as a central hub for stude	(Duplicate with 5739) Big project - electricity, ventilation, fire alarm, etc (DUPL with 5739)
Kinesiology, Athletics, and Recreation	5830	LED Lights in Dance Studio Well 301	Replace current non operational lighting system with LED system.	Need more information - performance lighting or general lighting? Electricians would need to check into this.
Learning Assistance (Counseling)	5945	Replacement of 30 year old Carpet	The Ocean STAR Center still has its original carpet that was installed o	Carpet replacement in the Rosenberg building is a future project, looking at it per level. Alberto will work with Cynthia. We have a carpet model and type, can work on future level-by-level provided funding is available.
Library (Services)	5737	Rosenberg Library - R414 Classroom Redesign	The Library's R414 instruction classroom needs to be redesigned to pr	>AEP/Stephanie marked on CaRP list as eligible for review. Needs more information for Facilities to consider for prioritization. Could be done with supplies/other u-funds (via Budget process due 3/21/25)
Library (Services)	5738	Rosenberg Library - Low-Sensory Space for Neuro-Diverse Students	Create a dedicated physical space environment on the third-floor of th	>AEP/Stephanie marked on CaRP list as eligible for review. Needs more information for Facilities to consider for prioritization. Could propose in Budget for next. Might this be a DSPS project for student accomodation (Federal funding?) Suggest coordinate with DSPS.
Library (Services)	5739	John Adams Center Library- Study Pod	The library at the John Adams Center (JAD) serves as a central hub for	(Duplicate with 5601) >AEP/Stephanie marked on CaRP list as eligible for review. Needs more information for Facilities to consider for prioritization. Big project - electricity, ventilation, fire alarm, etc
Library (Services)	5900	Rosenberg Library- Family Friendly Study Room/Pod	According to the California Alliance for Student Parent Success, there	>AEP/Stephanie marked on CaRP list as eligible for review. Needs more information for Facilities to consider for prioritization. Big project - electricity, ventilation, fire alarm, etc. Suggest a process - e.g., student competition like happened for Harry Britt Bldg
Nursing, Registered	5809	Creation of an Allied Health Center at John Adams	Plans have been created to move all Allied Health and Nursing Depart	Bond project that is currently in planning process. Will the Student Health Center have a presence there?
Photography	5596	CCSF PHOTO Gallery Obscura: Welcoming Space Redesign & Furniture	Item Description: Two "Hub" armless lounges, six chairs, three tables	If funded by department, coordinate with facilities. Suggest Department u-fund request
Photography	5677	Computer Lab Ergonomic Task Chairs V145 and V165 / PHOTO/VIDEO	65 task computer chairs for V145&V165 at approx \$189.00 each (Save	If funded by department, coordinate with facilities. Department u-fund or DSPS-related item. Furniture may become available with the move to the Student Services Building.
Radiologic Sciences	5623	Radiographic Equipment - X-Ray Room	Two OTC Radiography Exam Rooms (One with Fluoro Capabilities):The	>May be eligible for SWP funding. If funded, coordinate with Facilities.
Student Health Services Program	5564	Back up Generator	An external generator would allow SHS's vaccine refrigerators to rema	Alberto to follow up with Michael. If funded by department, coordinate with facilities.
Student Health Services Program	5565	Repairing the Intercom System in the Student Health Center	Overview: The intercom system at our Student Health Center is curren	Alberto to follow up with Michael. More information needed