

**FACILITIES PLANNING COMMITTEE  
September 25, 2019**

**Meeting Summary**

Present: Jeff Cady, Maridel Barr, Paul Wilson, Trevor Bjorklund, Stormy Miller, Addis Gates

Absent: Greg Nelson, James Kiromiya, Klaus Christiansen, Isidro Farias,

| TOPIC                             | DESCRIPTION  | TIME     | CATEGORY:  |
|-----------------------------------|--|----------|------------|
| 1. Intro, agenda                  | Approve agenda & previous minutes                  | 5-10 min | Action     |
| 2. Review Charge of the Committee | Group Review of the Charge- Stormy Miller          | 15 min   | Discussion |
| 3. Measure B Updates              | Stormy Miller                                      | 30 min   | Discussion |
| 4. Closing                        | Confirm next meeting date(s) if indicated by group | 5 min    | Action     |

**Agenda and Minutes**

Motion to approve and second the agenda. Approved Trevor Bjorklund/Addis Gate.

**FPC Charge Review**

**Charge**

The Facilities Planning Committee (FPC) operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to ensure faculty, staff and student involvement in the planning, design, construction, upkeep and use of College-owned facilities to foster student success.

**Responsibilities**

- Review and recommend facilities-related Board Policies and District Procedures.

- Review and evaluate annual program review data.
- Recommend facility capital renewal and replacement needs and priorities.
- Recommend facility and scheduled maintenance needs and priorities.
- Participate in the planning of any major Capital Facility Projects, five hundred thousand dollars and above, in accordance with District Procedures.
- Deliberate and make recommendations in support of the Planning and Resource Allocation Committee Timeline.
- Ensure the creation of a Five-Year Facilities Master Plan that includes facilities usage needs based on the Educational Master Plan.
- Make recommendations to the Planning and Resource Allocation Committee.
- Monitor the creation of a long term scheduled maintenance & preventative maintenance program.

Stormy read the charge to the committee. Questions arose as to the Board Policies and Administrative Policies. How are we alerted to whether there are any facilities related BP or APs that we need to review? Do we have a process for this? Maybe PRAC could be the avenue to inform us we need to review a procedure? Regarding facilities and maintenance needs and priorities, people do send things to Klaus, but who is the designated recipient of these requests and how do we show we are following through on requests? For Capital Projects, we can ask Isidro if anything related to our charge is going to the Board of Trustees, if he could alert us so the committee could respond. We could ask him for lead time to respond to any action items going to the Board, possibly up to one month in advance.

It was suggested, that starting next month, we take 4-5 bullets to review per meeting. Paul suggests we brainstorm new ideas on the FPC, and asked if there are additional ideas to incorporate into the committee.

The committee recommended that #3 AND #8 are fine as they are and do not need to change. This committee can be more of a conduit for communicating the concerns of students, faculty and others. What is our part of the process? Addis, our new student representative, says surveys are great for getting student participation. Concerns were expressed about getting needs and priorities from constituents to VP Greg Nelson and Capital Projects Director, Isidro Farias. What is the ideal way to have the FPC Committee operate? What would they do? It was decided to review half the bullets points next time.

## **Measure B Updates**

### **IVC**

**Miwok Center** – Footings have been poured for the pool building and fitness area, rebar installation and utilities are going in now in preparation for concrete pad pour. **Jonas Center** – Building 18 demolition is complete, and underground utilities are being installed. Conference room columns have been poured, steel erection to start in coming weeks. **Pomo Cluster** - Construction substantially complete, some punch list and IT items remain. **Admin Cluster**

**Window replacement** – complete, some punch list items remain. **Building 12** – Abatement complete. Project currently in design phase. **Building 9** -Project currently in design phase.

**KTD**

**Maintenance and Operations building** – Warehouse building foundation complete, steel structure to arrive on site Friday September 27<sup>th</sup>. Administration Building concrete slab to be completed this week and steel structure scheduled to arrive October 8<sup>th</sup>.

**941 Sir Francis Drake** – (AKA reprographics) Framing complete, Mechanical, Electrical and Plumbing work underway. **Portable Buildings/Swing Space** - 3 have arrived and are operational, bids received and being reviewed for remainder. **Fusselman Hall** – waiting on DSA (Division of State Architects) approval and receipt of contractor bids

**Learning Resources Center** – Architect and Engineering firm has been selected; Group4/HMC.

Trevor suggested if buildings #12 and #9 are in design phase we should survey anyone who is affected by these new buildings. We could test out surveys or groups on small things like this, because a lot of people want to have impact on the LRC, this is one way to get started. Jeff believes LRC building will be designed pretty quick.

Next meeting date is 10/23/19 in AC303 from 2:00-3:00 pm.