



**FACILITIES PLANNING COMMITTEE**

*MINUTES*

<b>MEETING TYPE:</b>	x	Staff	<b>Date:</b> 10/22/02
		Product/Project	<b>Starting Time:</b> 2:00 p.m.
		Special	<b>Ending Time:</b> 3:30 p.m.
			<b>Place:</b> RS-5

**CHAIR:** Jerry Patton      **MEMBERS Present:** Cynthia Anfinson, Mike Ellis, Russ Filbeck, Kelley Hudson-MacIsaac, Jennifer Lebedeff, Ken Swift, Wendy Metzger, Rick Sanchez, Norma Bean

**RECORDER:** J. Giese      **MEMBERS Absent:** Theo Brockett, Jason Roach (ASG)

Order of Agenda Items

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. MINUTES**

The minutes of October 8, 2002 were approved. (Ellis, Filbeck – MSC)

**D. UNFINISHED BUSINESS**

**1. Project Proposal Checklist/Technology Remodel Checklist**

Mike Ellis distributed a handout (Proposed Change to Facilities Request Form). Step 1 is the “concept” of the project along with the “instruction” sheet. The form will be on the Facilities Department web page once it is in final form. Step 2 of the process is still in-work and involves the more in-depth aspects of the proposed project.

The Committee will review the handout and report back at next meeting.

**2. EME Renovations**

M. Ellis reported that this project will be going out to bid and hopes the work will be done during the winter break.

**3. CFT**

Russ Filbeck reported that the Capital Outlay Request form for the Torii Gate has been signed off by the Vice President. The gate has been reduced in size and there will not be a need for the concrete slab. The Japanese Master Craftsmen will be on campus as planned and will construct the Torii Gate, but it will not be mounted.

The Committee approved the gate to be erected as a project. If and when it is to be mounted, the department will have to bring back to the Committee.

Russ discussed the shade cover project. The department needs more time to review. This project is on hold.

**E. INFORMATION**

**1. Project Updates - Mike Ellis**

Mike said there was nothing new to report at this time.

**2. Student Union Project:**

Mike report that the project is two weeks behind schedule. There is a lot of blame being passed back & forth (contractor vs. architect). The project manager was on vacation for two weeks and work basically stopped.

There have been 17 change orders turned in – only 3 approved so far.

The contractor feels it will be hard to bring the project back on schedule.

**3. High Tech Building –**

All documents along with a check were hand-carried to DSA on 10/11/02. The architect and Mike Ellis will stay in touch with DSA. It is anticipated that it will take 6-months for DSA to approve.

There are some utility easement issues on the table for the proposed site. Parts of this site were used for collateral for the funding of the Student Union project. The Contracts Department is trying to clear the title in order for the State Financing Authority to sell bonds.

**4. Educational & Facilities Master Planning Task Force:**

No report.

**F. NEW BUSINESS:**

**1. District Keying System – information only**

Mike Ellis shared with the committee the Locknetics system he is testing. It is a stand-alone device, cost is \$400 for the assembly. It is electronic/magnetic card, series of code, or a key. The system can be programmed to lock and unlock at various times. The internal computer chip can be downloaded to a PC via the palm pilot that comes with the unit and can give a report on who has accessed the lock. No hard-wiring needed.

**G. OTHER ITEMS**

Kelley reported that an IPP for the Child Care Center will be forthcoming and is just in the discussion stages.

Kelley and Jerry discussed the secondary effects of the Science Building (what happens to the space that is vacated by the Science Department). Perhaps this will be an item for the second year (FY04-05) of Prop. 47. Kelley will check with the Chancellor's Office as to possible inclusion. Jerry stated that once we have a Master Plan in effect, submittals to the state will be processed much smoother.

**H. ADJOURNMENT**

The meeting was adjourned at 3:00 pm.

Next meeting – November 12, 2002 at 2:00 in RS-5.