



FACILITIES REVIEW COMMITTEE
NOTES
May 8, 2008

A meeting of the Facilities Review Committee was held on *Thursday, May 8, 2008*, at 3:00 p.m., in room RS-5. Due to a lack of a quorum, the committee only engaged in discussion with no actions taken or decisions made.

Call to Order

N/A

Roll Call

Members Present: Cindy Anfinson, Bonnie Dowd, Mike Ellis, Ken Swift, Candi Frances (for Mark Vernoy), and Jose Vargas

Members Absent: Jane Conway, Kelley Hudson-MacIsaac, Pulkit Kanotra, JoAnne Lesser, Karen Mifflin, Chris Miller, and Rick Sanchez

Ex-Officio

Members Absent: Donna Renner and Don Thompson

A. Approval of Minutes

The minutes of April 24, 2008, approval postponed until the next regularly scheduled FRC meeting on September 11, 2008.

B. Action Items/Second Reading

N/A

C. First Reading

N/A

D. Discussion/Information Items

1. Project Updates

Dr. Dowd informed the group that with numerous Proposition M construction projects starting to come online, Facilities will be hiring “construction project superintendents” (or a similar name to be determined) to oversee the projects and report to Chris Miller, Construction Manager for the District. The positions will be funded by Prop M and will be eliminated at the completion of Prop M construction projects. In addition, discussion is taking place as to whether or not a person is needed in Business Services to handle the resulting purchasing and contracts requirements as projects get underway. This position would also be

funded with Prop M funds and eliminated at completion of Proposition M projects. Dr. Dowd reported that position requests determined to be necessary will be brought to the Governing Board for approval during the summer months. Bonnie also reported that the District is considering Request for Qualifications (RFQ) for program management assistance for Proposition M projects. The firm or individual selected would be ancillary to the existing Facilities Department staff efforts and paid for by Prop M funds..

Dean Candi Francis questioned whether the cost of the requested positions will be coming out of the budget for specific projects, such as the MIB building. Bonnie replied that they will not be; building costs are for construction purposes, costs for consulting and support services are separate from these construction costs.

Mike Ellis reported that there are 56 projects scheduled to begin the day after graduation (May 24th) which must be completed by June 20th. Among them are the abatement and demolition of the S, ES, CH & LS buildings, grading for the new MIB building, and various state scheduled maintenance projects. Additionally, two new parking lot projects are scheduled and must be completed by August 20th to accommodate reductions in student parking in Lots #2 and #12. Mike also reiterated that the IS trailer is being moved to Lot #2, along with the other temporary modular trailers and the communications/marketing trailer is being moved near the tennis courts.

In response to reduced student parking in Lots #2 and #12, discussion ensued as to possibly limiting the number of contractor parking permits in order to avoid contractors taking all of the parking spaces before students arrive. It was determined that because contractors keep their tools in their vehicle, it wasn't practical to ask them to park away from the construction site. However, Dr. Dowd asked Mike Ellis to monitor the parking situation and if too many parking spaces are being utilized by construction workers, the situation would have to be addressed.

Additional discussion ensued on ways to better utilize staff parking lots and it was suggested by Cindy Anfinson that faculty be encouraged to carpool. Given the price of gas, she felt like the environment might be conducive to the formation of carpools and that we should put something on the college website. Dr. Dowd indicated that at one time Human Resources coordinated carpools and she would have her office check and see if there was still an active program. (At the time the meeting notes were prepared, a check with HR revealed there is no functioning carpool program.)

2. Energy & Sustainability Working Group

Mike Ellis reported that there are four FRC members that have volunteered to be part of the Energy & Sustainability Working Group. Those members are Cindy Anfinson, Kelley Hudson-MacIsaac, Pulkit Kanotra and Chris Miller, and he hopes they will be meeting over the summer to develop recommended policy to reduce utility usage 15% by 2011, as required by the State.

E. Old Business**1. HBET Timber-Frame Move**

Mike Ellis reminded the group that the HBET timber-frame structure has to be moved within a year due to construction in its current location and that FRC needs to come to a consensus recommendation about where it should be relocated. Some of the ideas being discussed are dismantling it and moving it to the Fallbrook campus when it is completed or moving it to the Arboretum area.

2. Relocation of Bike Racks

Originally, this item was put on the agenda by Campus Police, but because no one presented the request at the FRC meeting, the item was tabled. Candi Francis informed the committee that they have been having a significant problem in the Natural Sciences building with students bringing their bicycles inside and locking them up to fire doors and various other unsafe locations because there are no nearby bike racks. She requested that racks be installed in an effort to mitigate this problem. After discussion, it was determined that Facilities will relocate existing bike racks on the campus to more evenly disperse them, making sure that one is relocated next to the Natural Sciences building.

F. Other Items**1. Relocate Vending Machines to Natural Sciences Building**

Mike Ellis reported that vending machines currently located in the ES, CH, LS & S areas need to be relocated and he inquired whether they should be moved to the Natural Sciences building, since there are no nearby vending machines. Discussion ensued and some members stated it would be more convenient for students to have nearby machines. Candi Francis stated she was of the opinion that they should not be moved there as it will encourage littering and spills in the classroom, particularly in the stadium classrooms where there are electrical outlets and high-speed internet connections.

2. Computer Usage / Electricity Consumption

There was discussion on whether leaving the computers on at night is contributing to higher electricity bills. Jose Vargas reported that turning a computer off every night does not necessarily lower electricity usage. He also indicated that with so many on-line courses, many of the faculty must keep their computers on in order to access their desktop through VPN capabilities. Mr. Vargas reminded the committee that there are no server updates made over the weekend, so at the end of the workday on Friday, staff not needing VPN access should power-down their computers. There was some discussion on whether that message is getting out to college staff and a suggestion was made to have Don Sullins issue a campus-wide memorandum to that effect.

G. Adjournment

N/A

**Next Meeting, Thursday, September 11, 2008
3:00 P.M. - RS-5**