A meeting of the Facilities Planning Committee was held on Tuesday, September 25, 2001, at 2 p.m., in RS-5.

A. Call to Order

Jerry Patton

B. Roll Call

Jerry Patton, Mike Ellis, Kelley Hudson-MacIsaac, Cindy Anfinson, Wendy Metzger, Jennifer Lebedeff, Gene Jackson, Rick Sanchez, Norma Bean, Theo Brockett, Russ Filbeck, and Dana Blackburn – ASG Rep.

Members Absent: none

Guests Present: M. Jayne Conway, Lise Telson, Al Trujillo, Dr. Sherrill L. Amador, and Jo Anne Giese

1. Announcements, Introductions

Introduction of members (new and returning) and guests.

2. Minutes

MSC, Filbeck, Ellis – Minutes of May 8, 2001 approved.

3. Dr. Amador

Dr. Amador addressed the committee stating that the Facilities Master Plan equates to students come first philosophy and that we are driven by student’s needs.

She feels that the committee has a challenge ahead until the Strategic Plan and the Educational Master Plan are completed.

Dr. Amador also stated that the numbering of our buildings is confusing and looks forward to having the Facilities Master Plan in place so we can move forward with needed changes. She stressed that “our front door” needs to be friendlier to visitors.

Dr. Amador also stated that she feels xerascaping is the direction we should head for our landscaping projects since California will forever be in a drought status.

Charge: continue with business as usual – don’t spend time on anything that is cosmetic or is not permanent. Respond to immediate needs.
4. **Project Updates**

**Completed Projects:**
- HBET Sprint Antenna Installation
- S-4/S-6 renovations to Lab and Storage Areas
- N-5 Classroom Renovations
- SW-2 Classroom Renovations
- SSC Electrical Services Upgrade
- S-1A Office Renovations
- S-1B Office Renovations
- NA-1 Classroom Split into 2 smaller classrooms
- BE-4 Conversion to Office Space

**Projects Currently in Work**
- T-12 Classroom Renovations
- T-7/T-9 HVAC and Conversion to Wood Technology Program
- Racquetball Court conversion to Weight Training Facility
- Instructional Media Space Conversion to 8 Faculty Offices
- ETV Emergency Generator Installation
- Q-Bldg. HVAC Enclosure Improvements
- Landscaping Around New Timber Frame Structure

**Projects Scheduled for Completion Prior to the Spring Semester**
- IT-7 Office Renovations
- Development of new offices for faculty and staff
- Ball Field Relocation Project
- ADA Phase I State Grant Projects
- State Energy Conservation Projects
- Re-roof B & E Buildings
- Replace gutters and downspouts F& P Buildings
- Upgrade Library Electrical Distribution System
- SU Building Salvage Operations
- SU Tree Relocation Project
- SU Transfer Center Relocation to SU15 & SU16
- Food Services Outdoor Eating Area/ Dome & O-Bldg.
- District Landscape Renovation Projects

Mike stated that the District has designated $75,000 for landscaping projects. He also added that the Grounds Department has always used drought tolerant/low maintenance landscaping.

Discussion took place about the conversion of the old weight room and what would it be converted into. Jerry said this was still being discussed at the VP level and they were still waiting for Instruction to submit final numbers of faculty office needs.

5. **High Tech Building**

Working Drawing monies have been approved in the Governor’s 01-02 budget. The Prelim Plans and request to release working drawing monies will go to Public Works Board on the October 12, 2001 meeting.
6. **Student Union Addition**

Plans are at DSA. December/January timeframe to commence construction, completion expected August 2002.

7. **CORF – Health Services**

Jayne Conway explained the need for a larger Health Services facility. She has been working with Mike on pricing of a new temporary building which would be double the size of what they now occupy. Discussion took place about the location of a new building and about a temporary building versus a permanent building.

The Facilities Master Plan should be complete by Summer. Health Services would like to continue the process to look at available options.

Motion: Filbeck/Sanchez – forward this request to the Facilities Master Plan Task Force for determination of location and temporary vs. permanent building.

8. **Building Designation – ES/LS**

Al Trujillo explained that the ES/LS area is very complicated and difficult to find specific rooms. He indicated that Dr. Amador was lost trying to locate ES-21 and she suggested a new numbering system. Al presented a new numbering layout for the ES/LS “Annex” with number now beginning with “X”. Kelley stated that she uses “X” in her room utilization reports to the Chancellor’s Office for connex boxes, etc.

Mike Ellis suggested he would work with Al on signage until the Facilities Master Plan is completed and the entire District would most likely be re-numbered.

9. **CORF – Human Resources**

There was a request submitted in the Spring for a window to be cut/installed in the side of the building. Discussion took place that any Facilities changes made at this point in time should be geared towards student needs only. Again, waiting for the Facilities Master Plan.

Mike will work with HR for the possible installation of solar tubes for added light and the cost is minimal.

10. **Facilities Master Plan**

A joint task force will be formed combining members of the Facilities Planning Committee and Educational Master Planning Committee Task Force.

11. **Project Proposal Process**

Kelley stated how projects circumvent process. Jerry asked Kelley to provide him with a CORF packet which he will re-visit with the Dr. Amador and the VP’s.

12. **Energy Management**

Jerry reported that the Community Colleges received $500,000 from the State to be used for energy efficiency projects.

Meeting adjourned at 3:30
c: Dr. Amador, Mr. Madrigal, Ms Lutz, Dr. Miyamoto, Mr. Dimmick, Ms. Smith, Ms. Barkley