

**FACILITIES ADVISORY COMMITTEE
MEETING NOTES**

**MAY 13, 2019
10:00AM – 12:00PM**

PRESENT: Andi Fejeran Sims, Director, Student Life
Eric Kaljumagi, Professor, Learning Assistance
Gary Nellesen, Director, Facilities Planning & Mgmt. (FPM)
Grace Hanson, Dean, Access & Wellness
Joe Carbajal, Project Expert, Facilities Planning & Mgmt. (FPM) (Notes)
Kevin Owen, Assistant Director, Technical Services
Marc Ruh, Professor, Kinesiology & Athletics
Mark Fernandez, Web Specialist, IT
Mika Klein, Sr. Facilities Planner, Facilities Planning & Mgmt. (FPM)
Ron Bean, Director, Academic Technology, IT

ABSENT: Bill Asher, Assistant Director, Facilities Planning & Mgmt. (FPM)
Gabriel Alfaro, Student Representative, Associated Students
Johnny Jauregui, Lead Landscape, Facilities Planning & Mgmt. (FPM)
Joumana McGowan, Associate Vice President, Instruction
Melissa Cone, Executive Assistant I, Fiscal Services
Tom Mauch, Associate VP, Student Services

GUESTS: Doug Jenson, Associate Vice President, Administrative Services

SUMMARY OF DISCUSSION:

Accreditation Standard IIIB. Facilities Resources: *Plans and evaluates facilities to assure feasibility and effectiveness in supporting College programs and support services.* The following agenda items are noted as referencing **IIIB:**

- ITEM 2: FACILITIES PLANNING AND MANAGEMENT PROPOSED OPERATING PLAN
- ITEM 3: ALL-GENDER RESTROOMS
- ITEM 4: DESIGNATED SMOKING AREAS
- ITEM 5: PLANNING ACTIVITIES
- ITEM 6: MINOR PROJECTS
- ITEM 7: MAJOR PROJECTS

1. REVIEW OF PREVIOUS MEETING NOTES

- A. Gary Nellesen reviewed the meeting minutes from March and April 2019.
- No comments or changes were suggested.

2. FACILITIES PLANNING & MANAGEMENT PROPOSED OPERATING PLAN (IIIB)

- A. Gary presented a brief history of the evolution of Facilities Planning and Management (FPM).
- In the past, Bovis Lend Lease was an outside consultant used to manage and oversee design and construction projects across campus.
 - Mt. SAC felt that the quality of design and transition to maintenance and operations was not adequate.
 - As the amount, level of difficulty, and magnitude of construction projects grew, in-house project management (planning, design, and construction) and support was hired to oversee and manage campus design and construction projects.
- B. In order to standardize construction processes and handle the level of projects proposed in the 2018 EFMP, Gary proposed organizing Facilities Planning and Management into four official units:
- Planning and Sustainability:
 - A Director of Facilities Planning and Sustainability position will be created to manage this unit.
 - This unit will oversee project intake and control (including PIE requests), space planning, sustainability planning, environmental planning (including program and project-level environmental impact reports), agency issues related to environmental impacts and permits, master planning, five-year capital outlay planning, campus design guidelines and standards, minor project design, space utilization and management, and the Document Resource Center.
 - Design and Construction:
 - A Deputy Director position will be created to manage this unit.
 - This unit will oversee design management, implementation of the 2018 Climate Action Plan (CAP) in relation to design and construction, in-house estimation, document review and processes, interior design and furniture, fixtures and equipment (FF+E), management of federal, state, and local relationships, construction safety and oversight, construction management, file management, and the transition from construction to operations.
 - Maintenance and Operations:
 - A Director of Maintenance and Operations position will be created to manage this unit.
 - The unit will oversee predictive, preventative, scheduled, and reactive maintenance and operations.
 - Administration:
 - The Special Project Director will work closely with the Director of Facilities Planning and Management to oversee the administration of both the FPM department and all the projects.
 - This unit will oversee budget development, tracking commitments, program budgets, proposals submitted to the Board of Trustees, and Citizens Oversight Committee (COC) presentations.
- C. Facilities Planning and Management will expand the number of classified staff positions needed to support the four proposed units.
- Job descriptions and proposed new classified positions are currently in development.
 - Current administrative professionals, construction support staff, and technical support staff are hired as Professional Experts.
- D. Gary will present this reorganization to the Management Steering Committee on June 4, 2019.
- Reorganization is needed as the Director of Facilities Planning and Management currently oversees all Facilities Planning and Management units, including 22 direct report managers.
 - The committee suggested creating and adding a Fiscal Impact Report to the proposed reorganization in order to complete the presentation to the Management Steering Committee.

3. ALL-GENDER RESTROOMS (IIIB)

- A. Mika provided an overview of the status of the All-Gender Restroom Project:
- Temporary signs and door hardware were installed to identify 27 public all-gender restrooms on campus.
 - This provides immediate support to all students, faculty, staff, and guests of Mt. SAC.
 - These rooms are now identified on the campus map located on the Mt. SAC webpage.
 - A proposed campus design standard for new construction is currently in development.
 - Recommendations have been made to include a toilet, urinal with privacy screen, and a baby changing table in all new construction.

4. DESIGNATED SMOKING AREAS (IIIB)

- A. Mika reviewed the response from the President's Office regarding movement of Designated Smoking Areas on campus:
- Carol Nelson stated that movement or changes of current Designated Smoking Areas is not a President's Advisory Council (PAC) decision because they address issues of policy. Discussions about and decisions regarding this issue need to be handled through this committee.
- B. Gary will speak with Dr. Scroggins on the implementation of the California Community Colleges Board of Governors' 2018 resolution that "supports the adoption and implementation of 100% smoke and tobacco-free policies at all 114 California Community Colleges and all 72 college districts."
- The group agreed that an understanding of Mt. SAC's long-term plan is needed prior to taking any action on the existing requests.

5. PLANNING ACTIVITIES (IIIB)

- A. The 2018 Educational and Facilities Master Plan Final Environmental Impact Report will be presented to the Board of Trustees for certification at the Special Board Meeting on June 5, 2019.
- The committee noted that the interior central courtyard needs to be designed so that is a well-ventilated and comfortable space.
- B. The draft Technology and Health Final Project Proposal (FPP) will be presented to CMPCT on May 21, 2019.
- Mika presented an overview of the FPP that was originally presented by HMC Architects at the May 9, 2019 Technology and Health FPP User Group Meeting.
 - Technology and Health currently encompasses 118,000 ASF, with the Final Project Proposal proposing 155,000 ASF.

6. MINOR PROJECTS (IIIB)

- A. Mika gave an overview of the West Counseling Modular project:
- The location of the modular has been confirmed—the "Box Tree Garden" area behind Mountie Café.
 - Meetings have begun with Student Services, Facilities Planning and Management, and Architecture 4 Education (A4E).
- B. Committee members expressed concern about the development of the 16F Testing Center.
- Gary Nellesen stated that the Vice Presidents are currently discussing and agreeing on a consensus about the Testing Center.

7. MAJOR PROJECTS (IIIB)

- A. Gary presented a handout outlining major planning, programming, design, and construction projects on campus.

8. NEXT STEPS

- A. Gary will present the Facilities Planning and Management reorganization to the Management Steering Committee on June 4, 2019.
- B. Mika, Gary, and HMC Architects will present the Technology and Health Final Project Proposal to CMPCT on May 21, 2019.
- C. The next Facilities Advisory Committee meeting will be held on June 10, 2019.

FUTURE MEETINGS

Monday, June 10, 2019, 10:00 a.m. - 12:00 p.m.
Monday, July 8, 2019, 10:00 a.m. - 12:00 p.m.
Monday, August 12, 2019, 10:00 a.m. - 12:00 p.m.