

**FACILITIES ADVISORY COMMITTEE
MEETING NOTES**

**AUGUST 12, 2019
9:00AM – 11:00AM**

PRESENT: Chris Briggs, Professor, Biology
Gary Nellesen, Director, Facilities Planning & Mgmt. (FPM)
Joe Carbajal, Project Expert, Facilities Planning & Mgmt. (FPM) (Notes)
Johnny Jauregui, Lead Landscape, Facilities Planning & Mgmt. (FPM)
Joumana McGowan, Associate Vice President, Instruction
Kevin Owen, Assistant Director, Technical Services
Marc Ruh, Professor, Kinesiology & Athletics
Mark Fernandez, Web Specialist, IT
Melissa Cone, Executive Assistant I, Fiscal Services
Mika Klein, Sr. Facilities Planner, Facilities Planning & Mgmt. (FPM)
Ron Bean, Director, Academic Technology, IT

ABSENT: Andi Fejeran Sims, Director, Student Life
Grace Hanson, Dean, Access & Wellness
Jesús Garcia, President, Associated Students
Tom Mauch, Associate Vice President, Student 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: FAC PURPOSE, FUNCTION, AND GOALS
- ITEM 3: AP 6610 DISCUSSION
- ITEM 4: RFP FOR CONSTRUCTION INSPECTION SERVICES
- ITEM 5: DESIGNATED SMOKING AREAS
- ITEM 6: TREE PLAN
- ITEM 7: PROGRAMMING/CONCEPTUAL DESIGN PROJECTS
- ITEM 8: CAMPUS LANDSCAPE ADVISORY TASK FORCE
- ITEM 9: MAJOR CAPITAL PROJECTS
- ITEM 10: MINOR CAPITAL/MODULAR PROJECTS

1. REVIEW OF PREVIOUS MEETING NOTES

- A. Gary Nellesen reviewed the meeting minutes from July 8, 2019.
- No comments or changes were suggested.

2. FAC PURPOSE, FUNCTION, AND GOALS (IIIB)

- A. Gary gave a brief history of the formation of the Facilities Advisory Committee, and emphasized the importance of the committee's Purpose, Function, and Goals.
- B. The group discussed and will recommend the following changes to the President's Advisory Council:
 - 2018–19 Function 4: “*Reviews and prioritizes facilities resource requests developed through the Planning for Institutional Effectiveness process for approval by CMPCT*” will be amended to “*Reviews and prioritizes facilities resource requests developed through the Planning for Institutional Effectiveness process for approval by CMPCT per Administrative Procedure (AP) 6610.*”
 - 2018–19 Function 6: “*Coordinate with campus committees and other constituencies with regards to distance learning*” will be removed and replaced with: “*Evaluate qualifications and proposals of planning, design, and construction consultants, and recommend firms for consideration to CMPCT.*”
 - Tom Mauch is to be made a permanent Management Representative, appointed by the Vice President of Student Services, serving a term of three years from 2019–2022.
 - Ron Bean is to be made a permanent Management Representative, appointed by the Vice President of Administrative Services, serving a term of three years from 2019–2022.
 - This will ensure that the committee has representation from both Information Technology and Technical Services.
 - Jesús Garcia, President of Associated Students, will serve as the Student Representative for a one year term from 2019–2020, with Andi Sims listed as an alternate attendee for the Student Representative.
 - Cabinet did not approve the addition of a stand-alone sustainability representative.
- C. The group discussed and agreed on the following goals for 2019–2020:
 - Update the space standards for offices and classrooms.
 - Review AP 6610 and recommend changes if necessary.
 - Evaluate and update planning, design, and construction processes for safety, universal design, and sustainability purposes.
 - Evaluate and update campus energy, wayfinding, and utilities infrastructure plans.

3. AP 6610 DISCUSSION (IIIB)

- A. *AP 6610 Facilities Project Prioritization* was discussed.
- B. Gary stated that a list of Planning for Institutional Effectiveness (PIE) projects needs to be put together, programmed together, sorted by type of work, and completed in groups.
 - PIE Small Projects (projects that do not need DSA or an architect) especially need to be prioritized in order to assist with the credibility of the PIE process.
 - Joumana stated that in the past the PIE forms have been released in January and February.
 - Now they are now going to be released in October to help departments effectively analyze and review their needs, which should assist Facilities in project prioritization.
 - The group discussed making small project prioritization review a reoccurring agenda item.

4. RFP FOR CONSTRUCTION INSPECTION SERVICES (IIIB)

- A. Request for Information (RFI) responses will be sent out on August 13, 2019.
- B. Teresa Patterson will present information to FAC about this RFP process and the next steps for the Construction Inspection Services RFP on September 9, 2019.
- C. The review period of the proposals will begin on September 20, 2019, and will continue through October 9, 2019.
- D. Interviews will be held on October 22 and 23, 2019.
- E. FAC members are to participate in both the proposal review and the interviews.
- F.

5. DESIGNATED SMOKING AREAS (IIIB)

- A. The *Proposed Designated Smoking Area Relocation* handout dated August 12, 2019 was presented to the group for discussion.
- Smoking Area #1 relocation was favored by the group.
 - Smoking Area #2 relocation was unfavorable due to the use of the lawn outside of Building 6 by the Film and Television Department.
 - Students need to run cables and equipment across the lawn for class projects.
 - The area between Gym 3 and Parking Lot B was suggested as an alternate location.
 - Gary and Mika will revisit and suggest an alternate solution at the next meeting.
 - Smoking Area #3 relocation was favorable only with the addition of either a large decomposed granite (DG) area or concrete slab underneath the bench, due to amount of potentially flammable dry pine needles and debris in this area.
 - Smoking Area #4 relocation was favored by the group.
 - Smoking Area #5 relocation was favored by the group.
- B. The group discussed the need for an additional Designated Smoking Area on the north side of the BCT Complex (Building 79), as the amount of cigarette waste is affecting the area's landscape.
- Gary and Mika will review and suggest a solution at the next meeting.
- C. It was noted that enforcement of the campus smoking policy is not the responsibility of FAC.

6. TREE PLAN (IIIB)

- A. The group discussed a recommended tree plan, presented by Gary, to expand the number of "real" trees on campus.
- These are 50–100 year trees.
- B. The tree plan includes:
- Five years of ongoing funding for an on-staff full-time certified Arborist.
 - The Arborist would be involved in both new design work and coordination with the Grounds unit to maintain the trees currently on campus.
 - Funding will be requested for the planting and addition of a large amount of new trees (1,500–3,000 trees of diverse species and sizes) that will be planted on campus to infill areas between projects as part of the Urban Forest initiative identified in the 2018 Educational and Facilities Master Plan.
 - After five years, the position and plan can be reviewed and reevaluated.
- C. The group supported the recommended plan.
- D. The plan will be taken to CMPCT for discussion and approval in the Fall of 2019.

7. PROGRAMMING/CONCEPTUAL DESIGN PROJECTS (IIIB)

- A. Bookstore/Instruction
- A name for the building needs to be discussed and agreed upon.
 - Name options will be presented to CMPCT in the Fall of 2019.
 - A preliminary project overview will be presented to CMPCT on September 17, 2019.
- B. Lot H Northeast Classroom Village
- A preliminary project scope and site diagram will be presented to CMPCT on August 20, 2019.
- C. Other project updates were deferred to the next meeting.

8. CAMPUS LANDSCAPE ADVISORY TASK FORCE (CLATF) (IIIB)

- A. Kevin Owen will join the CLATF because of the concerns from and impacts to Event Services.
- B. Johnny Jauregui has some ideas on how to structure the CLATF.
- C. Joe and Mika will schedule the first CLATF meeting.

- CLATF updates will be presented at both FAC and the Sustainability/CCIC meetings.

9. MAJOR CAPITAL PROJECTS (III B)

D. Deferred to next meeting.

10. MINOR CAPITAL/MODULAR PROJECTS (III B)

A. Deferred to next meeting.

FUTURE MEETINGS: Monday, September 9, 2019, 9:00 a.m. - 11:00 a.m.
 Monday, October 14, 2019, 9:00 a.m. - 11:00 a.m.