

December 2, 2015

1:00- 2:30 p.m. in Lev- 40

<https://committees.kccd.edu/bc/committee/facilities>

### MEETING MINUTES

**Present:** Anthony Culpepper, Don Birdwell, Justin Kelley, Kristin Rabe, Mary Jo Pasek, Terri Goldstein  
Vic Posey, Keith Ford, Juan Torres, Pam Kelley  
**Secretary:** Andrea Watson

#### **Introductions**

Short welcome to meeting- Anthony addressed the previous meetings minutes and the hopes that all made time to review them. Anthony reiterated that minutes are posted within 72hours for members review.

#### **Facility co-chair status**

The Academic Senate is to help provide the co-chair, they are in the process. Anthony is to speak with the president of Academic Senate.

#### **Facilities Requests Committee scoring review**

Kristin has had requests available for review and comments from the committee.

Pam brought up a concern with some of the requests and duplicates of requests that had been submitted. The committee discussed options to organize duplicated request. Andrea mentioned once request are scored if we might be able to group them by building and location. This will identify the duplicates and give us a better understanding of each building's needs.

- Action Items:
  - Don to further inspect the requests deemed as safety concerns. M&O to begin an action plan and establish budget needs to address these requests.

#### **School Dude program**

Anthony submitted the idea of utilizing school dude in the Program review process, for tracking and communicating purposes. The committee discussed the various possibilities as to best implement school dude in the program review process, along with concerns in using the program.

Pam mentioned frustration with the idea of these requests being handled as a "work order" and getting lost in the "black hole" with no communication on the status. However, the rebuttal is, these requests would be handled by the committee and not treated as an ordinary work order.

Anthony foresees the committee handling and inputting the requests into school dude for 6 – 12 months, this should give time for the campus to learn and follow the procedures set in place allowing individuals to input requests themselves.

Andrea to speak with School dude regarding capabilities to do a mass import of requests via CSV file.

- PROS:
  - School dude will generate a number associated with each request.
  - The requestor would see any status and communication pertaining to their request.
  - We can track cost associated with the requests.
- CONS:
  - It adds another step to the process.
  - It may deter requestors from submitting requests to program review and simply submit a work order.

#### **BC Projects Update**

Don brought the committee up to speed with the upcoming projects:

- Track Resurfacing Project- Soils report was good and we are now able to move forward on project. Pam stated that the runways were agreed to be done by January. Don does not have a clear timeline but states that a plan B will be put into place should Runways not be completed.
- Veteran's Lounge- Will be relocated to a remodeled LA 118 mid to late January.

- BC Swing Space- Architect meeting Dec 8<sup>th</sup>. By beginning to mid-January we should have a firm decision on the location.
  - Crosswalks on Mt. Vernon are being updated to ADA Compliance
  - We also need to educate and remind our students of crossing safety procedures.
- Practice Field Lighting Project- 51 day project. Will work with and accommodate the activities in Athletics
  - Lighting will be able to be utilized by various sports and classes within that field.
- Main Entrance Speed Bumps- Bids have been received. Final cost and project date should be determined soon.
  - Crosswalks have been repainted

**BC Gas Plan**

Campus Plan and Procedures have been created should a Gas curtailment be instated by PG&E. Plan and info will be posted to Facilities page. Plenty of notice will be given to BC should PG&E notify us of a semi or entire shut down of gas.

**Next meeting: January 6, 2016 @ 1:00pm.**