

Facilities & Sustainability Committee Meeting

Wednesday March 3rd, 2021 – 1pm Zoom Meeting

Admin: Co-Chair (Mike Giacomini in place and James Coggins) M&O; Faculty Co-Chair Pamela Kelley, Health & PE

Admin Reps: Mike Giacomini, Stephen Waller, Vacant, Executive Director Maintenance and Operations (Mike Giacomini in place).

Faculty Reps: Chris McCraw; Dinorah Castro; Richard Allen Bolar, Jonathan Ward, Chris Benker, Tim Heasley, John Chicca, Fabiola Butcher

Classified Reps: Juan Torres; Kristin Rabe, Chris Glaser, David Landon Webb

SGA: Krystal Knox

Attendees Role for 03/03/21: Mike Giacomini, Kristin Rabe, Chris Benker, Fabiola Butcher, Jim Coggins, Dinorah Castro, Pam Kelley, Tim Heasley, Jonathan Ward, Stephen Waller, Chris McCraw, Richard “Allen” Bolar

Absent Role for 03/03/21: Juan Torres, David Landon Webb, John Chicca, Chris Glaser, Krystal Knox

Meeting Notes: **APPROVED Facilities & Sustainability 03/03/21 Meeting Minutes**

I. Old Business:

- i. Approve Previous Committee Meeting Minutes (2/3/21, 10/20/20, 12/20/20)
 1. Approved by Committee on 03/03/21

II. Committee Charge – Need Committee approval

- i. **Kristin: Tarina sent Safety Advisory Committee Charge sample**
 1. Everything that we want changed needs to be in Red to be sent to be corrected.
 2. Kristin needs to know the corrections and she will submit to have the changes completed.
 3. Kristin will send it once Committee Approves we can get Charge taken care of.
 4. **Pam:** Wants copy when Kristin sends to Tarina
- ii. **Mike: Assessment Committee Membership with voting rights.** Pam sent it to **Mike:**
 1. 5 Faculty Reps from different departments not including Faculty Co-Chair
 2. Pam: Departments should be fine.
 3. **Pam:** Yes, depts should be fine.
 4. **Kristin:** Wants copy of the changes with committee approved changes
- iii. **Mike:** Motion to approve, approved by Committee 03/03/21

II. Swing Space (Giacomini)

- i. Campus Center / Dining Commons:
 - 1. Coming online in the next 45 days. Big Building before Dining commons
 - 2. To move people into the new building.
 - a. Moving SGA, Foundation, Food Pantry, Executive Office, Food Services
 - 3. Opens Up Space in Levan Hall
- ii. Add Welcome Center in current Bookstore
- iii. Bookstore to New Building
- iv. Move Business Services out, move to Levan Hall
- v. Welcome Center move HR to Space in Business Building
 - 1. Some will move to District
- vi. Marketing moving to Conference Room in Campus Center for their swing space
- vii. Outreach and A&R moving to CSS Building, it currently in Writing Center.
- viii. Writing Center moving to Humanities
- ix. Budget Team & Academic Center moving to Levan Hall
- x. Moves Starting as early as next week
 - 1. Last Moves 2nd week in April 6
 - 2. Schedule Movers, Jim working hard on this.
 - 3. And clean out those spaces once they move out
 - 4. Surplus or attempt to surplus stuff so that we don't have to buy new ones
 - 5. Don't have to buy new ones.
 - a. Ex. Back of the house electronic and controlling systems
 - b. And some others to save money in the future
 - 6. Hardest time for moves and Measure J schedule, will get a little hard after but not as much as this one.
 - 7. Emptying 3 buildings and backfilling people in different spaces
 - 8. AECOM: Nick and Jamal
 - 9. IT: Todd and Brett, Kristin for Tech moves, Keep IT needs offline, as short as possible
 - 10. Timing so that we don't do entire move at one time and not have people down.
 - 11. Forwarding Calls, especially A&R
 - 12. Spread out to avoid doing it at the same time
 - a. Scheduling for example: Friday/Saturday to meet needs to avoid remoting.
 - b. Impacts Facilities
 - 13. Need to make sure spaces are available: such as make sure CSS is ready & and work in Levan Hall. Spaces have different needs.
 - 14. Business Services: Move into one of their rooms and remove doors in hall way to be able to secure their space to secure cash handling, important to be able to get through the next year plus while those two buildings are being modernized.

III. Measure J update (Giacomini)

- i. Update done often
- ii. For Certain projects, we sometimes don't have updates
- iii. Campus Center
 - 1. Online in April, may be able to move things end of march. Looking great
 - 2. Kitchen & Dining Commons
 - a. Kitchen equipment being put in Dining Commons
 - b. Not outside
- iv. Memorial Stadium: Phase I, II, II
 - 1. Phase I – Complete
 - 2. Phase II - Complete
 - 3. Phase III - Middle of Construction
 - a. Maintenance Project
 - b. Measure J different than DSA
 - c. Redoing 2nd Floor Concessions & Restrooms of Stadium
 - i. Upgrading Press box
 - ii. All other work completed
 - d. Infrastructure Side
 - i. All work with water sewage upgrade done with the exception of Cal Water with larger pipeline for water pressure
- v. Cal Water
 - 1. Looking to have completed by May. Hoping by April to tie in with the new Campus Center
- vi. Coil Replacement in MS Building
 - 1. Done
 - 2. HVAC working better
- vii. TS Tank
 - 1. Engineer working, still leaking water
 - 2. Found leak under a ton of concrete surrounding pipes, working on contract to improve and complete that project
- viii. Arvin
 - 1. Closing in on finishing schematic design from Architect not complete design drawings.
 - 2. Architect Reviews on high level, electrical and engineering
 - 3. Complete drawings will be the next Phase in a couple of weeks
- ix. S&E
 - 1. Building still going up and quickly
 - 2. Huge project, 60k plus sq ft it takes a while to pour concrete. Moving along and going on schedule
- x. Combined Gym / Field House
 - 1. Moving along
 - 2. Started Construction
 - 3. Done a lot of Demo & Ground work taking shape
 - 4. Construction started foundation and then steel erected
- xi. Campus Center Annex (Old Bookstore Building) Now calling it the Admin Services Building & Welcome Center
 - 1. Going at the same time

2. Most bid packages in running through a construction manager McMurtrey Lince
 3. Great construction and cost saving = running at the same time
 4. Combining bid
 5. Start Demo's in April
 6. Completion next April 2022 and move in May 2022
- xii. Levan Center: New Parking
1. Several Projects with this
 2. Current Project: Parking at old Bookstore (New Admin)
 3. AECOM / SE Anderson ties up next to LA Parking Lot – All going to need to be redone
 - a. Torn up Heavy traffic/construction over the last 2 years
- xiii. Campus Signage
1. Complete for now
 2. One more Signage Portion further down the line
 3. Add Signage: in conjunction with a new parking where the solar filed is
 4. Important corner Panorama or coming off the Hwy
 5. Signage will be the future project
- xiv. AG Building
1. In Preliminary Design
 2. Working on new design within budget. To discuss with AG on some options
 3. New look on Mt Vernon
- xv. Delano Resource Center
1. In for DSA for approval and will get out of it next month
 2. 50% State funded project
 3. Going well, on time
 4. Pam: 70% on Design, trade proposal being reviewed. Is it 50% of design not construction?
 5. Mike: Yes 50% design is for that phase
 - a. In combined Gym/Field House 100% DSA
 - b. Next Phase Construction, 4% completion

IV. HEERF - Higher Education Emergency Relief Funds (Giacomini)

- i. Higher Education Emergency Relief funds
- ii. Round I
 1. Round 1, we got a little over 12 Million, majority for student aide
 2. This time we got a lot more, however, until its all voted and we received we will know. But it will be more than first time around.
 3. Requirements for probably 12 Million for Student Aide
 - a. Large amount will be for COVID Related
 - b. COVID Related: Jim and Ramon and Mike
 - i. Walked some spaces to get idea for campus ready from a facility standpoint to bring classes back on campus.
 - ii. To provide Safety
 - iii. HVAC - 1 of the largest projects
 1. Airborne neutralize before it gets to target, looking at options
 2. Potentially Scrubbers on HVAC unit, Filters

- a. Ex: Clorox 99% goes through filter
 - 3. Some buildings may not be able to, so we may have to look at office portable units and a lot more filters to change over time, may have to do a combo of this
- iv. Acrylic Glass
 - 1. To reduce potential transmission and interactions between individuals
 - 2. Put Acrylic Glass to separate people and look at classroom environment, looking at options.
- v. Replacing remaining faucets with touchless
- vi. Bathrooms without hand dryers will be converted to hand dryers
- vii. Also looking at replacing faucets with touchless bottle filler combination to fill with water for cup or bottle
- viii. Cleaning: Different kind of cleaning devices
 - 1. Still manually clean as well
 - 2. Looking at Backpack sprayers
 - 3. Approx. 40 buildings, over 1000 spaces.
 - 4. Cumbersome and costly
 - 5. A lot of other areas to spend on
 - 6. IT – Area to spend on
 - 7. Less restrictive Revenue Recovery
 - a. Ex: Public Safety with their parking revenue
 - b. Food Services
 - 8. Looking into Student funds from Nicky's area to analyze
 - 9. Same Facilities related to create an environment that is more safe
 - 10. Follow Policies & Protocols
 - a. Door Handles and exiting bathrooms
 - 11. Pam: Paper Towel to open doors. Everyone is touching the same door to with hands
 - 12. Dinorah: Doors with door handles, you can use your elbow or your foot
 - 13. Mike: some have handles but at some point everyone should have hands should be washed

V. **Program Review Final Prioritization (Rabe)**

- i. Final will be on our website
- ii. Voted on two components
 - 1. Furniture & Renovation
- iii. Space Allocation, that goes to executive team. We don't prioritize as a committee
- iv. Kristin: Still have some ties
- v. Jim looked at it and several were taken care of

- vi. Grayed out section: other types of technology forwarded back to program that requested them
- vii. Anything with is what received the most votes
- viii. Green = the highest votes
- ix. 4's, 3's, 2's, 1's (lowest) = All lumped together
- x. **Kristin:** Let Kristin know if anyone has any questions

VI. Additional Questions/Concerns

I. **Tim Heasley:** As funding comes in, in terms of facility's needs, is there a process in place for departments and programs to express needs for types of things for COVID or Facilities related, is that through this body or working with department chairs?

- i. **Mike:** Program Review too late because funds have to be expanded by December of this year
- ii. **Tim:** For example, need for Aerosol for Choir
- iii. **Mike:** Work though with your Chair and Dean, that will be the best way to get it to President's Cabinet
- iv. **Kristin:** Should we capture in Program Review? Should there be a question about that added?
- v. **Mike:** it is there in Program Review. The HEERF funds will be done as of December this year
- vi. **Kristin:** Requests for COVID funds to use?
- vii. **Mike:** Everything voted and in motion on Facility in January and everything will be expanded in December this year.
 1. Everything in motion by Midsummer to have it expanded for December
 2. You can add it but won't be reviewed.
- viii. **Kristin:**
 1. How for the next cycle of Program Review: should there be a question to recap what they requested and didn't receive in Program Review for COVID requests
 2. Do you want to add "Request for HEERF fund's"?
 3. Add a question if we need it for accreditation or tracking if we need that?
- ix. **Pam:** Something different like a survey at least if a request to all departments with due date. At least we have a list on anything to work on
- x. **Mike:** Not sure, we will have to go through approval. Goes to Deans/Executives and must be consistent. Obviously, there may be some adaptations but can't do different things they have to be very similar but depending on needs
- xi. **Mike:** Upgrade needs to be consistent across the board. Otherwise we will be planning and not get anything done. A and what we have to display to Federal Government holding us accountable on how we are using the funds.

II. **Kristin: COVID list**

- i. **Mike:** April or May

Meeting Adjourned at 1:54pm