1. CALL TO ORDER
Ms. Higdon called the meeting to order at 11:06 a.m.

2. APPROVAL OF THE DECEMBER 18, 2007 MEETING SUMMARY
The December 18, 2007 meeting summary was approved as presented. Dr. Mayfield abstained.

3. CONSTRUCTION STATUS REPORT
   **Pool:** Dr. Smith noted that the pool project is out of DSA. Ms. Higdon asked if the old pool could still be used until the new pool is ready. Dr. Smith replied that the pool is usable, but the water might be cold. Mr. Riffle indicated that there are a few changes to be made on the drawings and he will talk to Jerry Jones. Ms. Higdon noted that as soon as a construction schedule is available, she will inform the committee.

   **Performing Arts Center:** Ms. Higdon noted that the Performing Arts Center is scheduled to be included in the next state-wide Bond that will likely be scheduled for November. This project is slated at $30,000,000.00.

   **Auto Technology Center – Renovation:** The Auto Technology Renovation portion is falling a little behind schedule. Instead of submitting plans to DSA in January it will be more like April. It is hoped to fast track this project. Dr. Peebles asked what happened. Mr. Riffle replied that the new raised roofing area at the Advanced Technologies shops required extra engineering and discussions with DSA for resolution. Ms. Higdon added that some Welding issues were also a factor, but that a good resolution has come from this. Dr. Peebles asked if it will take six (6) months for the DSA process. Mr. Riffle replied the DSA process is currently six (6) to nine (9) months.
Ms. Higdon stated that meetings have taken place with Dr. Peebles in regards to the staging and phasing of this project. Dr. Peebles added that they are looking at a phasing plan which would be in three (3) phases. Mr. Riffle said by phasing the project out in phases, the program can continue without much disruption.

Dr. Peebles inquired if the project could go out to bid before it goes to DSA. Ms. Higdon responded no. Dr. Peebles questioned if the project would start in June. Mr. Riffle replied that at this time it probably would start in December. He added that DSA will pick the project apart because it is a re-model and this could delay it.

**Classroom/Lab/Office Building (CLO):** Ms. Higdon noted that HMC Architects are doing a superb job on the project. There have been three (3) trips to DSA on this project by staff. This project should get through DSA quickly. She noted the user group worked well together.

Dr. Smith asked about the CLO Building and if this is a second building. Ms. Higdon showed on the large master plan drawing where the new Classroom Building would be located.

Mr. Kyllingstad mentioned a problem with the naming of the buildings and the wiring closets being named. Mr. Riffle said when the building goes into the State system that is when the name is chosen. Mr. Kyllingstad indicated that wiring closets should be given a number, not a name. Mr. Riffle asked Mr. Kyllingstad to contact him to discuss further.

**Gym – Seismic:** Mr. Riffle noted that the Gym Seismic Project is going well. A plan is in development to use the inside of the gym during the project. Plans and specifications will go to the State in April.

**Infrastructure Project:** It was noted that the infrastructure project continues to move forward. He stated that work will begin on the south side of the Gym, so the PE Department staff will need access to the north side. Ms. Welliver indicated that staff will need keys for access to the north side of the Gym. Ms. Welliver added that the Gym floors will need to be cleaned.

Mr. Negrete inquired as to what the infrastructure included. Mr. Riffle provided to Mr. Negrete a description of the infrastructure project. Dr. Smith asked if the sidewalk on the south side of the gym will be torn up. Mr. Riffle replied yes. Ms. Welliver asked how long will this take. Mr. Riffle replied it is about a two (2) month process. Dr. Smith said there must be some access to the PE building and locker rooms. Ms. Higdon suggested that staff from PE and DSPS be included in the meetings.

**Soccer Field:** Mr. Riffle said the old Soccer Field/Parking Lot project is currently on hold.

**LRC Carpet:** The LRC carpeting project will be completed during spring break.
**Facilities Building:** Mr. Riffle noted that the Facilities Building User Group has initially met with the Architects, Hill Partnership. Currently, Facilities staff are meeting with the architects regarding space requirements. A conceptual plan should be completed in thirty (30) days.

Ms. Higdon mentioned that Hill Partnership is an architect that the College has not used previously. Mr. Riffle added that the architect has done Facilities Buildings for other campuses. It was noted that although this project does not need to go to DSA, it will be built to DSA specifications. It was additionally noted that the space in the new Facilities Building will be tight. Dr. Peebles inquired regarding the storage of motorcycles from the Community Education Program. Mr. Riffle noted that there is concern regarding the storage of facilities carts and grounds equipment. Having access by instructional or other elements to this area would not be appropriate.

**Liberal Arts Building:** Ms. Higdon noted that a Liberal Arts User Group has been formed and a user group meeting will be held soon. Mr. Ernest asked about user group representation from the Elbow Room. Ms. Higdon replied that the Elbow Room staff will need to be at the user group meetings at some point, and have input. Mr. Hanks asked if the Elbow Room space was part of the square footage of the new Liberal Arts Building, and if not, could the College speak with the State regarding adding Elbow Room space. Ms. Higdon replied no, the Elbow Room is a non-allocated space. The State will not support food services. It is counted in the gross square footage.

Ms. Welliver inquired about the status of the central plant. Mr. Riffle provided the committee a brief update of the status of the central plant. Ms. Welliver then inquired about the softball fencing. Mr. Riffle replied that the fencing around the central plan is still being discussed. The pool fencing will be different than the other fencing on campus. The goal is to not have fencing around the central plant.

Dr. Smith asked about a drop dead date for having the central plant operating. Ms. Higdon replied that the central plant needs to be operational prior to December 31, 2008. Mr. Riffle added that it is important to have the central plant operational by December 31, 2008 as the College can receive rebates. Mr. Hanks asked if you could talk to Edison and ask for a delay. Mr. Riffle said that is not an option. Mr. Riffle mentioned that we have full time DSA Inspectors on campus to ensure that the construction projects on campus are built to DSA specifications. Mr. Hanks inquired if there are schools that do not adhere to the low bid. Ms. Higdon replied that there are a few exceptions to the law. Mr. Hanks asked if it is good for campus staff to go to DSA. Mr. Riffle said that he and Jerry Jones regularly go to DSA to meet with staff and review the construction projects that are currently at DSA.
4. **MEMO FROM FACULTY SENATE REGARDING INSTRUCTIONAL SPACES**
   Mr. Ernest stated that what the faculty wants is an evaluation of instructional spaces. He indicated that existing facilities do not come up to standard, but the new buildings do. Faculty are concerned that the instructional spaces need to meet the campus standards. Mr. Ernest would like to have an inventory showing a hierarchy of importance. Mr. Ernest suggested having digital photographs in a library showing this information. Ms. Higdon stated that the College may look at slightly different approaches.

   Mr. Negrete said the key would be to inventory and assess, then come up with a plan. Mr. Riffle explained to the committee about the State assessment and that it is a very generic assessment. Ms. Higdon added that the assessment is too generic to use for this application. A committee discussion ensued with regard to the instructional spaces and the following was noted:

   - The Faculty Senate needs to be included in the processes.
   - Staff/Faculty in all areas need to be kept informed so that they can assist in the planning process.
   - It is understood that money is an issue.
   - Restrooms are a concern.
   - Bond money cannot cover cleaning and sanitizing areas.

   In closing Ms. Higdon said the Facilities Planning Committee should consider projects campus-wide and come back with what the highest priorities should be. Ms. Welliver added this information should be taken to Faculty Senate.

5. **REVIEW OF BP2900/AP 2900**
   This item was not discussed.

6. **NEXT MEETING**
   The next meeting will be held on April 15, 2008.

7. **ITEMS FROM THE FLOOR**
   Mr. Ernest said he was approached by faculty from Physical Sciences regarding a Jacaranda Tree issue. He said at one time, they were thinking of moving the new CLO Building back in order to preserve the trees. He said the western landscape should be considered.

   Mr. Ernest continued by noting that on previous plans, there was an overhang and he misses the overhang on the west side of the CLO Building because the architects went through the plans so fast. Additionally, there is no drop off for ADA students. Ms. Higdon replied that it is too late on the overhang issue, but the College does need to look at that area of the campus for a shelter. Mr. Riffle added that he took Dr. Aborn on a tour and showed her the Science Building and where a shelter could be located.

8. **ADJOURNMENT**
   The meeting was adjourned at 12:30 p.m.