FACILITIES PLANNING COMMITTEE
MEETING SUMMARY
DECEMBER 18, 2007

PRESENT: Jo Ann Higdon
Randy Peebles
Dan Smith
Karen Welliver
Tim Kyllingstad
Linda Kaufman
Robert Riffle

ABSENT: Connie Mayfield
Craig Breit
Roger Ernest

Guest(s):

1. CALL TO ORDER
Ms. Higdon called the meeting to order at 11:07 a.m.

2. APPROVAL OF THE NOVEMBER 20, 2007 MEETING SUMMARY
The November 20, 2007 meeting summary was approved as presented. Ms. Higdon abstained.

3. CONSTRUCTION STATUS REPORT
Auto Technology – New Building: Mr. Riffle reported that the plans for the Auto Technology New Building will be submitted to DSA prior to December 31, 2007.

Auto Technology Center – Renovation: Mr. Riffle reported that the Auto Technology Renovation is slightly delayed as the building is being designed with the new building codes that come into effect January 1, 2008. Plans should be submitted January/February, 2008.

Classroom/Lab/Office Building (CLO): The Classroom/Lab/Office building plans are being submitted to DSA soon. Ms. Higdon asked Dr. Peebles for his perception of how the user group worked together for the design of the CLO Building. He reported that at the user group level, working to design the spaces in the building were beneficial, with open and diverse input. Ms. Higdon asked if the users felt that they have been given ample opportunity for significant input and development. He concurred with that statement and added that the members were also able to invite other resource people when needed.

Gym – Seismic: Mr. Riffle reported that user groups for this project have met twice. The preliminary plans need to be back to the State by April, 2008. Ms. Higdon asked Ms. Welliver and Dr. Smith of their perception of the user group meetings. Ms. Welliver indicated that the scope of the gym seismic project is so large that the architects have a lot of work to do as far as the scope. Dr. Smith indicated that the gym creates a unique problem from a management standpoint, in that the classes cannot be moved to other places on campus. A decision needs to be made with regard to what is the College’s priority. Is our priority to maintain as many FTES as possible, which could hinder construction on the gym and extend the time period, or lose FTES and get the project done ASAP?
Infrastructure Project: The infrastructure project continues to move forward. Mr. Riffle reminded the committee that the infrastructure project can at times be challenging for the campus and he asked for everyone’s patience during the project.

Pool: The pool project is currently at DSA. The College is currently having discussion with the Health Department and DSA regarding uses of the pools. There was committee discussion regarding the uses of the pool with regard to class use vs. community education use. Mr. Riffle will continue his talks with the Health Department and DSA and keep the committee informed.

Campus-Wide Boiler Replacement Project: Mr. Riffle reported that bids have been received. It is anticipated to go to the January 16, 2008 Board meeting with the name of the contractor.

Soccer Field: Mr. Riffle reported that the soccer field is in the growing stage 90-day gestation period for the field to take root and thrive properly. The College is currently working with the user group on how they want to utilize the existing soccer field. The old soccer field is on hold for now until an agreement can be reached regarding that area’s usage.

LRC Carpet: Ms. Higdon reported that the LRC carpet project has been making good progress. She thanked everyone who has worked on the project. She noted that there are a couple of rooms that are going to be delayed because of the scope of the project. It is expected that those rooms will be completed during spring break. Mr. Riffle added that 90% of the project should be completed by the end of December.

Facilities Building: Mr. Riffle reported that an architect name will be going forward to the January 16, 2008 Board meeting.

Ms. Welliver inquired if any decisions had been made with regard to the tennis courts, and the central plant fence. Ms. Higdon responded that the tennis courts are on hold and in terms of the fence, everyone is working to see exactly how far back the fence can be.

4. COLLEGE COMMITTEE ON FACILITIES PLANNING DOCUMENT
The committee reviewed the handout on college committee on facilities planning document.

After the committee reviewed the handout, a question was asked regarding the college’s scheduled maintenance plan. Mr. Riffle explained the college’s scheduled maintenance plan is the process by which scheduled maintenance fund are allocated and used. Past practice has been that the Director of Physical Plant was responsible for the planning and implementation of scheduled maintenance program and funds. A question was asked about is the campus maintained with funds other than scheduled maintenance state dollars. In addition could there be some input on a campus level. Ms. Higdon noted that the campus is in need of more money than we have. It is difficult to when 85%-90% of your budget is salary and benefit, with additional funds going for items such as utilities and various critical repairs as needed. She added that she, Robert and tBP/Architecture continually apply for anything at the State level so that the College can receive as much state funds as possible. She stressed that she foresees a fiscal crisis for California after the first of the year. It was suggested that Mr. Riffle share with the committee at a future meeting, the fusion website and any 3D/I information that guide our capital outlay/five-year plans, and scheduled maintenance process.
5. **NEXT MEETING**
The next meeting for the Facilities Planning Committee is scheduled for January 15, 2008.

5. **OTHER ITEMS FROM THE FLOOR**
Dr. Peebles commented that there had been a number of questions in the CTC meeting and user groups about the future potential naming of new buildings. He noted that always the comments are that the College has a process, it is going to be used, and it will be done carefully and strategically. He noted that at the last Board meeting it was noted that a building on campus may be renamed in January, 2008. He feels that there was no input and no process for this recent suggestion of a naming of a building. After a brief committee discussion it was recommended that the Board Policy regarding naming of buildings be reviewed by this committee.

Ms. Welliver inquired about the status of the motions that were made at the last Facilities Planning Committee meeting. Ms. Higdon replied that at the last CTC meeting the following occurred: 1) the CTC recommended that the committee be expanded. This recommendation went forward and was approved by the Coordinating Committee. A notification was sent to all areas involved and it is anticipated that the expanded committee will be formed and ready to meet by the end of January; 2) A preview of the new CTC.GO Bond Web site was provided to CTC members. Once CTC members have been given an opportunity to thoroughly review and provide suggestions/recommendations, the Web site will be available for the entire campus community.

It was asked if the Facilities Planning Committee had a Web site so that minutes and information could be posted. Ms. Kaufman will check on this matter and work with IT with regard to establishing a Web site.

6. **ADJOURNMENT**
The meeting was adjourned at 12:45 p.m.