



Facilities Council Notes

Date: November 18, 2021
Zoom Meeting ID: <https://cccconfer.zoom.us/j/92308338254>

Called to order: 9:30 a.m. **Chair(s):** Tyson Aye, Eric D. Smith **Note Taker:** Espie Valenzuela

Council Members Present: Tyson Aye, Denise Baldwin, Gerald Domingues, Kim Ensing, Sarai Gonzalez, Dan McNeil, Eric D. Smith, James Turner

Council Members Absent: Keila Lopez Villa

Ex-officio Members Present: Kara Pizano, Jennifer Schwartz, Jake Zent

Ex-officio Member Absent: Cathy Farley

Guest: Shelly Allen, Erica Hernandez, Stephanie Crosby, Robert Curry, Mary Dominguez, Mitch McCann, Nohemy Ornelas, Veronica Reyes, Mary Sherman, Bridget Tate, Yvonne Teniente-Cuello

ACTION	
Agenda No. 1	Review October 14 Facilities Council Notes (All)
Action:	<ul style="list-style-type: none"> • Consensus to approve notes as submitted.
Agenda No. 2	Relocation of Testing Center, Veterans Success Center, and Basic Needs Center (MD, YTC, NO, SC, MS)
Discussion:	<ul style="list-style-type: none"> • SC shared a proposal with background information as to why Student Services is requesting space relocation of the Testing Center, Veterans Success Center, and Basic Needs Center. <ul style="list-style-type: none"> ➤ Testing Center data was presented regarding the decrease in the numbers of student testing. AHC is not required as an institution to be the testing site, but will recommend testing site and provide support for the online testing (GED/HiSET) to students. There is no impact on the students in terms of the cost of the test as the fee is assessed and paid to Pearson Testing. SC added due to the mandated changes from assessments to placements and with the decline of testing needs, as of August 20, 2021, there is no staff assigned to the Testing Center. There will be no displacement of staff with the repurposing of space. ➤ Veterans Success currently in building G is currently out of compliance with the Chancellor's Office grant in meeting the mandated space requirement and currently cannot serve the 250 Veteran students in our current space. The computers currently in the Veterans Success Center would need to be moved to their new location; as these computers were purchases specifically with Veterans Services categorical funding to ensure that we remain in compliance with the grant. ➤ The Basic Skills office is located in a minimal space and need expansions to better serve the students. SC added the existing computers in the Testing Center will be moved over to the EOPS/CARE/CALWORKS/NEXTUP AND RISING SCHOLARS Programs and in the newly relocated Basic Needs Office. • Recommendation <ul style="list-style-type: none"> ➤ Testing Center -GED/HiSET testing location be relocated to Community Education for students inquiring to take test online. ➤ Veterans Success Center - Current testing space in building A be repurposed as the Veterans Success Center, which would ensure that the college would be in full compliance with the Chancellors' Office Veterans Grant that requires specific spacing and office requirements. ➤ Basic Needs Office – Relocate to building G. This would allow for the Basic Needs office to host connections with community services such as CalFresh, housing and rental assistance programs such as Housing is Key, the United Way, and other necessary social service outside of the capacity of the institution. It is understood that this change will need to be approved by the Student Body. ➤ It is recommended that all of the recommended moves occur over the winter break so that the college is ready to welcome students back in the Spring 2022 semester.
Action:	<ul style="list-style-type: none"> • Consensus to approve the Relocation of Testing Center, Veterans Success Center, and Basic Needs Center. There are no facilities modifications needed and there is no cost associated with the reallocation of space.
INFORMATION	
Agenda No. 3	Facility Requests/Equipment Prioritization Process (KE,BC)



Discussion:	<ul style="list-style-type: none"> KE stated in the dean meetings they review the prioritization process to divide up equipment monies. Often times these equipment pieces fall under the category of facilities. For example, the swimming pool requires starting blocks, a stationary item that needs to be installed, and not really a piece of equipment. Should an item like this fall under facilities? BC mentioned they received items that can be furniture, such as changes to floors that can rapidly exhaust the equipment dollars. KE suggested items that fall under that specific category could be brought to facility council for prioritization. ES added there is funding for furniture that was discussed in Facilities Council. ES replied at times it is hard to distinguish what is equipment and what is not equipment. ES said Budget Council would determine whether something should be funded from the unrestricted general fund. BC said they will plan to carve out those items from the equipment list on an annual basis and create a separate spreadsheet and then forward those items to ES for consideration. KE shared a list of items that are requiring repairs and ES will review to see if they qualify under scheduled maintenance items. Topic will be forwarded to the next Budget Council meeting.
Agenda No. 4	Maintenance Worker III LVC (ES)
Discussion:	<ul style="list-style-type: none"> ES said a classified position has been proposed to create a full-time site-based Maintenance Worker III at LVC. Approval for this position is in process. BT added the last time they had a full-time person for this position was in 2005-06. Thereafter, five additional buildings have been added. It is critical this position is approved and the district move forward in hiring someone on a full-time basis.
Agenda No. 5	Universal Locker Room (KE)
Discussion:	<ul style="list-style-type: none"> KE said the UC Berkeley tour provided lots of ideas for a new layout for space, safety, along with monitoring a Universal Locker Room. A discussion on how they managed the area was shared. ES suggested to add information regarding the space and allocation in the Facilities Master Plan.
Agenda No. 6	Interior Window Treatments (BT)
Discussion:	<ul style="list-style-type: none"> BT reached out to the faculty member to provide the assessment from the council and provided the options of the blinds, and has not heard back from the faculty member. BT said the shades in Mr. McNeil's office has no privacy and suggested blinds for these offices should be liken to the shades installed at MESA/STEM. ES agreed. ES said these are items that can be purchased out of reserved funds (Furniture, Fixtures, and Equipment Fund).
Agenda No. 7	Building N Concrete Repair (GD)
Discussion:	<ul style="list-style-type: none"> GD said the project is complete. ES said they are seeking funds to purchase outdoor furniture similar to MESA/STEM area for this area.
Agenda No. 8	Building N Shower Repair (BT)
Discussion:	<ul style="list-style-type: none"> BT expects to receive the third proposal on or before Monday, November 22. Two quotes in hand are both under \$150,000. \$250,000 is set aside in the scheduled maintenance budget for this project.
Agenda No. 9	PCPA Stage Craft Building/Building O-300
Discussion:	<ul style="list-style-type: none"> ES said the board authorized the project to go to bid. KP said advertisement of the project will be the next couple weeks. KP will include Gerald on the job walk. Board meeting is January 11. Topic needs to be submitted to EV by Dec. 27. Completed board item to EV by Dec. 31. PCPA Stage Craft Building is a 365-day duration project. ES said building O-300 cannot be demolished until Stage Craft building is built. ES said we need to think of some type of temporary landscaping between E and F once those buildings are demolished.
Agenda No. 10	Santa Maria Roof Replacement Projects (BT, ES)
Discussion:	<ul style="list-style-type: none"> Final bids should be received this week from Garland for buildings G and L, M300 and M400, along with the appropriate piggy back bid. This will be an action item for December board meeting.
Agenda No. 11	HVAC Replacement/SiteLogIQ (ES)
Discussion:	<ul style="list-style-type: none"> ES said the assessment was done. Item will be submitted to the board in December along with a Resolution for Emergency Procurement of HVAC and authorization to approve the agreement from SiteLogIQ.
Agenda No. 12	Time Capsules Location Recommendation (GD)
Discussion:	<ul style="list-style-type: none"> GD shared his screen which displayed the original marker located by Captain Hancock. Suggested keeping that



	location, added a location in front of the MESA/STEM, and a location placed by the Fine Arts Complex. Council members agreed and asked GD to work with J.Hooten regarding the locations.
UPDATES	
Agenda No. 13	Campus Updates/Issues (All)
Discussion:	<ul style="list-style-type: none"> GD said the Baseball/Softball project is scheduled to be completed January 2022.
FUTURE/ONGOING ITEMS	
Agenda No. 14	Future Topics (All)
Discussion:	<ul style="list-style-type: none"> Commencement (GD, BT) – Table Dec 9 (Info) District-Wide Signage Plan (CF, KR, BT, LM) Policy and Procedures for Memorial Plaques (GD, LM) Accreditation (ES) Security Cameras (JZ) Athletic Precinct Feasibility Study (ES, KE, TA) Big Top – Table early spring (JH) December 9 Topics: <ul style="list-style-type: none"> ➤ <i>Furnitures, Fixtures and Equipment Subcommittee Recommendations (KP, AOA)</i> ➤ <i>Request from the Furniture, Fixtures, and Equipment Reserve Fund for Life & Physical Science Department (S. Abel)</i> ➤ <i>CSEA Request re: Tree Planting (Gutierrez, Reynolds, C. McGuiness)</i> ➤ <i>COVID-19 Relief Justification Request for Chairs at ARC (M.Abatti, E.Healy, MJ.Patrick)</i> ➤ <i>LAP Facility Upgrades for Safety and Student Confidentiality (S.Easton)</i>
Agenda No. 15	Co-Chair Remarks (ES, TA)
Discussion:	<ul style="list-style-type: none"> College Council next meeting: December 6 Board of Trustees next meeting: December 14

Next meeting: December 9
Meeting adjourned 10:59 am