**FACILITIES COMMITTEE MEETING**

Thursday, April 21, 2016

RC PCR | MC AM-114A

1:00 PM

NOTES

**In Attendance:** Donna Berry, Shannon Robertson, Gary Sakaguchi, Leroy Bibb, Glen Foth, Larry Simpson, Marie Harris, George Villagrana, Kassandra Davis-Schmall, Michael Lynch, Samaria Cardenas (notes)

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Prior Meeting Notes** – March 17, 2016
   1. Donna asked those present to review the notes. If there are any corrections/modifications, please send them to

Samaria.

1. **Old Business** 
   1. RMCHS permanent building update
      1. There is now a fence near the saw mill, where the permanent building will be placed.
         1. KCUSD had completed soil testing; they now need to protect the area to ensure nothing else goes into the already tested area.
         2. Next school year (August 2017) the area should be ready to go.
      2. By fall of this year, we should have another portable for this school year
      3. The community gardens have been moved down
         1. Monte Vista vacated the area previously utilized by the community garden.
         2. The area is now ready for our learning garden class
      4. Monte Vista has been provided with two hours each day in the area under the gym
         1. Next year they will occupy the same space for *most likely* the same amount of time
   2. Campus Security Project
      1. Status of Phase II
         1. Gym, field house
            1. Requisitions for these locations have been sent to Purchasing
         2. Wine will be held out in the storage area, will there be an alarm there?
            1. Data would need to be provided most likely from the Mech Ag building to extend the data out to the Field House.
         3. Adding Alarms – Field House, LSH, Saw shop – Shannon R. will forward to Vincent Fries
         4. Warehouses – look at adding these to the listing as well; in the meantime, we can add stickers advising of the alarms
      2. Locksets
         1. RC, MC & OC
            1. Mike Yelinek will be handling the install
         2. Madera and Oakhurst are on order
            1. Oakhurst can be completed in only a few hours
         3. Reedley’s was over the bid limit; this will go to the Board in May
            1. Once he is about to begin, Mike will contact Sam for Reedley and Sam & Pattie for Madera
            2. Function change - If you do not physically unlock the push button, and close the door behind you, it will remain locked.
   3. Smoke Free Campus
      1. Next Steps
         1. Donna was asked to present the package to College Council.
         2. We need to get working on a timeline and the next steps for going smoke free
         3. Donna shared what she learned while on an accreditation visit from East Los Angeles
            1. They put signs up, notifying people that the campus would be smoke free
            2. East Los Angeles also included their parking lots, however, people were allowed to smoke in their cars.
         4. Donna asked those present if they happened to see the ‘noise’ signs outside of the Physical Science wing; perhaps we can obtain signs similar to those.
         5. Glen asked how it would be enforced as we do have staff who smoke
            1. The policy will be self-enforced
         6. Shannon asked if perhaps we can omit the parking lots
         7. Plan to roll-out completely “smoke-free campus”
            1. Reedley Madera and Oakhurst would go at the same time
            2. Smoking cessation assistance plan
            3. Add a banner to the website - Reedley/Madera/Oakhurst going smoke-free
            4. BRIT insurance may have a handout
            5. Add links to website of different organizations to help quit smoking

American Cancer Society

* + - * 1. Donna and Sam can send together a plan to the committee for review & comment
        2. We need signage - November 17th – DATE of GASO third Thursday in November
        3. Add plan to MOR in Motion
        4. Bring ASG – Paul & Dan
        5. If we come across students who become disgruntled, we notify Student Services; Staff – we notify their supervisor
      1. Donna asked if anyone knows of any contacts or literature to please share
  1. 5-year Scheduled Maintenance Plan
     1. Shannon advised that we have several air handler projects, roofing projects, chiller at utility
     2. Shannon shared that as soon it is finalized with dollar amounts, they will share it.
     3. Cafeteria flooring will take place next year
     4. Shannon will share the file once they have it.
  2. Facilities Master Plan update – nothing added just yet; we are potentially going out in the fall for an Educational Master Plan
     1. Space utilization will still be brought to Christine Miktarian’s attention for funding
  3. Furnishings – classroom & office
     1. One-time monies were awarded (200k)
        1. Larry compiled a large scale list and found that we have about a 400k need
           1. Through the budget allocation process, we found some breakage
           2. Strategic initiative process was conducted, furniture was included
        2. Most of the furniture has been sent forward via requisitions
           1. Some one-time funding requests came through, mostly for classrooms but also for staff; we kept those in mind
        3. We are working on trying to accommodate needs in offices as well
           1. LSH 2 will be converted from storage back to office space
           2. CC1 201 will also be converted from storage to now be an office space
           3. Math areas - the furniture that they had in there were “hand me downs”; we are trying to match the furniture with something close to it
        4. First priority is to find appropriate space for new hires
           1. Prices for some of the requests that they had submitted are being looked at
           2. SOC 32 will have a whole new look
        5. Paint is another thing we are looking at; drapes may need to wait, but will be replaced as necessary
        6. Auto – we are working with our painter George and will have the auto shop taken care of
  4. Kiln
     1. Fresno City had a kiln that had cracks in it, they received a new one; we received their previous
        1. We are still in need are items to be purchased to go inside
     2. Art has worked hard to get us here to this point
        1. The safety walks really helped champion the changes in the area

1. **New Business**
   1. Grounds – Glen Foth
      1. RC Sidewalk Review (handout provided) 2600 sq. ft.
         1. We’re in better shape than we were 5 years ago
         2. Some areas will be ground down
         3. We would like to have a new sidewalk by DSP&S
         4. Come July 1, we are hoping to have monies to take care of some of these
      2. Tree Removal
         1. 5/23 will be the date of removal of trees in Reedley; they will remove then will come back to replace
         2. Some areas will be utilized by summer school classes; we’ll need to have a better idea
            1. The project is currently scheduled to run less than 45 days
            2. NR will remove some near the residence hall
      3. MC Sidewalk Review (handout provided)80 ft. long map
         1. 34k at Reedley College
         2. 10k at Madera
         3. Donna asked those present to share any locations of concern to Glen if needed
            1. Oakhurst between soda machine – computer lab, we have an area that needs to be replaced
      4. MC Dead Tree Removal
         1. Last year we lost a lot of locust trees to a water mold
         2. We also lost hackberry trees
         3. Soil texture has created issues for some of the areas
         4. We look for trees that are resistant to these diseases
         5. A lot of these trees need to be removed as they are a safety issue
            1. There may be some monies in next years’ budget, but they do need to be taken out
            2. Glen shared this information with John of Madera
      5. Water Bottle Filling Stations
         1. Michael Lynch provided info
            1. Locations – Library, Student Center and FEM buildings
            2. STEM Grant would help fund these items
            3. Questions posed

Are they replacing ADA fountains?

Are these recessed?

Plumbing and whether the need to reroute anything would be another concern

* + - * 1. More info is needed; without looking at the entire scope, we don’t know what we are looking at.
  1. Next meeting date – May 19th, during finals week
     1. The committee decided to forgo the meeting in May.
        1. Donna requested any/all information that would have been provided for a meeting be provided to Sam.
           1. Sam will send out via email an update to the committee members.

1. **Information Items**
   1. Construction Projects Update (Standing Item)
      1. Every project will begin in May 23rd – they may begin almost immediately after they receive their “notice to proceed”
      2. We have a timeline to complete the projects after June 9th
      3. We will see a lot of activity at the end of May
      4. Re roofing ag mechanics – there will be noise, but it should start May 23 and will be done quickly
      5. Pool fill-in – same contractor that was awarded the tree project will handle this project; this one should complete end of September
         1. Once we have the pre-construction meeting, we’ll have a better idea of what will occur
      6. Pavement project – Reedley portion will not include the two alternates; road coming off of Reed and Ag Mechanics
      7. Portion near cafeteria up to and just before the entrance to the gym; all of the area will be sectioned off limiting access, so we’ll need to get in touch with John [foods]
      8. The parking permit dispensers, the main one off of Reed will be replaced with a new type
      9. A new one will be added to near the farm
      10. Oakhurst restroom remodel will bring cosmetic fixes, heating/cooling – timeline to end in July
      11. Tree project end of May, better half of June
   2. Scheduled Maintenance Projects Update (Standing Item)
   3. Facilities Modification Requests/Status
   4. TAC Sub-Committee Report (Standing Item)
      1. Gary Sakguchi shared that the group will be meeting next month
         1. They are rolling on the Accreditation 3c
         2. Drew Baker has just started; Andrew Ho is our new network coordinator
         3. They will go over all of the summer projects; virtual media desktop
      2. Industrial, FEM, ab239; STEM bought a lot of laptops; a majority of those are being replaced
         1. Approximately 200; our surveillance will be switched over from Cisco to stone and will help accommodate additional cameras
      3. We need to replace the speakers in the gym
      4. Oakhurst – we have some projects in OC3 and OC2, moving cabinets
      5. We are working on OC8, adding offices there
      6. Over the summer, we’ll replace faculty & staff laptops; we have a plan but we don’t always have funding
      7. Gary thanked Donna for helping provide funding
2. **Information and Agenda Items for Next Meeting**
3. **Adjournment**
   1. Communication
      1. Please share the information learned and discussed during this meeting with your constituents.