



Facilities, Planning and Operations Department
Facility Committee Meeting
Date: November 24, 2015
Time: 12:15pm-1:20pm

Present:	Linda Owens, Alice Hawkins, Mandeda Uch, Charles Hobbs
Absent:	Patricia Stoddard, Milton Harris, and Destyni Carter (Student Representative), Eric Mendoza, and Andy Florimon
Guests:	Dr. Keith Curry
Next Meeting:	Dec 15, 2015, Facilities Office Conference Room@ 12:00pm

	Standing Agenda Items:
1.	Introductions / Presentations
2.	Meeting Purpose
3.	Committee Make-up / Charter
4.	Facilities, Maintenance and Operations
5.	Facilities, Planning and Operations – Strategic Planning
6.	New Business

Review Meeting Minutes		
Discussion / Decisions	Facilities Planning and Operations	
AGENDA	<ol style="list-style-type: none"> 1. Member Schedules 2. REVIEW 3. Scheduled Maintenance 4. Site Improvement 5. New Business 6. Adjournment 	ALL
Linda Owens	<p>1. Member Schedules (Repeat)</p> <p>It was decided that our meeting days will be on the fourth Tuesday of each month at 12:00pm. A reminder will be forwarded at least 3 or 4 days in advance. The next meeting dates are: May 26; Jun 23; Jul 28; Aug, 25 2015; Sept. 22; Oct. 27; Nov. 24; and Dec. 15 (optional; week 3).</p>	LO

<p>Linda Owens</p>	<p>2. Review</p> <p>The minutes from the last meeting was reviewed. No modifications were needed.</p> <p>Facilities Request were previously sent to the Division Heads last October. Only one Division Head completed a request form which is under Dean Humphreys (see attached). Administrators must submit their forms to their Deans before they are submitted to the Facilities Committee for review. As more request are submitted, this committee would have the means to review the overall most needed concerns for completion of their request. This submitted request included repair, close monitored cameras, and extermination of insects and wildlife. The cost of these facilities request items will be extracted from the District Budget.</p>	
	<p>As other Divisions submit their request, the items for review will expand.</p> <p>The next scheduled meeting is for December 15, 2015 at 12 noon however Mr. Hobbs will not be on campus that day because his department will be closed. Mr. Hobbs has agreed to attend the next meeting nonetheless.</p> <p>Per Dr. Curry's request, this committee will review all facilities request forms. The Little Theater project is currently at the forefront for completion (<i>the documents are being processed</i>). The funding budget has increased because the District is not required to pay funds back to the State. Yet, it was discovered that some remaining asbestos has been found under the stage area which means the entire stage will be taken down.</p> <p>The Swing Space Modulars, Instructional Building 1 and the departments who will occupy them will be brought to the table for discussion. Row D is not coming down until Instructional building 2 is completed. This committee is aware of the departments who will occupy the Swing Space and exactly where the Swing Space will be located. By the Summer of 2016, 6 structures would have been demolished. M1, M2, G Row, half of F row, and two thirds of E row. The Swing Space designated areas are, (a) Old Library, (b) Playfield (Lot A), and (c) Allied Health. An additional department to occupy the Swing Space would be Cosmetology, who will be at that location until its Annex location (requested by Dr. Curry) is completed. The length of time for the Swing Space location will be at least 2 or more years depending on the timely completion of the buildings. However, any additional building must be on the Master Plans. For instance, the Performing Arts building is on the Master Plans and its development will be</p>	

	<p>completed. There are processes involved in buildings being built on the campus such as the Ed Plan which will determine classrooms and labs. In order to update the Master Plan, the Educational Mater Plan must be updated first. The Instructional Building 2, is waiting for the State to pass a Bond. If and when they do, construction can move forward.</p> <p>Also taken under consideration the furniture in the old library. What will be done with the furniture? Mr. Hobbs suggested he will look into a company who may want to purchase the shelves. Removal could include selling or trashing the contents, more discussion is needed.</p> <p>Flooring and tile will be done over the holidays and notices will be sent out so that those departments can start preparing.</p>	
	<p>Areas for flooring change are:</p> <ul style="list-style-type: none"> • Athletics locker room (Tile) • Athletics front office (Carpet) • Student Life (Carpet in Mr. Mendoza's office) • Math Science Rooms 113, 115 (Tile) • Mail Room (Tile) • Barbara Perez's office (Carpet) • MIS Building repair • Voc Tech room 216 (Tile) • Payroll (Tile) • Student Affairs Room F10 (Geo Tile) • Math Science Staff Lounge (Tile) • C Row Classroom C39 (Tile) • Student Lounge (Tile) <p>These items were approved on the 2014 Scheduled Maintenance.</p>	

Action Bin:		Responsible Person	Due Date
1.	Need a meeting schedule for next year	All	12/15/15
2.	Review the Facilities Request Form	All	On going
3.	Review the Minutes for discussion	All	On going
4.	Locate a possible buyer for library shelves	Mr. Hobbs	On going
Next meeting Dec. 15, 2015 Facilities Department			12:00 pm
Meeting adjourned 1:20pm			
Meeting minutes by AH			