

## **FACILITIES COMMITTEE**

### Meeting Minutes

*February 16, 2011*

*Present:* J. Daly, M. Crow, P. Talley, E. Johnson (ITV), C. Leffler

*Next meeting:* March 2, 2011, 4:00pm, LRC 733

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#### **I. Announcements**

BRIDGE PROJECT: 45% Complete

East Bridge scheduled to open Tuesday, February 22, 2011

West Bridge scheduled demolition begins Tuesday, February 22, 2011

West Elevator will be accessible to students and staff, temporary walls will be constructed on the 1<sup>st</sup> floor and a doorway for emergency access only. Accessibly map will be posted

STUDENT CENTER PROJECT: 18% Complete

Closure of Temporary ASCC Office due to safety concerns during stairway demolition

FINE ARTS: Concrete demo continues. Scheduled for end of March move in, alarms and cameras installed

ADA HARDWARE: 50% Complete

March 21-25, 2011 New Front Doors to be installed

EAST WING INSTRUCTOR STATIONS: T. Coston and J. Horton have been working on selected classroom upgrades including flat screen TV's, new white boards

BISHOP WELL: Project scheduled for spring, planning in progress

#### **II. Discussion**

KRV: Address ADA compliance with landlord

M&O NEW BUILDING: Preliminary budget/drawing for 40' x 72' modular

WHITEBOARDS: Supply classrooms with water only for cleaner

FINE ARTS: Xeriscape plan in progress

#### **III. Roundtable**

FACILITY MAINTENANCE & UPGRADES: equipment, restrooms, elevators, compliance, and signage issues

FEEDBACK: Please provide to committee - address projects/concerns

## **FACILITIES COMMITTEE**

### Meeting Minutes

*March 16, 2011*

*Present:* J. Daly, M. Crow, J. Horton, C. Leffler

*Next meeting:* March 30, 2011, 4:00pm, LRC 733

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#### **I. Announcements**

BRIDGE PROJECT: West Bridge – Scheduled for completion by end of April (weather permitting)

STUDENT CENTER PROJECT: On Schedule

FINE ARTS: Delayed – Data and Phone lines still needed

ADA HARDWARE: On Schedule (East Bridge will be closed)  
March 21-25, 2011 New Front Doors to be installed

BISHOP WELL: On-going planning – summer project

WEST ELEVATOR: Out of Service to repair water damage

#### **II. Discussion**

Bishop: Provide bottled water – check cost for service provider  
Facilities Planning Status Sheet – Measure G Projects (SRID), On Bill Financing (OBF) effects general funds

#### **III. Roundtable**

Responsibility of Committee to prioritize all improvements and present request to College Council. Please refer to the attached Planning Status Sheet and Codes.

**CERRO COSO COMMUNITY COLLEGE  
FACILITIES COMMITTEE**

Meeting Minutes

*September 6, 2011*

*Present:* J. Daly, D. Reed, P. Talley, C. Leffler

*Next meeting:* September 20, 2011, 4:00pm MB Room 212

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**I. Announcements**

SRID - Measure G Facilities Bond, (Safety, Repair, and Improvement District)

The facilities committee worked on prioritizing the list of projects and improvements.

Daniel Reed will return with a finalized list at the next meeting scheduled for September 20, 2011.

**CERRO COSO COMMUNITY COLLEGE  
FACILITIES COMMITTEE**

Meeting Minutes

*September 20, 2011*

*Present:* J. Daly, M. Lathrop, J. Horton, M. Crow, E. Johnson, B. Planchon,  
C. Leffler

*Next meeting:* October 4, 2011

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**I. Announcements**

IWV Project Update – Art 98% complete, Student Center 87% complete,  
Science has minor issues.

ESCC – Approved Projects - upgrade security cameras, monitors, and key  
pads.

ESCC - Mark will be winterizing systems and replacing air handlers. McQuay  
will be doing an annual inspection of the boilers.

KRV – Program proposal in progress to install 2 cameras, key pads (ESCC  
recycled equipment) by the end of November.

**II. Discussions**

Bishop Campus -will be using bottled water for a while. Experts disagree on  
issues. Confirmation is needed on re-use of bottles and required deposit.

40' Connex box needed for transformers and storage. Budget item for next  
year, include site prep and container.

ESCC - Identify projects and repairs needed for Bishop and Mammoth.

KRV – Temporary wall needed to create storage in room 10.

IWV – Preliminary drawing for a new combined M&O and IT building with a  
central data center. New building would also free up 6 offices for faculty.

**III. Roundtable**

Approved projects will be presented to College Council.



## Cerro Coso Community College Facilities Committee

February 2, 2012 MB 212 8:30am - 9:30am

Attendees: John Daly, Daniel Reed, Eiton Aharoni, Gale Lebsock, Crystal Leffler, Penny Talley, Jeremy Horton, Mark Lathrop, Deanna Campbell

### Meeting Minutes

- I. Processes for projects** – Daniel and Eiton shared with the committee 2 worksheets that have been created to monitor all construction projects. One worksheet tracks KCCD Outstanding DSA Closeout Projects and requirements necessary for closing. The Facilities Planning Status worksheet monitors construction projects at all sites including past projects in an effort to monitor progress, budget, completion and closing. The list includes the project type, priority number, funding sources, status, and estimated budget. Gale recommends adding additional columns to the spreadsheet showing requested funding source, actual funding source and which projects include matching funds. Once completed the master list will be available online for access to project information. The list will be updated monthly to monitor status and changes. All projects and issues should be brought forward to this committee and be prioritized prior to submitting to College Council. A formal approval process will be required for all projects that come through the district.
- II. Master Planning global approach** - KCCD has hired a firm to update the educational master plan based on programs, trends and demographics. The educational plan will drive the long term facilities plan. An energy study has been approved by the district to help increase our energy generation and savings. Energy consultants will provide information on funding sources, rebates and available opportunities. Long term we are looking at a plan for the whole campus which may include a central plant for managing HVAC in the future. Organization of all drawings, as built, utilities and easements will be scanned and uploaded into the system. KCCD will also be developing construction standards and design guidelines. The ADA transition plan is being updated to reflect recent changes, priorities and funding sources.
- III. Update on current and future projects** – Daniel updated the committee on projects. Main parking lot involves entry road and should be 80/20 funding. Occupational lab reroof with HVAC controls has gone up; estimate now includes HVAC equipment on the roof and the PPR has been updated. Gym HVAC project should be reduced because original bid included the new boilers. New M & O building will be local funding. Completion of stairwell enclosure on north side and campus wide fire alarm will help close out DSA for science project. Evacuation signs and campus directories need to be a priority. According to Daniel AP was originally directed to do the signs because they have CAD plans for most campuses. AP needs work order authorization through the Board before they will proceed. John would like this to be a priority. Unit plans will drive how we utilize existing areas and office space.
- IV. Subcommittee for Security Systems** – A subcommittee for a Surveillance and Security Master Plan has been created. Jeremy Horton from IT has volunteered to attend meetings in Bakersfield on Security Systems and report back to the Facilities Committee.
- V. Future Meeting Dates** – Next meeting is scheduled for March 1<sup>st</sup>, 2012 in MB 212. John and Penny are working on finding a student to serve on this committee.



## Facilities Committee

March 1, 2012

MB 212 8:30am – 9:45am

Attendees: John Daly, Gale Lebsock, Eiton Aharoni, Daniel Reed, Crystal Leffler, Penny Talley, Jeremy Horton, Deanna Campbell, Erie Johnson, Angelo Sanchez

### Meeting Minutes

- I. Review Planning Status Worksheet** – Eiton and Daniel reviewed the master list of projects with the committee and provided status updates on existing projects. The committee is tasked with prioritizing projects, consolidating projects if possible and also evaluating the cost savings that may result from a project. John has posted the worksheet Inside CC in the Facilities Group and asked the committee to review and prioritize projects. Deanna and Erie both shared concerns regarding the sites they serve and the projects that need prioritization. Eiton mentioned all projects should get on the master list regardless of funding sources so all facilities issues are brought forward and addressed. Gale would like to see all Cerro Coso sites listed in one area with adequate descriptions and then prioritized.
- II. New CM-13 Automation** – Eiton shared that they are switching to a new system in an effort to consolidate construction information. The new system will house all project documents, track costs, progress and changes. Project status, reports, charts and pictures will be available for review.
- III. Student Requests and Concerns** – Student Representative Angelo Sanchez provided input on behalf of our students. Students would like to see a clock in the Student Center and more recycling bins throughout the campus. Students would also like to see the fountain located west of the parking lot in working order. The students would like the drinking fountains on campus adjusted to flow (arch) higher, the yellow stripe on the stairs to be on all the stairs and a non slip coating applied to stairs that are exposed to moisture. The safety of the elevators was also questioned and John reassured Angelo our elevators are in compliance with the State and they all receive monthly maintenance inspections from a contracted vendor.
- IV. Review Standard III Draft** – John has been working on Standard III descriptors and supporting documents. He asked the committee to review Standard III and provide feedback by March 14<sup>th</sup>.
- V. Future Meeting Dates** – The committee would like to schedule a longer meeting time to prioritize projects – TBD.



## Facilities Committee

April 1, 2012

MB 212 8:30am – 9:45am

Attendees: John Daly, Eiton Aharoni, Daniel Reed, Crystal Leffler, Penny Talley, Deanna Campbell, Erie Johnson

### Meeting Minutes

- I. **Construction Standards** – Eiton shared that the district is in the process of hiring a consultant to set construction standards and design guidelines for all colleges. Recommendations by M/O for requested products will be presented to the consultant. The goal is to complete the construction standard document by the end of July.
- II. **NAM –Energy Consultants** – Newcomb, Anderson, and McCormack is an Energy & Engineering Consulting firm hired by KCCD. They will be conducting a long term energy analysis of all buildings district wide as well as making recommendations on producing energy. The committee should isolate projects that need attention right away such as the Bishop and Mammoth campus.
- III. **ADA Transitions Plan** – The scope of work has been outlined and the district is waiting for a proposal from the consultant. The updated transition plan will be done in phases, establishing a loop system and identifying urgent needs will be the first priority.
- IV. **Safety & Security** – John asked how the district was addressing a need to be able to lock down the campus. Frank our attorney and risk safety manager is evaluating the need for a qualified full-time safety and security person to monitor all campuses 24/7 from the district. They are evaluating different systems based on the needs at all sites. For mass notification Simplex Grinnell would be the best candidate since notifications would use the same pathways. Eiton will send email to Tom and Frank about the concerns at all sites about the lack of training and the responsibility placed on administrators and managers.
- V. **Bishop/Mammoth Projects** – Bishop Well – more testing/flushing system. Simplex fire pump – 1<sup>st</sup> part of May. Tel Tec cameras should be completed in April.
- VI. **ESCC Request** - Deanna is requesting a full audit on HVAC system. The campuses do not run efficiently. Propane and electrical costs are \$100,000 annually per campus. Eiton suggested Bishop and Mammoth be added to the project list for an expert mechanical consultant to assess. In order to do an analysis we need all site plans and design diagrams for the consultant to evaluate. The electrical spike issues are still not resolved. Eiton suggested we pull out the previous study conducted by John Maloney and proceed with the next step. Deanna mentioned once electrical and mechanical issues are addressed there is still a need to train personnel on the controls to make sure they are being used properly. Deanna would like the district to look in to negotiating propane pricing for ESCC. Eiton suggested she email Jill and Tom to start the process.
- VII. **KRV** - Security cameras to be installed soon. No information on moving to a new location.



- VIII. Facilities Planning Project Update** – Listed under Main Building are a lot of little projects. Redo Mammoth site – parking lot – discussions are going on regarding the costs of going to concrete. GKK architects have an approved contract, so we can move forward with signage. Daniel would like to schedule a walk through with Deanna at ESCC the week of May 14<sup>th</sup> and would like Mark to attend.
- IX. M & O Building** – Concept drawings have been scaled down and presented to Jill. The next step will be to take the ideas to JTS and GKK for site work.
- X. AP Update** – AP has not performed the best services for the district. We have discontinued service with them under “termination for convenience”. Eiton recommends changing architects for CDC parking lot. Eiton & Daniel will try to obtain the CAD drawings and DSA changes.
- XI. Construction Files** – The district has been indexing construction files for all campuses. Eiton would like John to look at the system and implement the same layout coding system at IWV.
- XII. Future Meeting Dates** – May 3, 2012 at 8:30am LRC 733

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