

**FACILITIES ADVISORY COMMITTEE
MEETING NOTES**

MAY 11, 2020

9:00AM – 11:00AM VIA ZOOM

PRESENT: Andi Fejeran Sims, Director, Student Life
Gary Nellesen, Director, Facilities Planning & Management
Grace Hanson, Dean, Access & Wellness
Jennifer Hinostrroza, Professor, Horticulture
Jesús Garcia, President, Associated Students
Joe Carbajal, Project Expert, Facilities Planning & Management (Notes)
Johnny Jauregui, Lead Landscape, Facilities Planning & Management
Kevin Owen, Director, Technical Services
Marc Ruh, Professor, Kinesiology & Athletics
Mark Fernandez, Web Specialist, IT
Mika Klein, Sr. Facilities Planner, Facilities Planning & Management
Ron Bean, Director, Academic Technology, IT
Tom Mauch, Associate Vice President, Student Services
Yadira Santiago, Executive Assistant II, Administrative Services

ABSENT: Joumana McGowan, Associate Vice President, Instruction

GUESTS: Bill Asher, Assistant Director, Facilities Planning & Management
Doug Jenson, Associate Vice President, Administrative Services
Michelle Sampat, Associate Dean, Instruction (*Representing Joumana McGowan*)
Ruben Avila, Special Project Manager, Grounds

SUMMARY OF DISCUSSION:

Accreditation Standard IIIB. Facilities Resources: *Plans and evaluates facilities to assure feasibility and effectiveness in supporting College programs and support services.* The following agenda items are noted as referencing **IIIB:**

- ITEM 2: SPACE STANDARDS UPDATE
- ITEM 3: AP 6610: "FACILITIES PROJECT PRIORITIZATION" UPDATE
- ITEM 4: CAMPUS PLANNING UPDATES
- ITEM 5: FACILITIES ADVISORY COMMITTEE CO-CHAIR
- ITEM 6: COMMITTEE OUTCOMES/ACCOMPLISHMENTS
- ITEM 7: FOLLOW UP ON PREVIOUS DISCUSSION
- ITEM 8: REQUEST FOR PROPOSALS (RFP)
- ITEM 9: LONG-TERM AUXILIARY PLAN
- ITEM 10: MITIGATION MEASURES UPDATE

1. REVIEW OF PREVIOUS MEETING NOTES

- A. Gary Nellesen reviewed the meeting notes from March 9, 2020.
- Jennifer Hinostrza noted that under Item 4, “Callistemon Citrinus” needed to be added to the list of existing shrubs that were removed and need to be replaced as part of the Central Campus Infrastructure project.
 - Notes were updated with the suggested change.
 - Meeting notes were approved.

2. SPACE STANDARDS UPDATE (IIIB)

- A. Mika presented the current Office and Workstation Furniture Space Standards document.
- FPM is currently working with PAL ID Studio on the different layouts.
 - Different sizes are needed for different divisions and departments throughout the college, determined through programming processes for each space and department.
 - Offices will include current accessibility and ADA standards to accommodate disabled students and staff members.
 - Spaces related to Cap/Load Ratios need to be planned effectively and efficiently for the overall benefit of the college.

3. AP 6610: “FACILITIES PROJECT PRIORITIZATION” UPDATE (IIIB)

- A. Coordination with Instruction
- Richard Mahon requested a meeting with Gary and the deans to hear feedback on project intake and prioritization.
 - Large projects tend to have a lot of communication, while small projects are involved in a large and complicated prioritization process.
 - A Master Project List has been created and is being presented to CMPCT and President’s Cabinet.
 - FPM is currently awaiting feedback.
 - Once the format has been reviewed, Deans and select campus leadership members will have access to the list.
 - Gary is working with Michelle Sampat (Associate Dean, Instruction) on a process for requests for cost estimates and PIE assistance.
- B. AP 6610 will be revised to reflect the processes reviewed with Instruction and campus leadership.
- C. Tom noted that he meets monthly to review the list of all the Student Services projects and this is very effective.
- Doug noted that he would like to do the same to review the list of all the Administrative Services project requests.

4. CAMPUS PLANNING UPDATES (IIIB)

- A. Energy
- The college had been proactive with this, with the next big step focused on building energy efficient buildings
 - FPM is currently looking into solar power distribution across the campus
 - Preparing Block House to receive self-generated power.
 - This involves very strict rules.
 - Relay equipment is being purchased to comply with these rules.
 - FPM is pursuing putting PV (solar) panels on the roof of Parking Structure S.
 - Battery storage options have been explored; however, this system does not result in a payback for the campus.
 - A campus-wide energy study will be started in the summer of 2020, which will coordinate with the recommendations listed in the 2018 Climate Action Plan.

- B. Campus Utilities Infrastructure Plan
 - The AutoCAD campus base map drawing is in process and is currently 90% complete.
 - This campuswide effort will begin once the Central Campus Infrastructure Project has hit its first completion milestone.
- C. Campus Signage and Wayfinding Plan and Guidelines
 - This campus-wide effort is on hold until Fall 2020 due to COVID-19.

5. FACILITIES ADVISORY COMMITTEE CO-CHAIR (IIIB)

- A. In January 2020, the President's Advisory Council (PAC) approved the FAC Purpose and Function Statement with the addition of a Faculty Sustainability Coordinator joining the committee as Co-Chair.
 - The group discussed concern with this committee member being named co-chair.
- B. Marc Ruh made a motion to accept the addition of the Faculty Sustainability Coordinator to the committee, but not appointing them as Co-Chair. Co-Chair position is to be held by a Management Representative in Facilities, currently Mika Klein.
 - Motion was approved unanimously by committee members.
 - Gary to review motion with Dr. Scroggins.

6. COMMITTEE OUTCOMES/ACCOMPLISHMENTS (IIIB)

- A. The group discussed the following updates on committee goals and accomplishments:
 - Goal 1: Committee Website Up-To-Date
 - Goal is complete.
 - Goal 2: Review and update the space standards for offices and classrooms.
 - Goal is ongoing and evolving.
 - Goal 3: Review Administrative Procedure (AP) 6610 "Facilities Project Prioritization" and recommend any changes, if necessary.
 - Goal in process.
 - Goal 4: Evaluate and update planning, design, and construction processes for safety, universal design, and sustainability.
 - Goal is complete.
 - Goal 5: Evaluate and update the Campus Energy, Wayfinding, and Utilities and Infrastructure plans.
 - Goal in process.

7. FOLLOW UP ON PREVIOUS DISCUSSIONS (IIIB)

- A. Lawsuit with City of Walnut
 - All litigation has ended with the City of Walnut.
- B. CPTED Training
 - The June 2020 CPTED training in Santa Monica has been cancelled due to COVID-19.
 - Campus participants will look into going to the next nearby conference, once State regulations are lifted and college policy permits conference and travel arrangements.
- C. Stadium Signage
 - Different ideas about the signage for the Field House, Parking Structure R, and the north face of Parking Structure R were discussed.
 - Gary Nellesen tabled the discussion until after internal coordination takes place within Facilities Planning and Management.
 - Gary/Mika will provide an update at the next FAC meeting.
- D. Lot D/Buildings 27ABC and Pool travel and logistics with Transit Center Construction
 - The Central Campus Open Space and Circulation Study currently in process addressing this issue.
 - Update will be presented when available.

8. REQUEST FOR PROPOSALS (RFP) (IIIB)

- A. #3205 Construction Inspection Services
 - 5 year contract currently in place with Vinewood Company and Vital Inspection Services.
- B. #3293 Library/Learning Resources (LLR) Facility: Architectural Programming and Conceptual Design Services
 - No final selection.
 - Research, including building tours on hold due to COVID-19.
- C. #TBD Modular Manufacturer Design + Fabrication
 - Effort will be starting soon.
 - Committee members to check emails for schedule and updates.
- D. D. #TBD Technology and Health Facility: Architectural Programming and Conceptual Design Services
 - Effort will kick-off Summer 2020.
- E. #TBD School of Continuing Education and Classrooms: Architect/Engineer (A/E) Services
 - Effort will kick-off Summer 2020.

9. LONG-TERM AUXILIARY PLAN (IIIB)

- A. Doug Jenson presented the idea of securing financial commitments from our auxiliary partners as we move forward with buildings and agreements.
 - Administrative Services will host meetings on this topic, and updates will be brought to FAC once discussions have taken place.

10. MITIGATION MEASURES UPDATE (IIIB)

- A. Mitigation Measures Consulting Services
 - Psomas has submitted a proposal to assist FPM with mitigation measures compliance for all 2018 EFMP EIR projects.
 - To start, Psomas is working with FPM Project Managers Carol Minning and John Gaston on mitigation measures (biological, cultural, and tribal resources) pertaining to the Student Center and Central Campus Infrastructure projects.

FUTURE MEETINGS: Monday, June 8, 2020, 9:00 a.m. - 11:00 a.m.
 Monday, July 13, 2020, 9:00 a.m. - 11:00 a.m.
 Monday, August 10, 2020, 9:00 a.m. - 11:00 a.m.