



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES

JANUARY 6, 2009, 1:00 P.M.

PRESENT: Virginia Burley, Vice President, Instruction
Audrey Yamagata-Noji, Vice President, Student Services
Michael Gregoryk, Vice President, Administrative Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Program Manager, Bovis Lend Lease
Andrea Hopkins, Facilities Planning & Management (record of notes)

ABSENT: John Nixon, President/CEO

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of December 9, 2008, were approved. Gary Nellesen said that the approved contract for the feasibility study for the Golf Driving Range project would be presented to the Board of Trustees at the January 2009 meeting. Also, that the Board has approved the contract to prepare design documents for the Child Development Center site retaining walls (for required submittal to DSA). The College has good reason to believe that DSA will fast track the plan review. However, if DSA does not fast track the review period, the College may decide to resubmit the plans at a later time when funding is more definite (due to current State funding issues).

2. STATE FUNDED PROJECTS – PMIA (POOLED MONEY INVESTMENT ACCOUNTS) FUND SUSPENSION

Michael Gregoryk discussed the status of pooled money investment accounts and the affect on funding for projects that are budgeted with a combination of State and local bond funds. The State has currently suspended these funds. This has the most potential effect on two of the College's projects that are approaching the end of design – the Design Technology Center and Administration building remodel. Also, the College's apportionment payments have been delayed at least for January – May 2009. The College could chose to borrow money from the local bond, in anticipation of later State funds released after the suspension, but, at this time it is not known how long the funds would be suspended, which would make the College liable for these borrowed funds if State funding is not released. The College could also choose to borrow from another source, but would be liable for interest paid until State funds are released.

Michael Gregoryk said that more information will be known in the coming months and he will share this information with the team as soon as it is available. The team agreed to proceed as planned with the Administration building remodel and the Design Technology Center projects, anticipating

positive news on the funding situation; however, it is likely the College may chose to put these projects on hold in the next few months. Since the funding issue also affects the College’s consultants’ ability to plan effectively to staff Mt. SAC projects, Mike will be in touch with Bovis Lend Lease and The Vinewood Company on any planning changes the College decides to make.

Gary Nellesen provided the following financial information on active projects, with a State funded component:

Project:	State Approved Funds:	Claims Paid To Date:	Claims Outstanding (Billed by State Deadline):	Claims Pending:
Design Technology Center	\$906,000	\$877,348.12	\$0.00	\$538.90
Seismic Improvements	\$2,237,000	\$2,185,974.27	\$0.00	\$0.00
Classroom Remodel	\$8,982,000	\$8,719,672.09	\$161,253.53	\$0.00
Agricultural Sciences	\$8,708,000	\$681,000	\$725,838.29	\$0.00
Administration building remodel	\$521,000	\$0.00	\$371,858.60	\$0.00

Gary said that the above numbers reflect accounting records through December 31, 2008. The College will reach a point of risk once it starts to pay expenses on projects before receipt of funds in the “Claims Outstanding” column. Currently, the only risk the College has right now is the \$538.90 pending to claim from the State for the Design Technology Center project. The demolition of the row buildings is still planned; however, the College will watch this funding issue closely and if other projects are put on hold, the demolition will be delayed. The project schedule would also be evaluated at that time to accommodate any sequencing changes.

Michael Gregoryk added that a good indication of a positive outcome would be the State’s commitment to a plan for the 2008-2009 budget.

3. SCHEDULED CLASSROOM AND OFFICE MOVES UPDATE

Gary Nellesen said that he walked the newly moved in areas in Buildings 11 and 26D and said that he received good feedback from faculty about the moves. Plans for the next moves into buildings 11 and 61 are progressing well; Gary said that there was delay with a concrete pour and damage to some light fixtures, which will be back-charged to the appropriate contractor. Gary also said that some faculty approached him to request smart boards; the new spaces are not yet equipped with the proper connectivity (about 20% of the classrooms have chalkboards installed because they were requested). The second phase of moves is scheduled for the end of February. Virginia Burley said that she would speak with Jim Jenkins to take point on communicating to appropriate Campus departments of new locations for staff and classrooms when specific moves occur. Design for landscaping the courtyard area at Humanities (building 26) is progressing well; the project is

scheduled to begin at the beginning of February and be finished by the before spring semester begins.

Michael Gregoryk said that he was concerned about equipment funds for the Classroom Remodel project being used to purchase new computers for the space that was originally planned for the MARC lab (\$47,000 is the amount that is said to be allocated). He said that in a previous CMPCT meeting, it was decided to leave this space empty for another use in the future. Mike also said that he is concerned because a proper assessment for the use of existing computer labs on Campus has not been done and that dedicating more space to another computer lab may not be effective without knowing the results of such an assessment. Virginia Burley and Gary Nellesen will meet to go over the details of the computers expense.

4. TEMPORARY SPACE UPDATE

Gary Nellesen presented revised temporary space plans for the Administration building remodel and they were approved by the team. Preparation of the spaces will require some minor work such as moving some walls in building 40, and the work will be accomplished through purchase orders with the plan to proceed at the end of February. The work may be delayed, however, if information regarding the PMIA fund is not positive in the coming months.

5. MEASURE RR SCHEDULE

Gary Nellesen distributed an updated schedule of projects planned with the Measure RR bond. The schedule is the best case scenario, dependent on the best outcome of State funding and other factors.

There was discussion about the site for the Fire Technology program. Michael Gregoryk said that he would be meeting with the La Verne City Manager in the next few weeks to discuss a potential new site. Construction for the new program site is scheduled to be included in Phase 1 of Measure RR. The program currently utilizes property that is located in the Chaffey Community College District and since Chaffey plans to begin a new Fire Technology program of its own, has requested that Mt. SAC find another site.

6. ARCHITECT INTERVIEWS SCHEDULE

The team is holding February 23 and 24, from 1:00 – 5:00 p.m. on their calendars, to hold architect interviews. Short list interviews are schedule to be held at the end of this month.

7. PROJECT SCHEDULES

Gary Nellesen distributed a current spreadsheet, prepared by Bovis Lend Lease, which outlines the projected schedule for each active project.

8. CONSTRUCTION UPDATE

The Project Status Sheet, prepared by Bovis Lend Lease, was distributed which provides a summary on the status of each active project. Updated project schedules were also distributed.

Next meeting scheduled for January 20, at 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES JANUARY 20, 2009, 1:00 P.M.

PRESENT: John Nixon, President/CEO
Virginia Burley, Vice President, Instruction
Audrey Yamagata-Noji, Vice President, Student Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Program Manager, Bovis Lend Lease
Andrea Hopkins, Facilities Planning & Management (record of notes)

ABSENT: Michael Gregoryk, Vice President, Administrative Services

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of January 6, 2009, were approved.

2. PMIA FUND SUSPENSION - UPDATE

Gary Nellesen provided updated information on the status of the State's pooled money investment accounts and the affect on the College's State-funded projects. Gary said that he recently spoke with the College's Facilities Specialist and the balance of the fund is currently estimated at \$500 million, with bills estimated at \$2 billion; based on that information, it is likely that claims the College is waiting to receive payment on will be delayed until at least June/July 2009. Gary added that the Agricultural Sciences project incurs approximately \$700,000 per month from construction contractors. For the Design Technology Center and the Administration building remodel projects, Gary added that the State will likely approve the working drawings, but not the approval for bid. Usually, and on many past projects, the State makes these approvals together, causing them to appear as one approval; however, until the funding issue is resolved the approval to bid may be delayed. The College will continue to proceed with plans for the remodel of temporary space for the Administration building remodel. If the project has no approval to bid, or the funding situation does not look like it will improve, the College may delay the demolition of row buildings 13, 14 and 15 and end the lease on the building 16 temporary trailers. Updated information regarding State funding will continue to be presented to the team as it becomes available.

3. ARCHITECTURAL REQUEST FOR PROPOSALS - UPDATE

Gary Nellesen said short-list interviews are scheduled for next week for architects that submitted proposals on the College's recent Request for Proposals (RFP). The RFP included major design

projects planned under Measure RR – Library, Learning Resources/Campus Center, Business and Computer Technology, Gymnasium and Parking Structure. CMPCT is scheduled to hold final interviews with up to six selected firms on February 23 and 24 (1:00 p.m. – 5:00 p.m.) in the President’s conference room. Firms would be invited to utilize power point and provide a presentation of their firm. The Parking Structure will likely be planned as a design-build project; however, one of the finalists may be selected to prepare the bridging documents that could later be awarded (under another RFP) to a design-build firm. Gary feels that the College would be more satisfied with the finished product by using this method because an architectural firm would be better qualified to prepare a custom design and provide accurate cost estimates, and a qualified design-build firm would ensure that the College is maximizing its costs toward construction.

John Nixon inquired about the schedule for the pedestrian bridge across Temple Avenue. Since the site preparation for the new gymnasium includes utilizing the space for temporary parking before construction of the gymnasium, a bridge across Temple Avenue would be even more necessary during this time. Gary Nellesen responded that it would be feasible to move the planning study earlier by a year and he will make that change to the master schedule. The location for the pedestrian bridge has not yet been finalized. Gary also added that the proposals for the Public Transportation Center project would be reviewed separate from architectural proposals, since there are components that are unique from a building design project.

4. MATH BUILDING AND INTERSECTION PROJECTS SCHEDULES

Gary Nellesen said that the recent rains have presented the following schedule delays:

Bonita/Walnut Drive – the entrance to parking lot F from the intersection will remain closed, but is scheduled to be open by February 13. Project is scheduled for completion by February 20.

Temple/Grand Avenue – at least two weeks have been impacted in the schedule and the City of Walnut is working on a revised schedule to compensate for the lost time; however, it is doubtful that the project will be completed by spring semester. There was discussion on the benefit to having the tram service at the beginning of the semester; Gary will look get more information on the work that is schedule for the first few weeks of the semester in order for the team to make this decision. It is possible that the City of Walnut could find a way to keep necessary lanes open at peak times.

5. PROJECTS CURRENTLY OUT TO BID

Gary Nellesen reported that projects out to bid right now include the resurfacing of parking lot D-2, Warehouse ventilation system installation, and the Athletics storage building. The Arts landscape project is at the end of the design phase and is scheduled to be bid soon. The statue that was chosen by the Public Arts Council will be installed near the Clarke Theater; the area surrounding the statue will be designed to provide a seating area with lighting. The temporary trailers at buildings 29 and 40 are currently being decommissioned which includes the removal of the access ramps to be installed at other temporary trailers on Campus, as needed. These temporary trailers are

scheduled to be removed from Campus by April 2009. Gary added that funding for these projects has been accomplished with funds other than bond and scheduled maintenance and have been in the planning phase for years.

6. CONTRACTOR CLAIMS

The College and Bovis Lend Lease are currently negotiating with contractors on delay claims from the following projects:

Classroom Remodel - \$150,000 (Accumulated receipt of claims from PW Construction, \$100,000; and LA Air Conditioning, \$50,000).

Math and Science building - \$50,000 from CSI Electric for schedule delays.

Building 23 Remodel and New Data Center - \$219,000 from PW construction; the project team feels that a majority of these claims are not legitimate and will be resolved at a lower amount.

Planetarium - \$83,000 from Inland Empire Builders; in preliminary review, the project team feels that this amount is appropriate and the claim will probably result in settlement around this amount.

Gary Nellesen and John Beckton said that updates will be provided at future meetings.

7. TEMPORARY SPACE UPDATE

Gary Nellesen said that classroom and office moves into building 26 occurred successfully and on schedule. Gary added that the building would be equipped with way-finding signage by the end of the month.

8. BUILDING 26 PEDESTRIAN BRIDGE

Gary Nellesen reminded the team about options that were presented to CMPCT in March 2008, for the layout of the walkway adjacent to the pedestrian bridge north of Humanities (building 26) and that this work is associated with the Humanities Exterior Improvements project. The decision from CMPCT at that time was to proceed with work that would maintain the existing trees and that the trees could be removed/replaced if necessary. The College submitted this project to DSA as a new project (rather than as a change to the Classroom Remodel project). Gary said that he recently walked the project and noticed that a retaining wall was being installed for the purpose of splitting the walkway which was designed to descend down to the access ramp and the ramp would then lead back up to building 26; this work being constructed indicated that the project was not being built in accordance with the intended plans and prior approval of CMPCT. As such, the project is currently on hold and the project team is evaluating cost estimates to make a recommendation to either submit a scope change to the project or re-bid the work with redesigned documents that would be in order with the College's initial plan. Gary added that the change in design after

approval from CMPCT was driven by DSA plan check, which required the access ramp to meet the existing grade of an adjacent, existing stairwell. Based on that recommendation from DSA, required changes to the project's current design would include related changes to modify the grade of the existing stairwell. The team agreed that the changes be made by contract amendment or re-bid work (depending on information from the cost evaluation) rather than a change order to the project. Gary Nellesen will provide cost estimates at a future meeting. Gary also presented the layout of the work that was presented to CMPCT at the March 2008 meeting and added that there is future work planned to recreate handicap parking spaces south of the Humanities building for faculty.

9. PROJECT APPROVALS

Gary Nellesen reported that plans for the Child Development Center have been approved by DSA and bids have been prepared to advertise as soon as funds are secure with the first issuance of the Measure RR bond. The College expects that this first issuance is going to be a lower amount than planned. Gary said that the price of lumber has increased (since the project was planned) and given that the project's specifications call for primarily wood-framed buildings, this could increase bid amounts; the sooner the project bids, the better, to control costs. Gary reminded the team that wood framing was chosen when the project was in design to enhance the character of the building, and because at the time of design the cost of steel had dramatically increased. The project is slated to be in construction for 18 months, with the following 2-3 months for building commissioning, and building occupancy currently planned for June 2011. The existing Child Development Center facility is slated for demolition once vacated, and the site is currently planned as a construction lay-down area for the parking structure project; the long-term plan is to develop open courtyard space after the parking structure is constructed. Therefore, the project schedule the parking structure is contingent on the demolition of the old Child Development Center, which is contingent on the completion and occupancy of the new Child Development Center.

Construction Drawings for the Design Technology Center are still in DSA review. Fire, life safety and accessibility have been approved, and the structural review is the last step. The College anticipates DSA plan check for the Administration building remodel to be complete by the end of February 2009.

The Business and Computer Technology Center FPP is in the State approval process. The project is currently on the list for first reading by the California Board of Governors, and the Board is scheduled to take action in March 2009. Gary said that this was positive news because this means the project has passed the Systems Office screening.

The College is resubmitting the FPP for the Library, Learning Resources/Campus Center concurrent with the Gymnasium FPP for approval for funding in 2010-2011. Gary reminded that team that at this time, the College still has the option to change scope and that a recognized student growth at the Chancellor's Office level could indicate that there is more flexibility in gaining funding for the Library portion of the project. This subject has been discussed at previous meetings and the decision has been to not change the scope of the project; changing the scope would mean changing

the budget. However, the team agreed there are some items that should be reviewed; for example, not enough controlled eating areas are currently planned in the building and, Audrey Yamagata-Noji suggested that a good plan would be to combine study space with eating space. Noise control concerns that related to the current design of the project were also discussed. Gary suggested that planning a project meeting to review the scope of the project would be beneficial before submitting the Final Project Proposal to the State and, that these were good things to consider when selecting the architectural firm; the FPP will be redeveloped for resubmission to the State once an architectural firm is selected.

10. SIGNAGE – “NO SMOKING”

Gary Nellesen presented a “no smoking” sign for consideration as the Campus standard to be installed at main entrances on College buildings. The sign would enforce the California government code to prohibit smoking at least 20 feet away from main entrances for public buildings. The team requested that the wording on the sign be revised so that the words “no smoking” appeared in large print in the first line, and that the applicable education code, or State law be cited in smaller print, on the last line.

11. PROJECT SCHEDULES

Gary Nellesen distributed a current spreadsheet, prepared by Bovis Lend Lease, which outlines the projected schedule for each active project.

12. CONSTRUCTION UPDATE

The Project Status Sheet, prepared by Bovis Lend Lease, was distributed which provides a summary on the status of each active project.

Next meeting scheduled for February 3, 2009, at 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES FEBRUARY 3, 2009, 1:00 P.M.

- PRESENT:** John Nixon, President/CEO
Virginia Burley, Vice President, Instruction
Audrey Yamagata-Noji, Vice President, Student Services
Gary Nellesen, Director, Facilities Planning & Management
Andrea Hopkins, Facilities Planning & Management (record of notes)
- ABSENT:** Michael Gregoryk, Vice President, Administrative Services
John Beckton, Program Manager, Bovis Lend Lease

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of January 20, 2009, were reviewed. Item No. 2 will be revised to clarify that the meeting with the College's Facilities Specialist refers to the Facilities Specialist, Susan Yeager, in the Chancellor's Office in Sacramento. Item No. 6 will be revised to reflect that the claims discussed are due to delays and other issues (not only delays). Item No. 8 will be revised to correct a typo; the subject was regarding the building 26 pedestrian bridge (not building 23). Other than these corrections, the notes were approved.

2. PMIA FUND SUSPENSION - UPDATE

Gary Nellesen discussed CMPCT's previous decision to proceed as planned with all projects with State funding components, and said that the College is proceeding as such. There is anticipation that the State will resolve budgeting issues by March 2009. The Child Development Center is scheduled to be bid in March 2009; however, if funding is not in place at that time, the contracts may be delayed to begin work.

3. ARCHITECTURAL REQUEST FOR PROPOSALS (RFP) - UPDATE

Over 100 proposals were received in response to the College's RFP for Architectural/Engineering services for Measure RR projects. Some firms were disqualified for not meeting all of the College's requirements outlined in the RFP. Qualified proposals were separated into the following three categories:

- Engineering
- Architecture – Major design/construction projects

- Architecture – Infrastructure/Campus –wide Improvements/Small projects

The short-list committee (comprised of representatives from Instruction, Purchasing, Technical Services and Facilities Planning & Management) evaluated firms with a numerical scoring system for the major projects and interviewed the following twelve firms:

- NTD Architecture
- Lionakis
- Caldwell Architects | Tate Snyder Kimsey
- HMC Architects
- Hill Partnership, Inc.
- Perkins + Will
- CO Architects
- AC Martin Partners, Inc.
- HGA, Inc.
- Marlene Imirzian & Associates
- MVE Institutional
- tBP Architecture

Of the firms interviewed, the following six firms were recommended for final interviews, which CMPCT will hold on March 9:

- Lionakis
- HMC Architects
- Hill Partnership, Inc.
- HGA, Inc.
- Marlene Imirzian & Associates
- tBP Architecture

Gary outlined the following projects that the architects would be considered for:

- Business & Computer Technology and related site work; includes relocation of the tennis courts south of Temple Avenue, construction of an adjacent fire road, improvements of pedestrian crossing from student parking lot H, and improvements to the main pedestrian pathway adjacent to the site.
- Learning Resources/Campus Center and related site work; since the only planning work that has taken place was two years ago, during the development of the Final Project Proposal to the State, the first step after hiring an architect will be to review the FPP for necessary revisions and resubmit the revised FPP to the State Chancellor’s Office.
- Remodel of current Library (when space is replaced with new Learning Resources Center)

- Technology Building Renovation (Career and Technical Education Building)
- Parking Structure (architect required for design, design-build firm would be retained for construction documents and administration)
- Remodel of Building 12
- Replacement of Campus Inn (building 8); temporary space would be accomplished by utilizing vacated building 5 site.
- Fire Academy (off-site)
- Renovation of building 47 for Facilities Planning & Management; includes building expansion and remodel to relocate Bovis Lend Lease offices to building 47 and expanding IT space in building 23.
- Improvements to building 9C (awaiting new space in the Learning Center/Campus Center)

Gary added that, since the Business and Gymnasium projects have so much related work, in regards to the site, it may make sense (depending on the quality of work) to hire the same firm for the building designs.

The Public Transportation project will require a specialized firm, which will be selected through a separate selection process. The College hopes to supplement the project budget with federal funds and/or contributions from the City of Industry.

4. MATH/SCIENCE BUILDING AND INTERSECTION PROJECTS SCHEDULES

Gary Nellesen distributed copies of two updated schedules for the Math/Science building. One schedule considered impacts from rain, which would delay some items; and the other would be in place if weather is not a factor. Ginny Burley indicated the importance of A/V systems and connectivity to be up and running (tested) prior to the start of classes on February 23. John Nixon inquired about the status of the large clock that is normally on building 26; Gary will look into this.

The courtyard area at building 26 is slated for construction this summer. As soon as drawings are available for this work, which is expected to be very soon, Gary will present them to CMPCT for review and approval.

The intersection improvement work at Grand/Temple will be ongoing into the spring semester. The College will coordinate with the City of Walnut to mitigate traffic impacts during the first few weeks of school (open up lanes temporarily, etc.). A proposal for \$38,000 was considered, and denied by CMPCT, to install a fiber optic pathway for future connection to the area at the southwest intersection of Grand/Temple; this work may be considered at a later time in the future.

Landscape around the marquee at the Temple/Grand intersection is scheduled to begin once the intersection work is complete.

5. BUILDING 26 PEDESTRIAN BRIDGE

Gary Nellesen said he estimates that it will take approximately 4-6 weeks for drawings to be resubmitted to DSA with design revisions. A contract amendment may be considered at that time. Of the \$800,000 budgeted for this project, \$300,000 has been expended so far.

6. BOND REFUNDING LEGAL OPINION

Gary Nellesen distributed copies of an article that presented a legal opinion from the attorney general regarding cash-out refunding. The Attorney General determines that, in general, proceeds from refunding are unconstitutional when in excess of the amount needed to pay off debt because Districts lack the authority to levy taxes to support the additional debt without voter approval. The legal opinion also included that cash-out refunding proceeds that have been approved over 60 days are valid and immune from being challenged. With the Measure R bond, the College received approximately \$28 million from bond refunding; \$20 million was used to pay down the debt and \$8.5 million was put towards projects as follows:

- \$645,000 Agricultural Sciences
- \$510,000 Classroom Remodel (Bldg. 11 Lecture Hall/26D Exterior)
- \$200,000 Math/Science (Building Equipment)
- \$528,000 Building 26 Pedestrian Bridge
- \$4.6 million Design Technology Center
- \$2 million Campus Landscape (Art Center/Recital Hall/Humanities/Music)

7. STUDENT SHUTTLE SERVICE

The College is currently evaluating the use of the student shuttle service for spring semester. Traffic impacts at the intersection will likely disrupt the service. In examining past use, the cost has been approximately \$6-9 per student rider.

8. BUILDING NUMBERING (ADDED TO AGENDA)

The issue of using building numbers instead of building names was discussed. The preference has changed to utilize building numbers in the class schedule. This will require revisions to the database in banner and discussions will take place with the appropriate Campus departments to accomplish this.

9. PROJECT SCHEDULES

Updated project schedules, prepared by Bovis Lend Lease for active projects, were distributed.

10. CONSTRUCTION UPDATE

Updated project status reports, prepared by Bovis Lend Lease, were distributed; the reports provide a summary on the status of each active project.

Next meeting scheduled for March 10, 2009, at 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES MARCH 10, 2009, 1:00 P.M.

PRESENT: John Nixon, President/CEO
Virginia Burley, Vice President, Instruction
Michael Gregoryk, Vice President, Administrative Services
Audrey Yamagata-Noji, Vice President, Student Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Program Executive/Program Director, Bovis Lend Lease
Andrea Hopkins, Secretary, Facilities Planning & Management (record of notes)

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of February 3, 2009, were approved.

2. PMIA FUND SUSPENSION - UPDATE

Gary Nellesen said that the status of the State budget is still unknown at this time and further updates are not expected until May 2009. The College is proceeding with renovating temporary space for the Administration building occupants, in preparation for the remodel; however, if State funding is delayed, temporary space costs will increase. Gary added that if this is the case, there would not be much money saved to put towards new furniture in the Administration building remodel.

The College is also proceeding with preparation for demolishing row buildings 13, 14 and 15. The project is scheduled to be bid in 2-4 weeks, with construction to begin after commencement. Gary said that there may still be items stored by Financial Aid in one of the row buildings, and he will verify that. Other than the Honors Program (which will move into building 26 in the next few weeks), and the Meek Collection (slated to move from storage in building 13 to storage in building 11 in a few weeks; and ultimately to be displayed in the Exploratorium) the row buildings have been successfully vacated and decommissioning is scheduled to begin next month.

Gary added that the plan is to demolish buildings 13, 14, 15 and 5 at the same time. With that plan, a new location will need to be determined for the CSEA offices currently residing in building 5. Ginny Burley will verify space that may be available in building 16.

3. PROJECTS OUT TO BID

The Child Development Center is currently out to bid; the job-walk is being held on March 19 and

Board approval is scheduled for May 2009. The next project to be bid will be the building 45 remodel project.

Gary Nellesen said that the project team has yet to receive bid documents from the landscape architect for the Building 26 Courtyard. Mike Gregoryk said that he would like to schedule a meeting with the architect as soon as possible to understand the issues that are delaying the plan development process.

4. ARCHITECTURAL/ENGINEERING REQUEST FOR PROPOSALS (RFP) - UPDATE

CMPCT held interviews with the four firms recommended by the short-list committee for architectural services and made the following final selections:

- HMC Architects
- Hill Partnership, Inc.
- Marlene Imirzian & Associates
- tBP Architecture

Gary Nellesen distributed a summary of the fee proposal amounts that were submitted by the four firms; the fees were sealed prior to selection to ensure a qualifications-based system, in compliance with California Business and Professions code. Three of the firms submitted competitive fees around 8-10% of estimated construction costs (slightly higher for a remodel project) and tBP Architecture, Inc. submitted fees around 10% for new construction and around 12% for renovation projects. CMPCT agreed to designate three of the four firms – HMC Architects, Hill Partnership, Inc. and Marlene Imirzian & Associates - for the College's major construction projects under the Measure RR bond; the College may consider negotiating rates with tBP Architects, so that they are in line with the rates of the other three firms.

Gary shared the following additional information regarding firms that were short-listed by the committee for other services under the Measure RR Bond:

- Public Transportation – Diana Ho Consulting Group and Ted Tokio Tanaka (team). This firm was the only firm that proposed primarily for the public transportation project; also the only firm that mentioned utilizing other funds towards the project.
- Small Projects – Steven Fader Architect, Studio One-Eleven and Tetra Design Architects & Planners. Steven Fader worked on the renovation of Founders Hall and Studio One-Eleven worked with associated students a few years ago on designing a model for message boards. Tetra Design would be new to the Campus. One of the small projects that will begin design right away is improvements to building 9C, which CMPCT previously determined as necessary in consideration of the timeline for completion of the Learning Resources/Campus Center.
- Campus Accessibility - Sally Swanson Architects. This firm previously worked with the College to develop the Campus Transition Plan. The College intends to utilize the firm as a consultant to

prepare scope of work for accessibility projects, as defined in the transition plan, in coordination with the College's Master Plan.

- Engineering – P2S Engineering and Psomas (team). These firms are qualified to work together on civil and MEP components. One of the first projects in line will be to investigate sewer and drainage issues at building 9B.
- Engineering (Traffic and off-site) – RKA Consulting Group.

Gary Nellesen said that new Master Agreements would be developed and would be presented for Board approval in May 2009.

5. BUILDING 26 PEDESTRIAN BRIDGE/COURTYARD - UPDATE

Gary Nellesen said that a new design concept for the pedestrian bridge at building 26 was developed by Hill Partnership and the new design is in line with the College's concept for the project. Gary will provide renderings at the next meeting for review.

6. TEMPORARY SPACE – UPDATE

Gary Nellesen reported that the project to renovate building 40 for temporary space is in the informal bidding phase. As the space will be for temporary use, the modification would be minimal; permanent changes will be configured to provide permanent space for Community Education, after the Administration building remodel is complete.

One additional leased trailer at (building 29) will remain in order to house a classroom that will need to be vacated in building 45. With this change, two leased trailers total would remain at building 29.

Gary added that the temporary space planning meeting will resume the regular meeting schedule next week.

7. GOLF DRIVING RANGE PRELIMINARY STUDY

Gary Nellesen distributed the report from the feasibility study conducted at the golf driving range. The report concludes that safe options are available to protect runners on the cross-country track from errant balls sometimes produced from the golf driving range. The golf driving range consultant will develop a further plan.

8. MONITORING BASED COMMISSIONING

Gary Nellesen discussed the process of monitoring based commissioning. The program is designed to measure how effectively building systems are operating. Gary proposes that the College implement the program in the Science building (60), in order to create a baseline, and then implement changes to building systems while monitoring cost savings from those changes. With the information from

that exercise, the College would allocate future scheduled maintenance funds to install meters in the Performing Arts Center and the Math and Science building to complete the same exercises, expecting to increase energy cost savings. CMPCT approved consulting with P2S Engineering to implement the initial exercise in the Science building.

9. WATER CONSERVATION ORDINANCE

Gary Nellesen shared information from the Metropolitan Water District of Southern California regarding the adoption of a water-saving ordinance at local levels. Gary recommended that the College use caution when considering implementing a process like this, explaining that it could result in several restrictions to the Campus, such as limiting the District's irrigation on fields and filling ponds. Gary added that the College's future plans include underground rehabilitation of three existing wells on Campus, with access to the wells beginning this year at the end of the summer semester. With this timeline, the College could have access to reclaimed water for irrigation within 1-2 years. More work is planned to identify and create additional water storage on Campus.

10. MEASURE RR BOND – SERIES 1 PROJECTS

CMPCT received a list of projects to be included with the first issuance of Measure RR bonds at the managers meeting last week.

11. PLANNING (FPP) TEAMS FOR GYMNASIUM AND LEARNING RESOURCES/CAMPUS CENTER PROJECTS

There was discussion regarding the Learning Resources/Campus Center projects; as previously discussed in CMPCT, the College's plan is to submit both projects to the State for funding in the same year, with the understanding that one of them will likely be funded before the other. Now that architect firms have been selected for major work, HMC Architects was selected to work with the College to review and possibly update the Final Project Proposal (FPP) for the Learning Resources/Campus Center (FPP originally submitted in July 2007) and develop the FPP for the Gymnasium (Initial Project Proposal was submitted to the State in July 2008). CMPCT discussed the Campus representatives that should be involved in reviewing/completing these FPP's and indicated that for the LRC/Campus Center project the key individuals would be Ginny Burley, Audrey Yamagata-Noji, Meghan Chen and Carolyn Keys (or their designees). For the Gymnasium, key individuals would be Ginny Burley, Deborah Blackmore and Joseph Jennum (or their designees). Other departments will be scheduled to discuss specific issues, as needed. Gary's office will be responsible for coordinating upcoming meetings for both Final Project Proposals. CMPCT also discussed the importance of specifically reviewing the food services space in the Learning Resources/Campus Center. In developing the Gymnasium FPP, close attention will be directed to the Athletics Field House (building 50G) space which will be included in the new gym space and site planning issues such as removing the dirt hillside adjacent to parking lot R, relocation of the tennis courts, temporary parking issues and the evaluation of available space during site improvements and construction, as well as examining the stadium area to improve the space for events.

12. MEASURE RR PROJECT PLANNING GUIDE

Gary Nellesen shared and discussed a project planning guide that was put together by his office for Measure RR building projects. A disc was also distributed to CMPCT with the same information contained in the binder, which includes the master project list; master project schedules; project descriptions; project budgets; Final Project Proposals for the Business and Computer Technology building, Learning Resources/Campus Center, Career and Technical Education building; Initial Project Proposal for the Gymnasium; and the College's master plan updates since 2005. Mike Gregoryk requested that copies of this information (binder and disc) be provided to his office in order to distribute them to the Board of Trustees at the Board retreat in April 2009.

13. PROJECT SCHEDULES

Updated project schedules were not distributed.

14. CONSTRUCTION UPDATE

Updated project status reports, prepared by Bovis Lend Lease, were distributed; the reports provide a summary on the status of each active project.

Future Meetings: March 17, 2009, 1:00 p.m.
*No meeting on March 31 – Campus Holiday
April 14, 2009, 1:00 p.m.
April 28, 2009, 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES MARCH 17, 2009, 1:00 P.M.

PRESENT: John Nixon, President/CEO
Virginia Burley, Vice President, Instruction
Michael Gregoryk, Vice President, Administrative Services
Audrey Yamagata-Noji, Vice President, Student Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Program Executive/Program Director, Bovis Lend Lease
Andrea Hopkins, Secretary, Facilities Planning & Management (record of notes)

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of March 10, 2009, were approved, with the exception that Item No. 4 will be revised to better reflect the team's decision to approve architectural firms. The following wording will be incorporated:

CMPCT agreed to designate three of the four firms – HMC Architects, Hill Partnership, Inc. and Marlene Imirzian & Associates - for the College's major construction projects under the Measure RR bond; the College may consider negotiating rates with tBP Architects, so that they are in line with the rates of the other three firms.

The team also discussed the clock at the Humanities courtyard, has been inoperable for several years. The team agreed to consider options for updating the look of the clock and Facilities Planning & Management will look into options for repairs.

Gary Nellesen discussed the team's selection of firms for small projects; the team agreed to include Michael Merino and Associates to the list of qualified firms for small projects because this is the only firm that referenced compliance with DVBA (Disabled Veterans Business Enterprises).

2. PMIA FUND SUSPENSION - UPDATE

Gary Nellesen said that he recently became a member of the Facilities Task Force Committee, which is chaired by Carol Horton from Citrus College. The Committee meets quarterly in Sacramento. The first meeting that Gary attended was held last week and the committee was given an update of the State budget and explanations of funds that contribute to PMIA funds. Gary said that currently, the Design Technology Center is at risk to receive no State funding and the Agricultural Sciences building is in the same situation. Mike Gregoryk said, worst case scenario, the College would need to decide between

completing the Business building or the Design Technology Center this time next year, if State funds are not available as planned. The College will have more information for planning once the status of State initiatives is received in May 2009. The Design Technology Center is planned to be ready for bid after May. Gary said that some items that are planned with State funding include the demolition of buildings 5 and 5A and utilities relocation, estimated at \$1 Million. The College's Facilities Specialist in Sacramento spoke with Gary about the Business building budget, and feels that the amount is too low, by about \$4 million. The College has the option to expand the scope of the project, however, an approved \$4 million increase in the project budget by the State would need to include matching funds from the District (\$2 million from the state, \$2 million from the College). The team agreed to ask the Facilities Specialist to include the \$4 million in the project budget, to be used as contingency for inflationary costs. The project team feels that the budget is adequate at this time. Gary said that he would keep CMPCT updated on issues discussed in the Facilities Task Force meetings.

3. FINAL PROJECT PROPOSALS - UPDATE

Gary Nellesen said that meetings are underway to develop the Final Project Proposal for the new Gymnasium, which will be submitted to the State in June 2009. Meetings have also begun to review the initial Final Project Proposal for the Library, Learning Resources/Campus Center project, which was submitted to the State in 2006.

4. BUILDING 26 PEDESTRIAN BRIDGE - UPDATE

The College is currently working with the contractor to negotiate an amendment to the contract to implement design updates, as previously approved by the team. Gary reminded the team that initial changes in the design (after previous CMPCT approval) came about after DSA plan check required that the new walkway match the existing grade of an adjacent stairwell. The walkway is being redesigned to continue in northwest and southeast directions in order to continue work on the main Campus walkway. Part of the College's Master Plan intends this main walkway to lead into future planned courtyard areas, in connection with future building projects.

5. TEMPORARY SPACE - UPDATE

Gary Nellesen reminded the team of the decision to keep one additional temporary trailer at building 29, in order to house a PE classroom (this trailer would be in addition to the unit currently leased to LA County). Gary also confirmed that since the last meeting there were no additional storage items in the row buildings and the College is proceeding with the decommissioning of these buildings and liquidating furniture, in preparation for demolition (buildings 13, 14 and 15). Ginny Burley said that it is possible that Copper Mountain College could use furniture that is no longer needed by Mt. SAC. The College is also going through the furniture liquidation for building 40 in preparation for renovations to take place for temporary space during the Administration building remodel. There may be extra whiteboards and Smart boards in the building, which Audrey Yamagata-Noji said she may be able to use in the Ragan Room (building 9B). Mike added that Natural Sciences may be able to use some of the Smart boards.

6. LANDSCAPE PROJECTS

Mike Gregoryk and Gary Nellesen met with Doug Campbell of Campbell and Campbell, the College's landscape architect, on March 13, to discuss progress of landscape projects. Gary said that the College's project team has concerns that there is not a good understanding of what needs to be included in a biddable set of documents, including items that are required for public works projects. Campbell and Campbell has promised to provide the College with biddable construction documents for the Humanities courtyard and Arts courtyard projects by the end of this month; the plan is to present bids to the Board of Trustees for approval in May 2009.

7. MEASURE RR BOND – SERIES 1 PROJECTS

Gary Nellesen distributed a list of projects and corresponding funding amounts that are planned with the first issuance of bond funds. Gary recommended that the first priority for any additional funds over \$65 million should be \$1 million per year, to supplement the scheduled maintenance budget; the team agreed with this recommendation.

8. LA COUNTY REGIONAL ECONOMIC RECOVERY PLAN

There is potential for the Technology building renovation to receive 100% funded through the Los Angeles County Regional Economic Recovery program as the building is planned for LEED certification and will eventually house College programs for sustainable building and design practices. The College will submit an application for funding and, in doing so, will commit to being able to break ground in as soon as two years.

9. PROJECT SCHEDULES

Updated project schedules were distributed by John Beckton, Bovis Lend Lease.

10. CONSTRUCTION UPDATE

Updated project status reports, prepared by Bovis Lend Lease, were distributed; the reports provide a summary on the status of each active project. It was noted that information for the Administration building remodel had not been updated. Bovis will update the information for distribution at the next meeting.

Future Meetings: April 14, 2009, 1:00 p.m.
*Meeting cancelled - April 28
May 12, 2009, 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES APRIL 14, 2009, 1:00 P.M.

PRESENT: John Nixon, President/CEO
Virginia Burley, Vice President, Instruction
Michael Gregoryk, Vice President, Administrative Services
Audrey Yamagata-Noji, Vice President, Student Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Program Executive/Program Director, Bovis Lend Lease
Laura Demitria, Facilities Planning & Management (record of notes)

SUMMARY OF DISCUSSION:

1. CAMPUS SUSTAINABILITY POLICY

Gary Nellesen discussed development of Campus sustainability policies. Gary said that he will be presenting on this subject for the Eagle Club (Mt. SAC associated students) and explained that he plans to focus on the fact that the concept of sustainability goes beyond simply recycling. Gary recommends developing a sustainability program for integration with the Measure RR projects, the program would provide a guide to implement sustainability components with building designs. Gary added that pursuing LEED certification for buildings satisfies sustainability requirements.

2. CHILD DEVELOPMENT CENTER

The project team recommends moving forward with LEED certification for the Child Development Center. This requires changes to the building design documents and would require added costs to the project. Michael Gregoryk said that a meeting should be held with the architect first to determine their ability to complete the entire project as a LEED certified building. Gary will request an additional services proposal from the architect. The project bid schedule will be delayed while these items are being pursued. Gary reminded the team that delaying the project too long may prompt DSA to require that the building be built with updated building standards. The current plan is to present bids for approval to the Board of Trustees at the June 2009 meeting; LEED certification may delay this by 1-2 months. Any cost savings from bid will be used to fund other projects. The project is to be funded with the first bond issuance, which will also include the project to provide traffic signals and improve pedestrian crossing adjacent to the site.

3. PLANETARIUM

Gary Nellesen provided an update on progress of the Planetarium. The project is almost complete and the tour by the Board of Trustees went very well. Part of the project is to modify some of the

seating and this work is still underway, as well as additional adjustments that are being made to the mechanical system for sound control. Gary said that the College has received a claim from a contractor for \$56,000, for project delays; the project delays were associated with the dome installation, in which DSA required changes.

4. FINAL PROJECT PROPOSALS

Gary said that the Final Project Proposals for the Gymnasium and the update for the Library, Learning Resources/Campus Center projects are still in development. As previously decided by CMPCT, the Library, Learning Resources/Campus Center will not be submitted to the State for funding for at least one year. The budget for the Gymnasium project includes a small contribution from local dollars, and most costs are planned with State Capital Outlay funds. Site preparation for the Gymnasium would begin design around August 2009. Design for the Gymnasium would follow about two years later. The College has already submitted the Business building for funding and the Career and Technical Education building renovation (Building 28) Final Project Proposal will be submitted to the State at the end of this fiscal year, at the same time as the Gymnasium, with the plan that one of the projects will be funded by the State.

5. MASTER PLANNING

Gary said that the College is beginning work to update the Campus Master Plan. Gary handed out a draft of the Request for Proposal that is being developed to select a qualified architect. The updated Master Plan will include the College's Five-Year Construction Plan, future building plans and will be integrated with the Educational Master Plan. Completion of the update is planned to be accomplished before accreditation. The costs are estimated at \$200,000, to be paid from Measure RR bond funds.

6. BUILDINGS 9C AND 9D

Gary discussed the plans for improving the Student Life Center and space for Student Services (Buildings 9C and 9D). The project team is working to list the needs for each space, which will be provided at a future meeting in order to determine the appropriate budget amount for the project.

Modifications to building 9D are complete; electrical work and fire alarms have been changed at a cost of \$50,000, paid from the Administration remodel temporary space budget. The next phase of the modifications will be to install furnishings. Michael Gregoryk said that there needs to be an assessment of the existing furniture, before a determination can be made for purchasing new furniture.

7. TEMPORARY SPACE - UPDATE

Gary said that the project to modify building 40 for temporary space is ready to be re-bid. General construction and electrical work will be accomplished through informal bidding. Low-cost carpet material for the building was requested. Moves from the Administration building into temporary

locations are currently planned for August/September 2009.

8. LANDSCAPE PROJECTS

Gary reported that the Arts Complex and Humanities Courtyard projects are currently in the bid phase and the plan is to present bids for approval by the Board of Trustees at the May 2009 meeting. Gary also discussed the clock at the Humanities courtyard. The modifications to the clock will be included in the project budget. Costs are estimated at \$6,000.

9. MEASURE R BOND BUDGET UPDATE

Gary distributed copies of the Measure R bond budget report that will be provided for the Citizens Oversight Committee meeting on May 7, 2009. The report includes the following projects:

- Math Building – Total project budget: \$26,228,884; additional funds needed: \$223,330.
- Exterior Renovations – Total project budget: \$5,358,910; budget tracking well.
- Administration Renovation – Total project budget: \$15,903,000; budget tracking well.

10. PROJECT SCHEDULES

Updated project schedules were distributed by John Beckton, Bovis Lend Lease.

11. CONSTRUCTION UPDATE

Updated project status reports, prepared by Bovis Lend Lease, were distributed; the reports provide a summary on the status of each active project. It was noted that information for the Administration building remodel had not been updated and Bovis will update the information for distribution at the next meeting.

Future Meetings: May 12, 2009, 1:00 p.m.
May 26, 2009, 1:00 p.m.
June 9, 2009, 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES MAY 12, 2009, 1:00 P.M.

PRESENT: John Nixon, President/CEO
Virginia Burley, Vice President, Instruction
Michael Gregoryk, Vice President, Administrative Services
Audrey Yamagata-Noji, Vice President, Student Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Program Executive/Program Director, Bovis Lend Lease
Andrea Hopkins, Secretary, Facilities Planning & Management (record of notes)

ABSENT: Michael Gregoryk, Vice President, Administrative Services

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes From the meetings of April 14 and March 17, 2009 approved. Notes from the meeting held on March 10, 2009, were distributed with revisions made at the March 17 meeting.

2. DESIGN TECHNOLOGY CENTER/ADMINISTRATION BUILDING REMODEL

Gary Nellesen said that the College would soon be ready to submit working drawings packages to the State Chancellors office, for approval to proceed with bid, for both projects. Gary also commented that the PMIA fund situation may be improving. Both projects are scheduled to be bid within the next four weeks and, at this time, Gary said he does not foresee any problems with State funding for either project.

Gary explained that the State will not cover funding for demolition of the row buildings (buildings 13, 14, and 15) and other site preparation as part of the Design Technology Center budget, as previously understood, because these are considered additional scope items. Also, Fashion Design was added to the building programming, which is an increased space issue and also affects funding. Gary said that in the past, these issues would have seemed minor; however, due to the State budget deficit, the Chancellor's office is looking at submissions with a higher level of scrutiny.

3. CHILD DEVELOPMENT CENTER

At the last meeting, LEED certification for the Child Development Center was discussed. As follow-up to this item, Gary directed the architect to conduct a study of the building plans to provide information on LEED criteria that is met with the current building design. As designed, the project is

currently eligible for the lowest level of LEED certification (26 points). With some additional work, the project could meet the requirements for a higher level of certification. John Nixon said that the goal would be for the Child Development Center to meet LEED Silver certification. Gary said that the project team would evaluate low cost options that could be incorporated into the design to meet those requirements. Gary also added that, in order to avoid impacting the project schedule, some of the changes could be issued in a change order and less significant design items could be issued in an addendum to the project. Gary added that the following practices would give the project higher points, as well as benefit the Campus:

- Occupant-controlled building systems (heating/cooling)
- “Green” cleaning products
- Accessibility to additional public transportation
- Low-emitting materials

Gary added that incorporating LEED standards also puts excellent measures in place to verify building systems upon occupancy. The project team will recommend an appropriate allowance amount for LEED to be included in the project budget for work added after bid; to be presented at a future meeting. The project is scheduled to be bid in July 2009.

4. FINAL PROJECT PROPOSALS

Gary Nellesen provided updated information regarding the ongoing effort to develop and Final Project Proposals (FPP’s) for the Gymnasium and the update for the Library, Learning Resources/Campus Center projects. Gary recommends that the College submit the already prepared FPP for the Career and Technical Education renovation project (Building 28) to the State Chancellor’s Office this year with the Gymnasium FPP, with the anticipation that one of the projects will be funded. Gary explained that the projects fall into two different categories in the State’s Capital Outlay points-based system. Several pieces of a submitted project are taken into consideration, including the amount of local contribution, type of programming within the building and the age of the current facility; and that money is usually allocated first for new facilities that are required for growth and replacement. The team agreed that the priority would be to fund the Gymnasium project, because of the College’s prior commitment to the campus community. The Gymnasium FPP will be submitted with a local contribution amount of 30% of the project budget, the Career and Technical Education building local contribution will be around 5-10%.

The project team is continuing its review of the FPP for the Library, Learning Resources/Campus Center FPP; the project team has broken into two groups (Campus Center and Library) in order to focus on specific details of the programming. The Library team is scheduled to tour Santa Monica College’s library this month. Gary also shared an article regarding “fusion” buildings, which encompasses the same concept that Mt. SAC has for combining the Campus Center and Library services of the College. The article refers to George Mason University in Virginia, which is one of the first college’s in the nation to incorporate this concept. Gary suggested that a site visit to this Campus would give the project team a lot of insight as progress occurs with planning.

5. MASTER PLANNING

Gary Nellesen distributed a revised draft of the Request for Proposal (RFP) that is being developed to select a qualified architect to update the College's Facilities Master Plan. Gary said that much of what was updated since the last meeting was information from Research and Institutional Effectiveness. The team requested that a revision be made to reflect the changed name of "Community Education" to its updated name, "Continuing Education". It was discussed that the current Master Plan does not incorporate planning and growth associated with the Continuing Education department; however, Continuing Education has been incorporated into the 2009 Education Master Plan, which provides a good basis for growth and development, and it will be included in the update for the Facilities Master Plan. Gary said that the RFP will be sent to the three firms that were selected for major Measure RR projects – Hill Partnership, Inc., Marlene Imirzian & Associates and HMC Architects. The plan will be to present the selected firm to the Board of Trustees for approval in June 2009.

Gary suggested that a project be planned to update the ramps of the trailers for Continuing Education with Trex material, which is a much durable and long lasting material than is currently used on the ramps. Gary said that the reality may be that the trailers will not be removed from the Campus soon, and possibly not for another ten years. Considering that, and the number of safety concerns with the current ramps, this project was approved.

6. STUDENT LIFE/STUDENT CENTER IMPROVEMENTS (BUILDINGS 9C AND 9D)

Gary discussed the plans for improving the Student Life Center and space for Student Services (Buildings 9C and 9D) and said that the list of needs identified by the project team includes some items that should be included in routine maintenance work, such as paint; and upgrades to technology, like improved sound control. Part of the requests include alterations to interior space, and; although non-structural changes do not require DSA approval, modifying space in restrooms would prompt a need to update more than the requested space to ADA standards. Gary recommends a budget of \$200,000 for the project, which would cover basic interior and exterior improvements, not including structural or accessibility changes. John Nixon said that the improvements should be as comprehensive as possible without prompting action for DSA review. Audrey Yamagata-Noji suggested phasing basic improvements over a period of time.

Gary discussed requests from the Associated Students to return the gazebo back to the main Campus. The gazebo was previously removed from the Arts complex during the renovation and is being stored near the Facilities Planning & Management building. Gary recommends that if the gazebo is returned to the Campus, it be relocated to Sherman Park. The team approved this recommendation.

7. TEMPORARY SPACE - UPDATE

Gary Nellesen discussed furnishings for Student Services offices that are being relocated from building 16 trailers (in preparation for the Administration building move) into the Student Services building. It

was discussed that some of the items that were being stored are missing. John Nixon said that new panels should be purchased for proper configuration of office space, as well as quality desks.

Gary distributed an updated move schedule, planned in preparation for the Administration building remodel and the demolition of the row buildings (buildings 13, 14, and 15). There was discussion regarding the phased moving plan for Fiscal Services, which would require that groups move to building 23 temporarily (two weeks), and then move into long-term temporary space, in order to facilitate equipment moves and connectivity. Gary said that he would have more discussion with the building occupants about this, specifically Linda Baldwin, Associate Vice President of Fiscal Services. Gary added that long-term plans include the permanent relocation of Parking Services to building 23. The impact should be minimal since parking permits are now available through the Bursar's office. For the temporary relocation of Parking Services to building 40, some current faculty parking spaces will be changed to 30-minute visitor parking.

8. LANDSCAPE PROJECTS

Gary reported that the Arts Complex project is currently out to bid, with a placeholder for bid approval at the May 2009 meeting of the Board of Trustees. The project is scheduled to begin construction in June 2009. The completed project will be suitable for small gatherings, approximately 20-30 people.

Final plans for the Humanities Courtyard were recently presented to faculty. There is concern from faculty that their input, which was provided at the very beginning of design, was not incorporated into the project. Gary feels that this concern is understandable, as the project team did not communicate with faculty during progress of the design. The project team will review the plans with faculty, with the goal to identify changes that can be made on the surface, and in turn, minimize the need to make major changes to the plan which would allow the project to maintain the current bid schedule. Gary will provide an update of this subject at a future meeting.

9. HUMANITIES PEDESTRIAN BRIDGE (BUILDING 26)

Gary reported that the College is working to finalize the contract for the revised scope of work and the contract amendment is in review with the College's lawyer.

10. ASTRONOMY DOME

Gary discussed the delay in obtaining DSA approval for plans to install the Astronomy Dome. DSA previously delayed the review of plans because the Science building was not closed-out. When DSA discovered that the plan review was delaying project close-out, they returned the College's payment for plan review. The project team has worked with DSA on this issue, and final review of plans is anticipated for completion by the end of summer 2009.

11. CSEA OFFICE SPACE

Gary reported that current space in building 5/5A for CSEA offices consists of two offices and one conference room, totaling about 400 square feet. In preparation for the demolition of building 5/5A, Gary said that space may be available for these offices to be relocated to building 40, however the space would be limited. John Nixon said that relocating the offices shouldn't delay the demolition plans for building 5/5A. The priority will be to find space for CSEA records storage and the College will continue to look for suitable office space for permanent relocation.

12. PROJECT SCHEDULES

Updated project schedules were distributed by John Beckton, Bovis Lend Lease.

13. CONSTRUCTION UPDATE

Updated project status reports, prepared by Bovis Lend Lease, were distributed; the reports provide a summary on the status of each active project.

Future Meetings: June 9, 2009, 1:00 p.m.
June 23, 2009, 1:00 p.m.
July 7, 2009, 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES MAY 26, 2009, 1:00 P.M.

PRESENT: John Nixon, President/CEO
Virginia Burley, Vice President, Instruction
Michael Gregoryk, Vice President, Administrative Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Program Executive/Program Director, Bovis Lend Lease
Andrea Hopkins, Secretary, Facilities Planning & Management (record of notes)

ABSENT: Audrey Yamagata-Noji, Vice President, Student Services

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of May 12, 2009 were approved.

Gary Nellesen discussed the recent site visit with the Learning Resource/Campus Center project team to the Santa Monica College Library. Gary said that the project team gained a lot of insight that would be helpful during review of the Final Project Proposal and project design. Gary also referenced discussion from the last meeting, in which he suggested that the project team visit the Library/Student Center building at George Mason University in Virginia at some time during the next year. Gary said that most of the recent experience with Mt. SAC's project teams is with science laboratory spaces and classrooms, and it would be good to learn about the way libraries of today function, especially in a unique building design such as this. George Mason University is one of the only colleges in the nation that has combined library and student center functions into one building. It was discussed that funds for this type of visit would not be available through regular conference and travel funds and that other funds would need to be secured for the site visit to take place.

2. DESIGN TECHNOLOGY CENTER/ADMINISTRATION BUILDING REMODEL

Gary Nellesen discussed information from the Chancellor's Office Department of Finance regarding PMIA funds, which states that \$6 billion have been issued in bonds and \$417 million will be allocated for proposition 10 projects. With this information, Gary feels that funds will continue to be available for processing active payment applications for the Agricultural Sciences project and that the State's ability to fund projects is beginning to return to normal. The College plans to go to bid for the Design Technology Center project soon. Gary discussed issues that arose during the submission of final working drawings to the Chancellor's Office. The plans submitted did not accurately represent programming that was submitted on preliminary plans; approximately 6,000 square feet of laboratory

space was redesigned sometime during the design process, which reduced the overall net laboratory space in the project. This likely resulted from changing two fashion design laboratories to interior design laboratories and the labels were changed to "laboratory" space and "other" space. The College's planning consultant, gkkworks, has been very helpful in presenting the plans to the Chancellor's Office, to reflect the accuracy and actual intentions of the space design.

Gary said that it is possible that the State could reject the project, but that the anticipated worst case scenario is more likely to be that the District would be responsible for funding an additional 1,200 square feet of space in the project.

The Administration building remodel is scheduled to be bid at the end of summer 2009.

3. CHILD DEVELOPMENT CENTER

The second job walk for the project was held last week and was attended by about 185 contractors. The typical number of contractors to attend a job walk for a comparable project is usually 40-50. Drawings have been revised to reflect updated information technology standards. The project is also currently eligible for LEED certification; the College is striving for LEED Silver certification. Gary will be reviewing the financial status of the architect prior to making recommendations to approve additional work for updating project plans to meet LEED Silver standards; an update will be provided at a future meeting. John Nixon asked that Gary look into information for future projects to be built to LEED Silver standards.

4. FINAL PROJECT PROPOSALS

Gary Nellesen said that work was progressing for the submission of Final Project Proposals for the Learning Resources/Campus Center, Gymnasium, and the Technology building renovation projects. The College will commit to contributing 30% funding for the Gymnasium and 10% for the Technology building (approved at a previous meeting). Gary feels that both the Gym and Technology renovation projects will be competitive for funding at the State level. Both projects will be submitted to the State at the end of June, with approval from the Board.

Gary also distributed floor plans of the Gymnasium (by HMC Architects, dated May 21, 2009) which displayed updated programming for the gymnasium that was accomplished during the review of the Final Project Proposal. The project team consisted of Deborah Blackmore, Joe Jennum and Deborah Cavion of the Athletics division; along with representatives from track, cross country, football and basketball. Gary reviewed page 4, option 3, of the booklet with the team, explaining that the project team chose this option, which includes an atrium in the building, with a courtyard at the main entrance. The building also includes a lot of glass walls which is a LEED component, in that this allows the use of natural lighting. The locker rooms in the building were changed from Athletics only locker rooms to use by Athletics and Physical Education classes (labeled outside sports and inside sports for submission to the Chancellor's Office); the lockers rooms will also serve as meeting rooms for sports teams. Preparation of the site will include changing the grades of the practice football field. Refining the grades of the cross country track was discussed; however, this would potentially alter the integrity

of past track records and significantly change the character of the track. The option 3 layout was approved by CMPCT.

5. MASTER PLANNING

Gary Nellesen said that the College would be receiving responses from architects to the College's Request for Proposal to update the 2005 Master Plan. Gary and John Beckton will provide an initial review of the submissions and make a recommendation to Mike Gregoryk. The 2009 Master Plan Update will be funded with Measure RR bond funds and Phase 1 is expected to cost \$150,000 - \$250,000. If Measure RR funds are not available this year, other funding will need to be identified.

6. TEMPORARY SPACE UPDATE

Gary Nellesen said that the construction team conducted an analysis of the costs for leasing the building 16 temporary trailers (16B/C/D/E/F) in order to determine costs that would need to be identified, if State funding is not available for the Administration building remodel. The analysis concludes that the break-even point for the College is estimated to be 20 months, in which the College would keep the trailers closed until the project is ready for construction. The team approved moving forward with moving plans for the renovation, and acknowledged the cost of \$190,000 per year to continue the building 16 rentals.

7. LANDSCAPE PROJECTS

Gary Nellesen said that the project team will be meeting later today to review revised plans for the Humanities Courtyard project. The project team still plans for the project to be bid at the end of June 2009.

Bids have been received for the Arts District Courtyard project. The construction budget for the project is estimated at \$600,000, and the lowest bid came in at \$525,000 from Green Giant Company; the bid was approved by the team.

Gary discussed the challenges in maintaining the College's landscape with the low staffing levels in the Grounds department. Facilities Planning & Management has been working diligently with the landscape design staff to combine aesthetically pleasing and low maintenance design schemes. John Nixon asked if the project to improve the landscape in front of the Library (building 6) was proceeding. Gary responded that the project was in development, and has an estimated budget of \$30,000.

8. HUMANITIES PEDESTRIAN BRIDGE

Gary reported that the College will be unable to amend its agreement with the existing contractor, in order to accomplish the revised scope of work. It was clarified that a contract amendment that was approved previously in a similar situation (which the project team had based its belief that an

amendment would be possible in this case) was only approved because of an emergency resolution. The project will need to be rebid and the plan is to present the bids for approval at the June 2009 Board of Trustees meeting.

9. COLLEGE POWER OUTAGE (ADDED TO AGENDA)

Gary discussed the recent Campus power outage that took place on May 25. Facilities Planning & management staff did not receive communication regarding the shut-down of cooling systems in the technology server rooms and equipment could have been at risk of overheating. Staff is exploring secondary means of notification to protect equipment such as this during any future, unexpected electrical outages.

10. PROJECT SCHEDULES

Updated project schedules were distributed by John Beckton, Bovis Lend Lease.

11. CONSTRUCTION UPDATE

Updated project status reports, prepared by Bovis Lend Lease, were distributed; the reports provide a summary on the status of each active project.

Future Meetings: August 4, 2009, 1:00 p.m.
August 18, 2009, 1:00 p.m.
September 1, 2009, 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES AUGUST 4, 2009, 1:00 P.M.

PRESENT: John Nixon, President/CEO
Michael Gregoryk, Vice President, Administrative Services
Audrey Yamagata-Noji, Vice President, Student Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Program Executive/Program Director, Bovis Lend Lease
Andrea Hopkins, Secretary, Facilities Planning & Management (record of notes)

ABSENT: Virginia Burley, Vice President, Instruction

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of May 26, 2009 were approved. Gary said that Final Project Proposals were submitted to the State, as discussed at the May 26 meeting.

2. PROJECTS OUT TO BID/BID RESULTS

Gary Nellesen handed out a spreadsheet of the bid results for the Child Development Center and final bids came in at \$11,063,966.22, well under the \$14 million construction budget for the project. Gary said that these savings represent changes in the construction market due to the economy. The bid opening for the Administration remodel project is scheduled for September 2, 2009; and for the Design Technology Center project on August 21, 2009. Bid savings for these two projects would be distributed between the College and the State. The PE Center (building 45) remodel project is also expected to bid below the original construction budget of \$6 million; that bid opening is scheduled for September 1. Gary said that he plans to present these bid results to CMPCT prior to presenting them for approval to the Board of Trustees.

3. LEED PROPOSALS

Gary Nellesen said that the Child Development Center project has been registered with the Green Building council and that the Design Technology Center project is currently being evaluated by the project team for LEED qualification. Minimal modifications should meet the criteria for LEED Silver certification. Gary discussed formal building commissioning as an important component of LEED and that different firms have a different level of experience with LEED certification. In formal building commissioning, compared to in-house commissioning, the process deals more with measurement of building systems to meet Campus standards, rather than a 'fit test' that is performed by in-house.

Gary mentioned that P2S Engineering and Yardley-Zaretsky are two firms that meet these qualifications and have done satisfactory work on the Campus in the past.

4. DEMOLITION PROJECTS

Gary Nellesen said that bids for both demolition projects – Information Technology (building 5/5A) and the row buildings (buildings 13, 14, 15) - were approved at the July 2009 Board of Trustees meeting. Abatement work for building 5 was bid separate from the demo work in order to maintain the demolition schedule (exterior stucco contained asbestos); the abatement work is happening right now, and the demolition is to follow. The College is currently finalizing construction contracts for the building 5 demolition, with the plan that the demolition work will begin sometime this week. Audrey asked about photographing these buildings before they are demolished. Gary said that the College's EIR update in 2001 required photo documentation of buildings to be demolished, and photo documentation should be on file; however, Gary said he would confirm this with staff. Before building 5 was part of Mt. SAC, it was one of the only buildings that were part of the former hospital. John Nixon asked about staffing for consultants; John Beckton said that 6 people were laid off from Bovis at Mt. SAC and 1 construction manager was hired. Gary said that the first priority with the demolition projects was to complete the noisy work during Campus downtimes; Dr. Nixon mentioned that if noise becomes an issue when classes begin, he would rather that the noise take place closer to the library, rather than disturbing classes in session. There was discussion on whether old roof tiles from the row buildings would be removed and resold and Gary Nellesen and Mike Gregoryk both agreed that this would require a lot of detailed hand work (in order to not damage the tiles) and that would be very costly.

5. LANDSCAPE PROJECTS

Gary Nellesen said that landscape projects are ongoing and that there would be challenges to minimize noise as classes begin. Irrigation and controls are scheduled to be installed during the first week of school at the Arts Center courtyard and there will be limited pedestrian access for paving work that is scheduled during the same week at the Humanities Courtyard. Gary displayed a picture of lighting fixtures to be installed at both landscape project sites (two at Humanities and several at the Arts Center). Audrey mentioned that some of the fencing around construction sites is wearing down and the team agreed that the College needs to work at requesting that the construction firms keep up the look of the fencing.

6. MEASURE R PROJECT BUDGET UPDATE REPORTS

Gary Nellesen distributed copies of the project budget update reports that will be handed out the Citizens Oversight Committee meeting on August 6, 2009. Mike Gregoryk said that since the committee would be touring the Agricultural Sciences project, he would like to tour the swine unit as well. Mike also mentioned that the project includes a raptor rehab center, but he is uncertain if the College even has a bird program or faculty on staff to support such a program. It was mentioned that the Vet-tech program may handle birds. Gary suggested that it would be a good idea to not purchase the netting for this area yet, until use by a program is confirmed or established. John Beckton will

check with the project staff to determine the status of installing the netting. The budget reports were approved as presented for distribution to the Citizens Oversight Committee.

7. FINANCIAL OUTLOOK FOR FUTURE PROJECTS

There was discussion regarding the College's plan to proceed with a 3-year BAN, with the anticipation that assessed property valuation rises in the next three years. Mike Gregoryk and John Nixon supported the fact that the College would need all possible savings available in order to continue with the building program, the maximum amount to be borrowed is planned at \$35 million, and will be borrowed against Measure RR bond funds. Gary said that the most critical components in the building program are site projects that line up with the sequencing of other work, such as the site work that needs to take place prior to the construction of the business building. Gary also mentioned that the State is in the process of selling final bonds to fund future construction projects and it will be important to get invoices for State funded projects to the State and paid timely as construction continues; the general process the State will follow is to pay invoices on a first-come, first-serve basis.

8. STUDENT PROJECT

Gary Nellesen said that he was approached by a faculty member in the Technology and Health Division about a potential sustainability project. The concept is for students to build wind power units at an approved site on Campus, in collaboration with appropriate Mt. SAC project staff and DSA inspectors, in order to provide a small amount of power for nearby areas. Gary suggested that the power could be used to support irrigation of well water and proposed the site at the hill, west of Facilities Management (building 47). Costs for the entire project are unknown at this time. The concept and site were approved by the team and Gary will present more information about the project as the concept progresses.

9. PROJECT SCHEDULES

Updated project schedules were distributed by John Beckton, Bovis Lend Lease.

10. CONSTRUCTION UPDATE

Updated project status reports, prepared by Bovis Lend Lease, were distributed; the reports provide a summary on the status of each active project. There was discussion on the following items:

- Gary shared the access plan for the Administration building construction site and distributed copies of updated move schedules in connection with the project. It was clarified that an access ramp was added to the project design, on the east side of the building; and some windows will be added.
- There was discussion regarding landscape for the S Parking Lot area; funds originally planned for this project will be used to balance active project budgets.

- After the demolition of building 5, Gary said that the plan is to grade and sod the vacated site if funding for other projects is down; if funding is available, he would recommend keeping the area fenced and proceeding with the replacement of the Campus Inn (building 8).
- Project meetings for Student Life Center (building 9C) improvements are ongoing and Gary said that he has cautioned the project manager and the architect about ensuring that the concepts do not exceed the amount budgeted for the project.

Future Meetings: September 1, 2009, 1:00 p.m.
September 15 – no meeting
September 29, 2009, 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES

SEPTEMBER 1, 2009, 1:00 P.M.

PRESENT: John Nixon, President/CEO
Virginia Burley, Vice President, Instruction
Audrey Yamagata-Noji, Vice President, Student Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Program Executive/Program Director, Bovis Lend Lease
Andrea Hopkins, Secretary, Facilities Planning & Management (record of notes)

ABSENT: Michael Gregoryk, Vice President, Administrative Services

SUMMARY OF DISCUSSION:

1. PRESENTATION – AGRICULTURAL SCIENCES LITERACY TRAIL

David Lannom and Brian Scott of the Agricultural Sciences department and Nicholas Staddon of Monrovia Growers attended the first part of the meeting to provide a presentation of the Agricultural Sciences Literacy Trail, a project that has been in a conceptual phase for quite some time. The project is intended to provide education about all areas of Agriculture and Horticulture for students and the community, as well as provide a place for alumni to gather for special events. The project would entail an actual paved trail with 17 exhibits stationed alongside, as follows:

1. Welcome Center (Agricultural Sciences building) and Hall of Fame
2. Water Management (study of the role of water)
3. Urban Tree and Shrub Display (proper cultural practices and study of residential trees)
4. Resident Fruit Tree Orchard
5. Turf Substitute Demonstration (sustainable alternatives to turf)
6. Landscape Water Conservation/Irrigation Methods
7. Outdoor Demonstration Area (displays irrigation, plant identification, pest management, etc. Includes a water fall and pond and displays outcomes of the work of the classes)
8. Greenhouse and Nursery Production
9. Agriculture Preservation/Urban Sprawl (conflicts between urban development and agriculture)
10. Amphitheater, Early Use of California Plants and Oaks of California (includes an outdoor classroom on an existing slope)
11. Livestock Pavilion Swine Unit, Sheep Unit and Beef Unit
12. Birds of Prey/Raptor Rehabilitation Center
13. Equine Unit
14. Sports Turf Demonstration
15. Companion Animal Care (cats and dogs)

16. Sustainable Agriculture

17. Equipment and Tractor Display/Equipment Technology Center

Nicholas Staddon said that the concept of this project was very unique and nothing like it currently exists in California. Most of the work of setting up and maintaining the exhibits would be accomplished by students; there are many students in the program that have a very high level of passion for this industry.

A list of exhibit descriptions and estimates for associated costs were distributed as handouts. The cost of all individual exhibits is estimated by the program to be \$153,000, with unknown costs for the trail/pavement and lighting; costs for other building code requirements like drinking fountains, accessibility provisions, etc, are also unknown at this time. Costs are listed per exhibit. John Nixon suggested that the costs associated with the exhibits be broken down into categories, such as signage, supplies, hardware, new construction, repair, printing, etc.; so that there is a better understanding of how funding will be allocated. It was discussed that program grant funds may be available to fund the trail. It was also discussed that work for some of the exhibits is included in the current construction, and there is a need to identify which exhibits (or components of exhibits) are designed into the current Agricultural Sciences project (main building and surrounding buildings); and which could be integrated during construction to possibly minimize costs. Gary Nellesen plans to discuss the structural aspects of the exhibits with College consultants (DSA Inspection and Structural Engineering) to better understand those costs.

2. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of August 4, 2009 were approved. Gary Nellesen said that he had yet to provide information on two items from the last meeting, and he would provide this information as soon as possible at a future meeting.

3. PROJECTS OUT TO BID/BID RESULTS

Bids for the Design Technology Center project came in at approximately \$8 million under budget. The State will take their share of this savings back, which will be a little less than half of the \$8 million. Contingency funds for the project will include 5% of the bid amount. Gary said that he has requested that \$500,000 of State funds remain in the budget for the project; there were several low bidding contractors, which is a sign that there may be future, legitimate change orders on the project. As always, the College will work to avoid unnecessary change order requests from contractors.

John Nixon discussed the funding issues that the College is currently having with issuing Measure RR Bonds and said that there are some options that the College is considering. The main priority is to not lose momentum with current construction activities; the delay of Measure RR funding has the greatest impact on the Child Development Center and PE Center Renovation (Building 45) projects, as those projects have already been designed and bid. The College is currently working to negotiate with contractors that have bid on the Child Development Center to hold to their bid amounts until they can be presented for approval at the October Board meeting, which would allow the College

some time to consider and finalize funding options. There have been significant savings recognized on recent bid projects, which the College hopes to be able to take advantage of; the PE Center Renovation project bids came in at about half of the initial construction budget.

4. DEMOLITION PROJECTS – UPDATE

Demolition projects are progressing well. The project team is working to mitigate sound and vibration impacts to nearby buildings.

5. LANDSCAPE PROJECTS – UPDATE

Construction at the Humanities Pedestrian Bridge/Walkway project has started up again. The contractor is new to the College.

6. FINANCIAL OUTLOOK FOR FUTURE PROJECTS

Not discussed.

7. STUDENT/PUBLIC COMMENT CARD

Not discussed.

8. SMALL PROJECTS LIST

Gary Nellesen discussed several small projects that are currently in development and will be moving forward. These projects include:

- Install telecommunications duct bank for new point of entry;
- Install/upgrade classroom audiovisual systems in Performing Arts, Library, Language Center, Health Careers Center and Welding/AIRC;
- Radio tower upgrades
- Cell phone repeater project
- Elevator modernization in Performing Arts, Library, Natural Sciences and Humanities;
- Stadium seating repairs;
- Performing Arts Center chiller and cooling tower replacement;
- Energy metering at the Science building, Library, Performing Arts Center, Math building, Language Center, Health Careers Center, Welding/AIRC, Humanities, Technology building, and Student Services;
- Monitoring based commissioning at the Science, Library and Performing Arts Center;
- HVAC study at Founders Hall;
- Bracket Field modernization;
- Repair/Replace 2 ground water wells;
- HVAC repairs at the library;

- Landscape at the library.

9. PROJECT SCHEDULES

Project schedules were not distributed.

10. CONSTRUCTION UPDATE

Project status reports were not distributed.

11. CAMPUS TOUR OF CONSTRUCTION PROJECTS

The tour of construction projects was not taken and may be postponed to another meeting.

Future Meetings: September 29, 2009, 1:00 p.m.
 October 13, 2009, 1:00 p.m.
 October 27, 2009, 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES

SEPTEMBER 29, 2009, 1:00 P.M.

PRESENT: Virginia Burley, Vice President, Instruction
Michael Gregoryk, Vice President, Administrative Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Program Executive/Program Director, Bovis Lend Lease
Andrea Hopkins, Secretary, Facilities Planning & Management (record of notes)

ABSENT: John Nixon, President/CEO
Audrey Yamagata-Noji, Vice President, Student Services

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of September 1, 2009 were approved. Gary Nellesen said that he was still in the process of locating photos for the buildings currently being demolished (buildings 5, 13, 14 and 15), but he is sure that they were required as part of the College's Environmental Impact Report. Gary also said that the College has been working to update project specifications to include the upkeep of construction site fencing as part of contractors' agreements.

2. NEW PROJECT START DATES

The College received approval from the Department of Finance to move forward with construction on the Administration building remodel project. Construction is scheduled to begin in about two weeks on the Design Technology Center and in about one month on the Administration building remodel. Gary displayed a plan for the construction lay down area for Design Technology Center project and the plan was approved by the team.

3. DEMOLITION PROJECTS - UPDATE

Gary Nellesen said that the construction team recently found a gas line at the demolition site for building 5, which was not previously identified on the College's original site plan. The line, which is required to serve the Carl's Jr. restaurant, will be relocated. There was discussion about the sewer odor that has become commonly associated with the area near Carl's Jr. and the Campus Inn. Gary said that the maintenance team is currently flushing plumbing lines regularly to mitigate the odor.

4. LANDSCAPE PROJECTS - UPDATE

Gary Nellesen provided an update on landscape projects. The trees to be planted at the Arts Center have arrived; irrigation has been completed. Final completion should be achieved in approximately 60 days. The Humanities Courtyard project is a little behind; pavers have not yet started and will begin after removal of a leftover piece of concrete from the Classroom Remodel project.

The College is also moving forward with the landscaping project for Parking Lot S. Gary showed a display of the current trees and shrubs planned for the project. There is a maintenance concern and request that, at this time, only the trees be planted and that the planting of shrubs be delayed until staffing levels are back up in the Grounds department. Gary said that the opening of the other newly landscaped areas will put the workload above current staffing levels in Grounds. The team approved to move forward with the planting of only the trees.

Gary Nellesen said that repair work for the practice and regular football fields would be moving forward with scheduled maintenance funds that have been granted by the State. The cost of the project is approximately \$150,000; the funding has been approved for the project and can only be spent on this project. The original plan was to hold off on this work in order to complete the adjacent site improvements planned with Measure RR funds, but because of delays with those funds, it is wise to move forward with the field improvements, since the scheduled maintenance funds have already been allocated.

There are delays on the Athletics Storage building project and the College may have a claim for liquidated damages; the College is looking into options for replacing the contractor that is currently on the project and a meeting is scheduled for tomorrow to consult with legal counsel on the issue.

5. FINANCIAL OUTLOOK FOR FUTURE PROJECTS

Gary Nellesen discussed his recommendation to change the priority order of the Technology Building renovation and Gymnasium projects; it was previously decided that the Gymnasium was the next priority for the College in applying for State Capital Outlay funding, after the Business building. The College's contribution for the Gymnasium would be \$18 million, and \$5 million for the Technology building renovation; Gary makes the recommendation to change the priority based on the College's current cash flow issues with Measure RR funding. Although the College applied for grant funds at the beginning of this year for the Technology renovation project, there has been no report of progress or response from that application. Michael Gregoryk discussed a possible BAN with the City of Industry and has been in discussion about this with bond counsel. The College may still be required to make annual interest payments on this type of loan. Another option is to hold onto bonds 3-4 years after the issuance of a BAN, but that would not allow for the College to contribute the required matching funds for the Business building. It was also discussed that if the 2010 State Bond Issue does not pass, the next State bond will probably be in 2012. The team approved the change in priority for State funding for the Technology building renovation; this may also allow some time for assessed property valuation to increase. Michael Gregoryk also discussed the importance of remembering the

promises made to students during their support of Measure RR, especially the promise of a new Student Center.

6. AGRICULTURAL SCIENCES ADDITIONAL STORAGE SPACE

Gary Nellesen said that additional space is required in the Agricultural Sciences building for Information Technology equipment, in order to provide proper connectivity throughout the building. Gary showed the planned floor layout and identified an area in a small department storage room that could be modified to provide the necessary space. Gary has discussed the need for the change with the State Chancellor's Office and the Chancellor's office is in support of this change.

7. STUDENT/PUBLIC COMMENT CARD

Gary Nellesen said that he received a comment card from a student requesting that diaper changing stations be placed in student restrooms. This item was not approved, primarily because children are not permitted in classrooms which greatly diminishes the need to accommodate diaper changing.

8. PARKING LOT S LANDSCAPING

This item was discussed above, under the agenda item "Landscape Projects – Update".

9. ENERGY PROJECTS

Gary discussed energy projects that are moving forward, and will be funded by savings from the Design Technology Center construction bid.

10. ADMINISTRATION BUILDING TIME CAPSULE

It was approved to move forward with the relocation of an existing time capsule located at the Administration building. The capsule will be opened at an event concurrent with the reopening of the Administration building.

11. ASTRONOMY DOME PROJECT

Gary Nellesen said that the delay with Measure RR funding has impacted the installation of the astronomy dome, and there are still delays with DSA plan check. Gary recommends moving forward with the construction of piers in order to begin teaching classes in this space. Since the dome has already been purchased, it was recommended that storage be found on Campus. The piers are estimated at a cost of \$30,000 – \$50,000, and are to be funded with savings from the Design Technology Center construction bid. The team approved the installation of piers.

12. STUDENT PROJECTS

Gary discussed the student project that he had discussed at a previous meeting. It was approved to

continue with development of the concept for a wind-generator unit that would be built and maintained by students. Gary said that he would continue to provide information on the progress of the project at future meetings.

13. PROJECT SCHEDULES

Updated project schedules were distributed by John Beckton, Bovis Lend Lease.

14. CONSTRUCTION UPDATE

Updated project status reports, prepared by Bovis Lend Lease, were distributed.

Future Meetings: October 13, 2009, 1:00 p.m.
 October 27, 2009, 1:00 p.m.
 November 10, 2009, 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES OCTOBER 13, 2009, 1:00 P.M.

PRESENT: John Nixon, President/CEO
Virginia Burley, Vice President, Instruction
Michael Gregoryk, Vice President, Administrative Services
Audrey Yamagata-Noji, Vice President, Administrative Services
Gary Nellesen, Director, Facilities Planning & Management
Andrea Hopkins, Secretary, Facilities Planning & Management (record of notes)

ABSENT: John Beckton, Program Executive/Program Director, Bovis Lend Lease

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of September 29, 2009 were approved. Gary Nellesen discussed and distributed a historical report of College buildings completed in 2003. The report includes photos and historical information about buildings to be demolished (buildings 5/5A, 13, 14 and 15) and was completed as part of the College's Environmental Impact Report (EIR).

The Humanities Courtyard landscape project was discussed. Work on the project has been slow and Gary said that the contractor may be having staffing issues. Also, exterior lighting was added to the project after bid, which may have contributed to some delays.

Plans for the vacated site at building 5 (former Information Technology building) were discussed. Gary said that this space is not in the current plan for landscape projects and that the extent that landscape is planned would be dependent on available funding. The current contractor on site is required to leave the area safe after demolition is complete. At the very least, the College plans to add minimal surface landscaping.

Gary Nellesen also said that there has been an increased amount of rodents in buildings around construction and demolition sites, especially at the Gym. Facilities Planning & Management is taking extra care to mitigate rodent problems.

2. ACTIVE PROJECTS SCHEDULES

Gary discussed progress on active construction projects:

- Demolition Projects are complete.
- The Design Technology Center project is scheduled to begin construction in about two weeks. The Eucalyptus Tree scheduled for removal from the site was removed just this past weekend and the general contractor will remove the stump of the tree. The concrete slabs leftover from the demolished row buildings may contain hazardous materials which would require removal and would be an added cost as an unforeseen condition. Depending on the extent of removal required, the cost may exceed the project allowance for hazardous materials removal; samples have been taken for testing and those results will be available later this week. State grant funds may also be available to supplement costs for removal.
- Meetings for construction kick-off and LEED were recently held for the Administration building remodel project. The project currently meets LEED standards with 29 points (26 meets standard certification, 33 points meets Silver and 39 points meets the standard for LEED Gold certification). The project team plans to add points to the project by implementing CO2 sensors in occupied spaces which would allow for automatic adjustments in room temperature based on occupancy. Maintaining this type of system will require further evaluation by the project team.
- The Humanities Bridge/Walkway project is progressing well and should be complete by winter break.
- As discussed in the last meeting, piers are being installed to mount telescopes at the Astronomy Dome area to allow for the teaching of classes. A safety railing will also be installed and the College is making plans to store the purchased dome in an area of the Technology building (building 28). The storage space is being prepared which was vacated a few years ago when chiller equipment that formerly served the building was removed after the installation of the Central Plant.
- The project team is still working on punchlist items at the Science Complex – Math, Natural Sciences and Chemistry buildings (buildings 7, 11 and 61). A concern was raised by a faculty member about the dionized water system in the Natural Sciences building and this is one of the items being resolved on the list. There was another concern about a plan to install black out shades in classrooms of the Chemistry building, but this plan is being re-evaluated to allow for natural light to be used in classrooms.

Michael Gregoryk asked if there have been any comments or concerns about the Lecture Hall in the Chemistry building. Gary said that not many concerns have surfaced. The project team will be installing acoustic panels in the lecture hall and Technical Services is working on installing the screens for projectors.

3. HUMANITIES COURTYARD LANDSCAPE PROJECT LAYOUT

Gary Nellesen displayed a layout of the current plans for the project. Gary mentioned that the clock is being repaired and pointed out areas that are planned for dedication plaques. Trees are currently being planted at the site. A change was made to correct the grade of a walkway, to continue it properly with existing grades, which included removing a small set of stairs.

John Nixon asked if the Agricultural Sciences project was on schedule. Gary said that the project is progressing well although delays were experienced, especially last year due to heavy rains. About a month has been gained on the project in the last several months. Some decisions will need to be made soon about adding screens on the roof for mechanical equipment. The swine unit has been completed, occupied and is ready to receive animals.

4. ATHLETIC STORAGE BUILDING PROJECT LIQUIDATED DAMAGES

Gary Nellesen provided an update on this project. At the last meeting, Gary said that the College was looking into its options for claiming liquidated damages on the project and was considering replacing the contractor. The project is behind by about 50 days and the contractor appears to have issues with staffing the project. The College has typically not gone after contractors for liquidated damages, however, in this construction climate, Gary recommends it. A few years ago, when construction costs were high, pursuing a contractor for liquidated damages on several projects would have made it difficult for the College to obtain good bids on projects.

5. CLASSROOM IMPROVEMENTS/BUILDING 23 REMODEL SETTLEMENTS

Gary Nellesen said that the College has currently received two claims from PW Construction totaling \$389,000 for the Classroom Improvements project and \$150,000 for the Building 23 Remodel project. Gary's recommendation is to reject these claims and pursue liquidated damages from this contractor, based on consultation with legal counsel. CMPCT approved pursuing liquidated damages for both projects against the contractor. Legal costs will be budgeted with savings from the Design Technology Center construction bid.

6. EMERGENCY POWER TO MARQUEE

Gary Nellesen said that it has been suggested by the Marketing department that the College provide emergency power to the Marquee in order to display messages to the community in the event of an emergency situation on Campus. CMPCT approved moving forward with obtaining cost proposals and developing a scope of work.

7. SCIENCE AND MUSIC BUILDING ROOF ISSUES

Gary Nellesen said that work to prevent water intrusion at the Music building is complete and is complete at the Science building except for one item.

Gary Nellesen also discussed a recent posting by a student, on the College's Facebook page; the student claimed to have become ill after drinking from a Campus drinking fountain. Gary said that the

Colleges water provider, Three Valleys Water District, provides reports to support the fact that the water supplied does not contain lead. There are also no lead pipes that exist on the Campus. Maintenance will obtain cost proposals to test for bacteria in the water.

Ginny Burley asked about the water chiller that needs repair in the Music building (building 2). Gary Nellesen said that P2S Engineering is currently conducting an evaluation of the chiller; the chiller will require \$10,000 in repairs to be operative in the short term. The problem is that water condensate has caused deterioration of the metal in the tower. Preventative maintenance practices have not been consistent which has resulted in the need for premature repairs.

8. TECHNOLOGY BUILDING RENOVATION FINAL PROJECT PROPOSAL

Gary Nellesen discussed projects that have been submitted to the State Chancellor's Office for funding and reminded the team of the decision to change the order of priority for the Technology building renovation and the Gymnasium projects. The College will be confirming with the Chancellor's office that the first priority will be the Technology building renovation (\$5 million local contribution) and the second priority will be the new Gymnasium (\$18 million local contribution). The decision was made due to cash flow issues with Measure RR Bond funds. The estimated construction cost submitted to the state is \$40,305,000, which includes a 5% inflation factor.

Audrey Yamagata-Noji asked if the State had received additional funds yet from Federal stimulus programs. Gary said that no federal funds have been received that anyone is aware of and that he should have an update when he attends the next Facilities Task Force meeting in December. There is currently a plan to issue a 4-year State bond which would cover the College's next projects in line for State funding as long as the College has the necessary matching funds. Gary said that the longer we wait for project funds, the more maintenance becomes very costly.

9. AGRICULTURAL SCIENCES EQUIPMENT

Gary Nellesen said that the College is at a point in the project to submit its request for funding to the State Chancellor's Office. The College's Facilities Specialist is requiring that we resubmit the equipment list and the project team and faculty are in review of that now. The plan is to submit this list at the end of November 2009. Gary said that the project team is working diligently and realizes that the earlier the list is complete the more time the College will have to seek competitive pricing for furnishings and equipment.

10. TRAFFIC CONTROL AND PARKING LOTS

An engineering study is currently in process to evaluate the drop off area at the Student Health Center. There is also an engineering study that has begun to evaluate the San Jose Hills entrance and to eventually evaluate that drop off area as well for improvements. Funding for both of these studies

has been identified; however, additional funds will be required to implement plans for construction. The Parking Lot D2 staff and student areas and Parking Lot F will be undergoing paving repairs soon.

11. SPACE INVENTORY

The College's space inventory report to the State is due at the end of October and has been completed in house this year to keep costs down.

12. SEWER ODORS

Gary discussed a problem with a consistent sewer odor that exists primarily in and around Student Services (building 9B). Extensive mitigation work has been done by Maintenance staff in the past to work on solving this issue. Several assumptions about the origin of the odor have been explored, but Gary feels that Maintenance staff has exhausted their efforts to resolve the problems. An engineering study has been planned with Measure RR Bond funds; however, with that funding being delayed, the College can't wait any longer to solve this problem. Measure R funds have been identified for the engineering study to begin now; other funds will need to be identified to implement any recommended solutions.

13. FINANCIAL OUTLOOK FOR FUTURE PROJECTS

There is no change or update on the financial outlook for future projects. The College is still pursuing some options with investors to borrow funds. Michael Gregoryk and Gary Nellesen are developing several scenarios to fund planned projects, in relation to considering other options for funding.

14. PROJECT SCHEDULES

Updated project schedules were distributed by John Beckton, Bovis Lend Lease.

15. CONSTRUCTION UPDATE

Updated project status reports, prepared by Bovis Lend Lease, were distributed.

CMPCT approved planning a groundbreaking event for the Design Technology Center to take place before the next Board meeting, on October 28, 2009.

Future Meetings: October 27, 2009, 1:00 p.m.
 November 10, 2009, 1:00 p.m.
 December 8, 2009, 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES OCTOBER 27, 2009, 1:00 P.M.

PRESENT: John Nixon, President/CEO
Virginia Burley, Vice President, Instruction
Michael Gregoryk, Vice President, Administrative Services
Audrey Yamagata-Noji, Vice President, Administrative Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Program Executive/Program Director, Bovis Lend Lease
Andrea Hopkins, Secretary, Facilities Planning & Management (record of notes)

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of October 13, 2009 were approved.

2. ACTIVE PROJECTS SCHEDULES

Gary Nellesen discussed progress on active construction projects:

- The Humanities Courtyard landscape project schedule is back on track. The College recently returned Ginko trees that were received for the project because they were in poor condition; the returned trees were replaced with healthy trees.
- The building 5 demolition is complete and the project team is working to clean up the site. A landscape project to irrigate and sod the vacated site was approved by the Team.
- The project team is working to get the Athletics Storage building project schedule back on track; concrete walkways were recently poured at the site. The College has consulted with legal counsel and is entitled to claim liquidated damages caused by contractor delays. The project team is currently evaluating the cost for legal fees to pursue damages, against the value of damages that would be owed to the District.
- The College is moving forward with several energy projects to evaluate energy use on Campus and identify improvements that would result in energy cost savings.

3. DESIGN TECHNOLOGY CENTER PROJECT – HAZARDOUS MATERIALS ABATEMENT

Gary Nellesen said that material from the former building concrete pads at the Design Technology center project site, have tested positive for asbestos; the total affected area is about 1 acre of

concrete slab. Approximately \$330,000 will be required for clean-up and removal of this material. Cost estimates were obtained from three contractors, including the contractor on the project which proposed a cost of \$580,000. The College is not able to do this work with a Change Order as it exceeds 10% of the contract amount; other options would be to publicly bid the work as a separate project (which would result in a 45 day delay on the project and added costs for a delay claim that would be made by the current demolition and site work contractor) or issue an emergency resolution for hazardous materials abatement, which would be in order considering the type of work that needs to be done. The Team agreed that the emergency resolution is the best option and would like to present this to the Board of Trustees for approval at the November meeting. Gary will discuss the issue with the College's Facilities Specialist in Sacramento.

Michael Gregoryk mentioned that, while he was walking near the Science Complex, he noticed that a Eucalyptus tree branch had fallen on the sidewalk adjacent to the building which could have been detrimental to someone walking on the sidewalk when the branch fell.

4. DESIGN TECHNOLOGY CENTER – SCOPE OF WORK

Gary Nellesen said that he recently received a request from the Arts Division to make changes to space in the Design Technology Center building. The Team noted that previous discussion had taken place about changing space in the building, based on the same request that surfaced shortly after design and after the College submitted the final project documents to the State Chancellor's Office for approval. The decision at that time was to not change scope in the project and the Team agreed that the decision still stands.

5. ART CENTER LANDSCAPE PROJECT – SCOPE OF WORK

Gary Nellesen said that there was a request from faculty to add more trees for the Art Center landscape project. This request was not approved.

6. AGRICULTURAL SCIENCES RAPTOR FACILITY

Gary Nellesen discussed the netting installation for the Raptor facility. John Nixon asked Virginia Burley to look into the program; it was decided not to install the netting at this time. Gary Nellesen will ask for a credit on the project and the netting may be installed at a later date.

Gary Nellesen said that a Change Order on the Agricultural Sciences project would be presented for approval at the November Board of Trustees meeting, to add electrical floor boxes in one area; this work was missed during the project design.

7. PERFORMING ARTS CENTER – CELL SITE

Gary Nellesen discussed a proposal from Clearwire to install a cell site at the roof of the Performing Arts Center (building 2). Gary reminded that team that the concept was previously approved by the Team and that this would be a new cell site location on Campus (most of the cell towers on Campus are located at the roof of the Library, building 6). Gary presented photos of proposed screens, the intention is for the screens to be constructed as such to blend in with the existing building. There was consensus that the photos of the screens displayed did not blend well with the buildings. John Nixon asked to see photos of the entire building, since most of the photos were close-up shots of the screens. Gary will provide more information at a future meeting.

8. ATM AT NATURAL SCIENCES BUILDING (BUILDING 7)

Gary Nellesen discussed the plan to relocate the ATM machine from the Administration building to the Natural Sciences building. In order to improve lighting for the ATM at the Natural Sciences building, Gary said that the project team has proposed that the existing lights at the Administration building be relocated to the Natural Sciences building. The Team agreed to ask the architect on the project to propose a lighting plan and install new lighting for the ATM Machine, in order for the lighting to coordinate with the existing exterior of the Natural Sciences building.

9. PARKING LOT LIGHTING

Gary Nellesen said that Facilities Planning and Management staff have been working to resolve problems with exterior lighting. Some of these problems have been caused by construction activities that have interrupted connections for lighting controls and those issues were repaired soon after they occurred. Another problem has been with electrical breakers that were manually turned off and Facilities will be restricting access to these controls. Facilities has also been working to integrate lighting controls with the energy management system in order to incorporate schedules for lighting and further reduce future lighting problems.

10. STUDENT LIFE CENTER (BUILDING 9C) REMODEL

The College will be utilizing some of the savings from the Design Technology Center construction bid for the Student Life Center Improvements project. Gary Nellesen displayed plans to revise the layout of the office cubicles and add a storage area. There were concerns about the storage area and its potential impact on occupancy during events. Audrey Yamagata-Noji will review this plan in further detail.

11. STUDENT SERVICES FURNITURE PURCHASES

Gary Nellesen said that the project team has recently reviewed the budget for Student Services furniture. Some additional items will be ordered for the Dean's office and some of the existing furniture in open areas will be reupholstered. These additional items will be covered with the existing budget.

12. CHILD DEVELOPMENT CENTER RETAINING WALL

Gary Nellesen said that the last item awaiting plan check at the Department of the State Architect (DSA) for the Child Development Center project is the design of the retaining wall. DSA would only be willing to fast track the review if the College sends a letter to explain that the project is "shovel ready". Since the project is not ready to begin construction, the College will need to wait for the project to be reviewed through DSA's normal process.

13. ROOF MAINTENANCE – CHILD DEVELOPMENT CENTER (ADDED TO AGENDA)

Gary Nellesen discussed roof maintenance that needs to take place at modular building 9E, which is currently housing part of the Child Development Center program. The cost for the maintenance is quite significant compared to the cost of leasing the modular building.

14. MATH BUILDING DEDICATION PLAQUE (ADDED TO AGENDA)

Gary Nellesen presented a photo to display the proposed area for the dedication plaque at the Math building. The location was approved by the Team.

15. MEASURE R PROJECT BUDGET UPDATES

Gary Nellesen handed out project budget sheets for Measure R projects that will be distributed to members of the Citizens Oversight Committee during its next meeting on November 5. Gary noted the following changes since the last budget update:

- Science building - \$90,000 was added to the budget to provide piers at the Astronomy Dome area.
- Classroom Improvements – generator relocation and restroom modifications were added to the project scope.
- Design Technology Center – The project budget reflects the changes made from the reduced bid amount, including a reduction for the amount that will be given back to the State as a result of the bid savings.

16. MEASURE RR PROJECT LISTS

Gary Nellesen distributed project lists that are planned with the first phase of funding from Measure RR or another funding source. The plan includes scenarios for funding of \$65 million and \$45 million, to fund projects through 2011/2012. The following table reflects the scenarios presented, with display of total funding amounts from an initial issuance of funds:

- \$65 Million Scenario:

Project	Total from BAN	Project Budget	Total From Future Issuance
Child Development Center	\$ 16,500,000	\$ 20,000,000	\$ 3,500,000
Classroom Renovation Phase 1	\$ 8,000,000	\$ 8,000,000	\$ -
Fire Technology (Design)	\$ 1,000,000	\$ 10,000,000	\$ 9,000,000
Lab Expansion (Phase 1)	\$ 700,000	\$ 700,000	\$ -
Repay COPS	\$ 11,000,000	\$ 11,000,000	\$ -
Wildlife Sanctuary (Phase 1)	\$ 250,000	\$ 710,000	\$ 460,000
City of Walnut Intersection	\$ 290,000	\$ 290,000	\$ -
Reclaimed Water and Wells (Phase 1)	\$ 250,000	\$ 1,000,000	\$ 750,000
Temporary Space (Phase 1)	\$ 1,700,000	\$ 4,000,000	\$ 2,300,000
Gym Site Development	\$ 5,000,000	\$ 5,000,000	\$ -
Athletics Part 1 (Tennis Courts)	\$ 1,900,000	\$ 1,900,000	\$ -
Temple/Bonita Intersection	\$ 900,000	\$ 900,000	\$ -
Parking Structure (Bridging Documents)	\$ 500,000	\$ 39,000,000	\$ 38,500,000
Facilities Improvement Projects	\$ 2,450,000	\$ 5,900,000	\$ 3,450,000
Interior Site Improvements (2 Sites)	\$ 1,500,000	\$ 900,000	\$ (600,000)
West Campus Fire Access	\$ 100,000	\$ 860,000	\$ 760,000
Renovate Building 12	\$ 5,000,000	\$ 5,000,000	\$ -
Bonita/Walnut Signal	\$ 340,000	\$ 340,000	\$ -
Business and Computer Technology	\$ 1,700,000	\$ 23,000,000	\$ 21,300,000
Technology Building Renovation	\$ 200,000	\$ 19,000,000	\$ 18,800,000
Demolition	\$ 120,000	\$ 4,500,000	\$ 4,380,000
Master Plan and Engineering	\$ 600,000	\$ 600,000	\$ -
Construction Support	\$ 1,500,000	\$ 4,300,000	\$ 2,800,000
Scheduled Maintenance	\$ 2,000,000	\$ 9,000,000	\$ 7,000,000
Contingency	\$ 1,500,000	\$ 21,000,000	\$ 19,500,000
Measure RR Series 1 Budget	\$ 65,000,000	\$ 196,900,000	\$ 131,900,000

- \$45 Million Scenario:

Project	Total from BAN	Project Budget	Total From Future Issuance
Child Development Center	\$ 16,500,000	\$ 20,000,000	\$ 3,500,000
Classroom Renovation Phase 1	\$ 8,000,000	\$ 8,000,000	\$ -
Fire Technology (Design)	\$ -	\$ 10,000,000	\$ 10,000,000
Lab Expansion (Phase 1)	\$ 700,000	\$ 700,000	\$ -
Repay COPS	\$ 11,000,000	\$ 11,000,000	\$ -
Wildlife Sanctuary (Phase 1)	\$ 250,000	\$ 710,000	\$ 460,000
City of Walnut Intersection	\$ 290,000	\$ 290,000	\$ -
Reclaimed Water and Wells (Phase 1)	\$ 250,000	\$ 1,000,000	\$ 750,000
Temporary Space (Phase 1)	\$ 500,000	\$ 4,000,000	\$ 3,500,000
Gym Site Development	\$ 500,000	\$ 5,000,000	\$ 4,500,000
Athletics Part 1 (Tennis Courts)	\$ -	\$ 1,900,000	\$ 1,900,000
Temple/Bonita Intersection	\$ -	\$ 900,000	\$ 900,000
Parking Structure (Bridging Documents)	\$ 200,000	\$ 39,000,000	\$ 38,800,000
Facilities Improvement Projects	\$ 1,000,000	\$ 5,900,000	\$ 4,900,000
Interior Site Improvements (2 Sites)	\$ -	\$ 900,000	\$ 900,000
West Campus Fire Access	\$ 100,000	\$ 860,000	\$ 760,000
Renovate Building 12	\$ 400,000	\$ 5,000,000	\$ 4,600,000
Bonita/Walnut Signal	\$ 210,000	\$ 340,000	\$ 130,000
Business and Computer Technology	\$ -	\$ 23,000,000	\$ 23,000,000
Technology Building Renovation	\$ -	\$ 19,000,000	\$ 19,000,000
Demolition	\$ -	\$ 4,500,000	\$ 4,500,000
Master Plan and Engineering	\$ 600,000	\$ 600,000	\$ -
Construction Support	\$ 1,500,000	\$ 4,300,000	\$ 2,800,000
Scheduled Maintenance	\$ 1,500,000	\$ 9,000,000	\$ 7,500,000
Contingency	\$ 1,500,000	\$ 21,000,000	\$ 19,500,000
Measure RR Series 1 Budget	\$ 45,000,000	\$ 196,900,000	\$ 151,900,000

17. FINANCIAL OUTLOOK FOR FUTURE PROJECTS

There has been no change to the financial outlook for future projects since the last update.

18. FUTURE MEETING SCHEDULE

It was agreed by the Team to cancel the meeting of November 24, 2009.

19. PROJECT SCHEDULES

Updated project schedules were distributed by John Beckton, Bovis Lend Lease.

20. CONSTRUCTION UPDATE

Updated project status reports, prepared by Bovis Lend Lease, were distributed.

Future Meetings: November 10, 2009, 1:00 p.m.
 *CANCELLED - November 24, 2009, 1:00 p.m.
 December 8, 2009, 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES NOVEMBER 10, 2009, 1:00 P.M.

PRESENT: John Nixon, President/CEO
Virginia Burley, Vice President, Instruction
Michael Gregoryk, Vice President, Administrative Services
Audrey Yamagata-Noji, Vice President, Administrative Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Project Executive/Program Director, Bovis Lend Lease
Andrea Hopkins, Secretary, Facilities Planning & Management (record of notes)

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of October 27, 2009 were approved.

Gary Nellesen mentioned that the charts reflecting the two scenarios for the projects planned with future funds are included in the October 27 meeting notes. Gary provided information on some of the projects listed:

- Renovate Building 12 - includes CSEA office space and classrooms for counseling (preliminary planning only, programming has not been finalized);
- Temporary Space (Phase 1) – includes the construction of a metal building near the Warehouse to store equipment during the Technology Building Renovation;
- Lab Expansion (Phase 1) – includes the installation of the Astronomy dome at the Math Building.

Funds are also slated for landscaping at the area north of the Design Technology Center.

2. MOUNTIE SIGN

A design for signage, to be installed at the baseball scoreboard, was presented for review. CB Brown, Director of Marketing, was present for this discussion item. The Team agreed that the wording referring to Measure R be removed and that room for a sponsorship banner be made available, such as Pepsi. The Team also requested an alternative design that does not include the mascot holding a fire arm; it is believed that the mascot featured in the gymnasium is not holding a fire arm. Gary Nellesen said that he would take point on working to find an appropriate sponsor to feature on the sign. CB Brown will work towards making the requested changes to the design for presentation to the Team.

3. RECENT PROJECT ACTIVITIES

Gary Nellesen discussed the following projects:

- Science Building - Final repairs are being completed to the mechanical platform at the Science building. Initially, there was an estimated cost of \$90,000 to complete these repairs, which would require the installation of a one-piece unit. The plan was revised to install a two-piece unit, at a cost of about \$11,000, which would resolve expansion issues that caused the first system to fail. The problem initiated from inadequate design of the system. The College considered holding the architect responsible; however, the cost of repairs is very low, compared to the amount of legal fees that would be involved.
- Agricultural Sciences – The following additions are planned:
 - Approximately \$200,000 - \$300,000 in uncommitted project contingency funds will be utilized to add insulation for classroom sound control. This item was inadvertently missed in the project design.
 - A Change Order will be initiated to add 8 electric floor boxes in 4 classrooms, at an estimated cost of \$60,000 - \$70,000.
 - A Change Order will be initiated to add storage space at the second floor of the main building; pricing for this item is currently being evaluated. The College's Facilities Specialist in Sacramento has approved this change.
 - The area around the Raptor facility is currently being evaluated for landscaping, in order to mitigate mudding in the area.
- Humanities Courtyard - Ginkgo trees, unsuitable for planting, were recently returned to the grower, and replaced with healthy specimens. The project team is working on a restocking fee issue. Mike Gregoryk asked if a mechanism was found to repair the clock. Gary Nellesen said that the clock will be repaired and right now, the issue is working on finding a way to connect adequate power without using unsightly surface conduit.

4. DESIGN TECHNOLOGY CENTER PROJECT

Gary Nellesen said that the State Chancellors Office approved accepted a funding responsibility of approximately 50% of the cost to remove the asbestos that was discovered on the concrete building slabs; an emergency resolution for this work was approved at the last CMPCT meeting and forwarded to the Board for approval. The work will be added as another multi-prime contract, to the base scope of the project. This information has been reported to the Citizens Oversight Committee.

A request to modify designed space for the radio lab was discussed, and not approved at the last CMPCT meeting. Gary reiterated that scope changes are not easy to approve with the State Chancellors Office, especially in the current climate, and much scrutiny is associated with these types of requests. Gary said that he would be meeting with Technical Services and Arts Division staff to

discuss the current radio lab program and determine how the current design of this area can be made more flexible, without changing the actual space of the program, and adequately meet the needs of the program. These changes may need to pass a State audit of space, once the project is completed.

5. AGRICULTURAL SCIENCES PROJECT

Gary Nellesen said that construction is planned to be completed at the end of the 2010 spring semester; the summer months would be utilized for commissioning, with building occupancy planned for the fall. Gary asked for the date that room numbers would be needed for incorporation into the fall 2010 class schedule. The actual date was uncertain during the meeting. Ginny Burley said that it is much easier to move a class from an existing classroom to another mid-semester, rather than inputting an incorrect room number into the class schedule. The Team agreed that classes would be scheduled in their existing spaces for fall 2010, and then relocated into the new facility during the semester.

The issue of building numbers was discussed; the plan is to eventually renumber buildings so that they follow a reasonable sequence. There is also a future plan to rename building 7 and 11.

Audrey Yamagata-Noji asked for clarification on the planned Building 12 Renovation project. Gary Nellesen said that final programming must still be completed and that programming would involve identifying the needs of the programs currently planned for occupancy in this building, such as the classrooms for counseling. Architecturally, the renovation would include asbestos abatement and improvements to mechanical and structure components of the building, including appropriately modifying classroom sizes.

Mike Gregoryk asked exactly which areas in the Administration building contain asbestos to be removed. Gary Nellesen said that there is asbestos almost throughout the entire building. Mike said that he would like to walk through the building as soon as the abatement is complete.

Gary Nellesen said that civil drawings would be developed to reconstruct the median on Bonita Road, south of the Agricultural Sciences building, to improve traffic flow in the area. This work is planned to be completed during the winter break; this project would also make way for the future installation of a new traffic signal, once funding is in place.

It was clarified that building F5 would be removed. This building is the old tractor shed, and a new tractor shed has been built as part of the Agricultural Sciences project, to replace it. In addition, an old driving simulator training facility (motor homes) were removed in the past, after damage caused by a windstorm. This program was also cancelled.

6. MASTER PLANNING UPDATE

Gary Nellesen said that he has been in discussion with the College's consultants to update the

Facilities Master Plan. The consultants are currently in review of the College's Educational Master Plan and Joyce Black (consultant) has requested to assess the Educational Master Plan. John Nixon said that the Educational Master Plan is the driver of the Technology Master Plan and Facilities Master Plan; if the need to assess information is there, that is approved as long as Ginny Burley is involved. An assessment of the Continuing Education program will also be included in the Facilities Master Planning efforts, which would also aid in project planning. Gary also said that Joyce Black has reported a discrepancy that may exist in the calculation of square footage for office space for full-time faculty. It was also clarified that 1 hour of lab is equivalent to .75 hours of lecture. Gary said that the Facilities Master Planning efforts will include a review of the Educational Master Plan, especially in terms of square footage, and both plans will be evaluated to identify areas where they match up; and the Master Planning project team will meet with Ginny Burley and Donna Burns (Dean, Continuing Education) to assess the Continuing Education program.

7. PERFORMING ARTS CENTER – CELL SITE

Gary Nellesen discussed a proposal from Clearwire to install a cell site at the roof of the Performing Arts Center (building 2), at the last meeting. Since that meeting, some additional photos were circulated to the Team for comment. Gary said that he and Technical Services staff would be meeting at the site with Clearwire representatives soon. Gary will present more information on this project, at a future meeting.

8. PROJECT SCHEDULES

Updated project schedules were distributed by John Beckton, Bovis Lend Lease.

9. CONSTRUCTION UPDATE

Updated project status reports, prepared by Bovis Lend Lease, were distributed.

Future Meetings: December 8, 2009, 2:00 p.m.
*CANCELLED – December 22, 2009
January 5, 2010, 1:00 p.m.



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES DECEMBER 8, 2009, 2:00 P.M.

PRESENT: John Nixon, President/CEO
Virginia Burley, Vice President, Instruction
Michael Gregoryk, Vice President, Administrative Services
Audrey Yamagata-Noji, Vice President, Administrative Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Project Executive/Program Director, Bovis Lend Lease
Andrea Hopkins, Secretary, Facilities Planning & Management (record of notes)

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of November 10, 2009 were approved; with the exception that Agenda Item 3, Recent Project Activities, will be revised to reflect the correct cost of \$20,000 - \$30,000 (not \$200,000-\$300,000) of uncommitted project contingency funds for the Agricultural Sciences project will be utilized to add insulation for classroom sound control.

2. WEATHER IMPACTS

Gary Nellesen reported that a safety stand down had been implemented on December 7, for all active construction projects, to secure sites in response to heavy rains. Projects are doing well through the weather; there has only been one negative report, that about five pieces of drywall were damaged at the Agricultural Sciences project. Project teams are hoping for good weather during the winter break, as many projects are scheduled during this time, including work on the median along Bonita Drive.

3. MOUNTIE SIGN

The revised design for the Mountie sign was reviewed. A change was requested to remove the line "partially funded by the Mt. SAC Associated Students"; as this statement could be misleading. Other than this change, the design was approved.

4. STUDENT MESSAGE BOARDS

Gary Nellesen said that the College has made good progress in the last few years to manage Campus postings to designated bulletin boards, and to mitigate damage to new doors and building finishes by flyers and postings. Gary proposed that a project be implemented to install proper posting boards in

planned areas (Science Complex, Student Services, Language Center, etc.), and restrict posting of items to these areas. The boards would be mounted to the building surfaces. John Nixon said that it would be good to communicate with the Campus about proper locations for postings. Audrey Yamagata-Noji mentioned that student clubs have been well-educated on the authorized posting areas and have been doing a good job of adhering to them, and there seems to be a need to communicate with the entire Campus community; it can also be a challenge to have someone go around and monitor all the postings on Campus and remove those in unauthorized locations. Gary said that Facilities staff has been working with some of the Deans to ensure flyers are posted in proper locations (for example, only on cement and not on brick surfaces). Gary said that there is still a plan to eventually install an electronic message board at the Student Services building. A budget of \$5,000 was approved to begin placing posting boards.

5. PERFORMING ARTS CENTER – CELL SITE

Gary Nellesen discussed revisions in the renderings that Clearwire had prepared in relation to adding equipment (for transmission of a broad band signal) on the roof of the Performing Arts Center. The initial design involved installing screens to match the building finish, at each corner of the building roof. The revised design is a continuous screen in the roof center. Gary recommended that the designs not be approved; an alteration to the building would be required and should not be accepted unless it is going to improve the look of the building. None of the screen designs offer improvements to the look of the building.

6. ASTRONOMY TELESCOPE DOME PROJECT

Gary Nellesen presented pictures of an awning system. A movable awning system has been requested at the area that telescope piers are being installed. The awning would cover an adjacent equipment room and the telescopes when not in use. The concept has been approved by Natural Sciences staff. CMPCT approved moving forward with construction of the awning, to take place during the summer.

7. ATHLETICS UPPER FIELD AREA (BUILDING 50G)

Gary Nellesen discussed modifications that are being planned for the practice football field. The field is currently not level and is need of extensive irrigation work, including improving the drainage of the field. The additional irrigation work would require connecting piping from the west side of Campus, which runs under Temple Avenue, and installing a connection under Bonita Drive. The additional work would also increase the project budget from \$300,000 to \$475,000 (includes engineering and construction costs). Gary discussed the following funds that are available to supplement the practice field project budget:

\$83,000 – Building 17 Computer Lab, project contingency not utilized;
\$100,000 – Parking Lot S landscape, reduced scope;
\$100,000 – Arts Center Landscape, project contingency (project is almost complete).

The additional landscape work and budget was approved.

8. STUDENT LIFE IMPROVEMENTS PROJECT (BUILDING 9C) – REVISED PLANS

Gary Nellesen presented revised plans for the Student Life Center improvements project. Revisions have been made to protect the large gathering area; the new design is also less costly than the initial design and accommodates the existing furniture. Work is planned to be completed under a Purchase Order (bid and informal bid processes are not required). Electrical capacity upgrades will be required in some areas and inspectors on staff will monitor the work to ensure compliance with building codes.

9. LANDSCAPE PROJECTS

Gary Nellesen discussed the vacated building 5 site (formally Information Technology) which is in need of landscaping. One of the projects in the next phase of funding will be replacement of the Campus Inn (building 8) and the building 5 site would be needed for construction laydown. Food Services is planned for the new Learning Resources/Campus Center building, however, the first funding year may not be until 2017 (2014 with a 2010 State bond). With this information in mind, Gary recommended installing sod and irrigation and creating seating areas north of the site. The College recently received approval from the State Chancellor's office to bill approximately \$50,000 remaining for the seismic retrofit project that has been completed, and these funds will be used for landscaping building 5 site. There was discussion about the project team for the replacement of the Campus Inn; Mike Gregoryk said that he would like to participate on the project team. It was also agreed that the user group would include Food Services and Student Services staff.

Gary added that the Arts Center Landscape project is almost complete.

John Nixon said that the area in front of building 19 (Child Development Center) is in need of landscape.

10. FACILITIES MASTER PLAN UPDATE

Gary Nellesen said that the project team has been making good progress on gathering data for the Master Plan update. Gary plans to review some of the progress at a future CMPCT meeting, likely in February.

11. EXTERIOR FINISHES

Gary Nellesen discussed the use of brick for building finishes on Campus. Brick has been a more durable surface than concrete; concrete is more porous than brick, and gum is more easily removed from brick than concrete. Gary will be asking Pacific Clay Products, Inc., to propose a brick color that would be unique to Mt. SAC and blend well with the other brick buildings on Campus. Gary plans to present this information to the Team, soon after the first of the year.

12. CHILD DEVELOPMENT CENTER AND BUILDING 45 RENOVATION PROJECT BIDS

Gary Nellesen plans to send a letter to the contractors that submitted bids for both projects and ask if they are willing to hold their bids through late January/early February, as the College is confident that both projects will have funding at that time. Legal counsel has reviewed the letter. Michael Gregoryk said that the College is still making progress toward a funding opportunity with the City of Industry.

13. PROJECT SCHEDULES

Updated project schedules were distributed by John Beckton, Bovis Lend Lease.

14. CONSTRUCTION UPDATE

Updated project status reports, prepared by Bovis Lend Lease, were distributed.

Future Meetings: January 5, 2010, 1:00 p.m.
 *CANCELLED – January 19, 2010
 February 2, 2010, 1:00 p.m.