

**FACILITIES ADVISORY COMMITTEE
MEETING NOTES**

FEBRUARY 11, 2019

PRESENT: Andi Fejeran Sims, Director, Student Life
Bill Rawlings, Coordinator, Computer Facilities, IT
Eric Kaljumagi, Professor, Learning Assistance
Gary Nellesen, Director, Facilities Planning & Management
Joumana McGowan, Executive Dean, Instruction
Kevin Owen, Assistant Director, Technical Services
Marc Ruh, Professor, Kinesiology & Athletics
Mika Klein, Sr. Facilities Planner, Facilities Planning & Mgmt. (FPM)
Ron Bean, Director, Academic Technology, IT
Tom Mauch, Associate VP, Student Services
Joe Carbajal, Project Expert, Facilities Planning & Mgmt. (FPM) (Notes)

ABSENT: Gabriel Alfaro, Student Representative, Associated Students
Grace Hanson, Dean, Access & Wellness
Johnny Jauregui, Lead Landscape, Facilities Planning & Mgmt. (FPM)
Melissa Cone, Executive Assistant I, Fiscal Services
Bill Asher, Assistant Director, Facilities Planning & Mgmt.
Robert Stubbe, Coordinator, Computer Facilities, IT

SUMMARY OF DISCUSSION:

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

- ITEM 2: MEASURE GO FUNDING
- ITEM 3: MEASURE GO PHASE 1A PROJECT BUDGET
- ITEM 4: CAMPUS LACTATION RESOURCE ROOM UPDATE
- ITEM 5: SPACE UTILIZATION STUDY UPDATE
- ITEM 6: EDUCATIONAL AND FACILITIES MASTER PLAN AND EIR UPDATE
- ITEM 7: ALL-GENDER SINGLE-USER TOILET FACILITIES UPDATE
- ITEM 8: CAMPUS LANDSCAPE ADVISORY TASK FORCE UPDATE
- ITEM 9: CAPITAL OUTLAY PLANNING

1. REVIEW OF PREVIOUS MEETING NOTES

A. Deferred to next meeting.

2. MEASURE GO FUNDING (III.B)

A. Updated Worksheet:

- Gary passed out copies of the *Measure GO Series 2019 Expense Plan* dated February 7, 2019 and the *Recommended Phasing Chart for Measure GO* dated December 12, 2018.
- Money, phasing timeline, and goals were reviewed.

- Measure GO will repay the \$25,000,000 short-term loan used for construction support.
 - Phase 1A of Measure GO will now fund the design of Phase 1B Measure GO projects.
- B. Cumulative Expenditures:
- The goal is to have 85% of bond funds expended used by the end of the third year that the College has access to the funding.
 - Current projection will have 92% spent by the end of the fiscal year.

3. MEASURE GO PHASE 1A PROJECT BUDGET (IIIB)

- A. Plan Changes:
- CMPCT stipulated that the Makerspace project currently listed in Phase 1A should be linked with the Technical Education (FPP) project and therefore moved to Phase 2.
 - As a result, plans for the Bookstore, Student Services North, and Parking Structures R and S were amended.
- B. Bookstore:
- The Bookstore project has moved from Phase 1B to 1A because it links to the Student Center.
 - The Bookstore needs to be completed before Student Services North can start construction.
 - Mika will be overseeing the programming of the Bookstore, with Carol Minning as the Construction Project Manager.
 - Bookstore planning and design will focus on making a space that can be transformed into offices and other spaces in the future, if physical bookstores are replaced with online resources.
 - The intent is to use furniture, rather than built-in casework, to provide flexibility and allow easy conversion to offices in the future, if necessary.
 - The Bookstore will be a multi-level building that will provide new space for the Office of Instruction as they are outgrowing their current office space in Building 4.
 - Discussion was held on spacing, size, design, and organization of the Bookstore:
 - Marc would like to ensure that we are not over planning to use the space for offices, when the Bookstore is still used by most students and may need more space than is currently proposed.
 - Mika stated that the new space is assumed to be the same size as the current Bookstore, and affirmed that square footage is neither being taken away nor added.
 - Eric proposed making the Bookstore larger to maximize retail merchandise sales.
 - Gary stated that programming would be difficult, as we do not have in-house expertise.
 - Barnes & Noble College currently operates the Mt. SAC Bookstore.
 - Gary affirmed that these factors, spacing, and sizing will be taken into consideration during the programming and design of the new facility.
- C. Student Services North:
- Student Services North will now be moved up in sequence from Phase 2 to Phase 1B.
 - Phase 1 Funding allocated to the Makerspace project will now be reallocated toward the Student Services North project.
- D. Parking Structures R and S:
- Structures will be completed during Phase 1.
- E. Student Center:
- Student Center will now cost \$7M more than anticipated two years ago for three main reasons:
 - The unanticipated level of finishes and equipment needed on the third floor in order to support activities and events.
 - The additional restrooms that need to be added to the third floor.
 - The rise of construction and material costs.

- \$7M for project use will be coming from the program contingency.

4. CAMPUS LACTATION RESOURCE ROOM UPDATE (IIIB)

- A. Mika passed out copies of the *Proposed Campus Lactation Resource Rooms* map dated February 8, 2019 and the *Campus Lactation Resource Room Inventory* matrix dated February 8, 2019.
- B. Mika presented the current list of lactation resource rooms available on campus and explained this is not enough to meet the current needs of the campus.
- C. Mika reviewed the Mamava Lactation Pod recommendations.
 - The Mamava Pods would be an immediate, but temporary, solution to the campuswide need.
 - The Americans with Disabilities Act (ADA)-compliant Pod is recommended for installation throughout campus at a cost of \$11K to \$15K per Pod.
 - Requirements for the Mamava Pods include adequate floor space and an adjacent 120-volt power source.
 - Kara Dannenbring will be in charge of the project.
- D. Bill stated that cleaning and upkeep standards for the Pods need to be created and reviewed with the custodial staff.
 - Ken McAlpin, Manager, Custodial Services is a member of the Lactation Resource Room Workgroup.
- E. The group agreed that ADA Mamava Pods need to be bought and placed in strategic locations on campus in a timely manner.
- F. Gary proposed that he and Mika bring the Mamava Pods to CMPCT on February 19, 2019.

5. SPACE UTILIZATION STUDY UPDATE (IIIB)

- A. On January 15th, Dr. Scroggins led a kick-off meeting for the next phase of this effort.
- B. A Room Utilization/Cap Load Workgroup was established that includes: Joumana McGowan, Michelle Sampat, and Karelyn Hoover from Instruction; Kevin Owen and Brandin Bowman from Technical Services; and Mika Klein, Alan Kinkaid, and Nafiseh Kaeni from Facilities Planning and Management.
 - The charge to this group is to improve the utilization of lecture space on campus.
- C. President's Cabinet Action Notes for January 22, 2019 explain the effort in detail.
 - The next step for the Workgroup is validation of the data on classroom square feet, student stations in each lecture room, class enrollment in each room, plus TOP Code and type of use of each room.
- D. To improve scheduled use of lecture classrooms, the Instruction Team will then develop reports based on 25Live data.
 - Kevin gave an overview of how 25Live can help the Office of Instruction schedule more efficiently.
 - The software has capability to train a scheduler and guide them to results that will result in a lower capacity/load ratio (cap load) for general lecture classrooms.
 - The 25Live software needs accurate information put into it, which is why getting an accurate space inventory of all general lecture classrooms is necessary.
- E. The Room Utilization/Cap Load Workgroup will be meeting again on February 12, 2019.

6. EDUCATIONAL AND FACILITIES MASTER PLAN AND EIR UPDATE (IIIB)

- A. Mika stated that the 2018 EFMP Environmental Impact Report is in process and likely to go to the Board in May 2019 for certification.

7. ALL-GENDER SINGLE-USER TOILET FACILITIES UPDATE (IIIB)

- A. Mika informed the group that Facilities has completed the recommended list of designations for all-gender single-user toilet facilities throughout campus.

- The next step is presentation to and approval from CMPCT.
- B. There have been some logistical problems with the hardware scope for these toilet facilities as doors and locks on campus are not all uniform, and re-keying and updating the locks is more time and financially consuming than previously thought.
- C. Andi stated that we are not currently compliant with the law and that this needs to go to CMPCT for approval and funding as soon as possible to avoid any possible litigation.

8. CAMPUS LANDSCAPE ADVISORY TASK FORCE UPDATE (IIIB)

- A. Creation of the Campus Landscape Advisory Task Force was not approved by CMPCT.
- B. Grounds staff would still like to be involved in future planning decisions on campus.
Mika stated that although the 2018 EFMP does have recommendations for landscaping, facilities will be involving the grounds team in the review of all project landscape plans.

9. CAPITAL OUTLAY PLANNING (IIIB)

- A. Technical Education Final Project Proposal (FPP):
 - Sam Agdasi, Dean of Technology and Health, has dedicated monthly division meeting time to meet with HMC Architects and create the Final Project Proposal document.
 - Mika stated that the next step is to finish the space inventory update of the current building space, and to give this data to Bobby at Alma Strategies for analysis.
 - This analysis ensures that accurate existing conditions data is used as the baseline for this FPP planning effort.
 - A consultant may be hired to ensure that new Aircraft Maintenance (AIRM) facilities are FAA compliant.

10. NEXT STEPS

- A. Beginning March 1, 2019, the group will start reviewing The ID/FF&E RFP
- B. Beginning March 7, 2019, the group will start reviewing The Geotech RFP.
- C. Next Facilities Advisory Committee meeting will be held on March 11, 2019.
- D. ID/FF&E Score Review will be held on March 12, 2019.
- E. Geotech RFP Score Review will be held on March 18, 2019.
- F. The group is to hold the calendar days of March 26–28 for potential ID/FF&E and Geotech Interviews.

FUTURE MEETINGS

Monday, March 11, 2019, 10:00 a.m. - 12:00 p.m.
 Monday, April 8, 2019, 10:00 a.m. - 12:00 p.m.
 Monday, May 13, 2019, 10:00 a.m. - 12:00 p.m.