

**FACILITIES ADVISORY COMMITTEE  
MEETING NOTES**

**SEPTEMBER 9, 2019  
9:00AM – 11:00AM**

**PRESENT:** Chris Briggs, Professor, Biology  
Gary Nellesen, Director, Facilities Planning & Management  
Joe Carbajal, Project Expert, Facilities Planning & Management (Notes)  
Johnny Jauregui, Lead Landscape, Facilities Planning & Management  
Joumana McGowan, Associate Vice President, Instruction (Phone)  
Marc Ruh, Professor, Kinesiology & Athletics  
Mark Fernandez, Web Specialist, IT  
Mika Klein, Sr. Facilities Planner, Facilities Planning & Management  
Ron Bean, Director, Academic Technology, IT  
Tom Mauch, Associate Vice President, Student Services  
Yadira Santiago, Executive Assistant II, Administrative Services

**ABSENT:** Andi Fejeran Sims, Director, Student Life  
Grace Hanson, Dean, Access & Wellness  
Jesús Garcia, President, Associated Students  
Kevin Owen, Assistant Director, Technical Services

**GUESTS:** Bill Asher, Assistant Director, Facilities Planning & Management  
Carol Minning, Project Manager, Facilities Planning & Management  
Doug Jenson, Associate Vice President, Administrative Services  
Gary Gidcumb, Senior Project Manager, Facilities Planning & Management  
Jill Dolan, Director, Public Affairs  
Tiffany Chen, Procurement Specialist, Purchasing

**SUMMARY OF DISCUSSION:**

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

- ITEM 2: RFP FOR CONSTRUCTION INSPECTION SERVICES PRESENTATION
- ITEM 4: AP 6610: FACILITIES PROJECT PRIORITIZATION
- ITEM 5: DESIGNATED SMOKING AREAS
- ITEM 6: BABY CHANGING TABLE STATIONS
- ITEM 7: PROGRAMMING/CONCEPTUAL DESIGN PROJECTS
- ITEM 8: MAJOR CAPITAL PROJECTS
- ITEM 9: MINOR CAPITAL PROJECTS/MODULAR PROJECTS

**1. REVIEW OF PREVIOUS MEETING NOTES**

- A. Gary Nellesen issued the meeting minutes from August 12, 2019.
- No comments or changes were suggested.

**2. RFP FOR CONSTRUCTION INSPECTION SERVICES PRESENTATION (IIIB)**

- A. Tiffany Chen provided a brief overview of the Request for Proposal (RFP) process.
  - The *Request for Proposal for Construction Inspection Services* and *Construction Inspection Services Proposal Evaluation* handouts were presented to the group.
  - Review of Construction Inspection Services proposals will begin on September 20, 2019 and will conclude on October 9, 2019.
  - Applicant interviews are scheduled for October 22–23, 2019. Exact schedule to finalized and issued by Purchasing.
- B. Gary Nellesen reviewed the format and criteria for the Construction Inspection Services RFP.

**3. MEETING RESCHEDULE**

- A. Mika stated that the November FAC meeting is scheduled for November 11, 2019 which is Veteran's Day, an approved holiday for Mt. SAC.
- B. The group discussed alternative meeting options but decided on cancelling the November 11<sup>th</sup> meeting without rescheduling due to committee member's availability.
- C. Following the October 14, 2019 meeting, FAC will meet on December 9, 2019.

**4. AP 6610: FACILITIES PROJECT PRIORITIZATION (IIIB)**

- A. The group reviewed and discussed the handout titled *AP 6610: "Facilities Project Prioritization"* dated May 10, 2016.
- B. The group discussed:
  - Ways that Facilities can be transparent in the prioritization of projects by explaining immediate needs, health and safety concerns, and emergencies and how these impact all projects and their prioritization.
  - Improvement of website updates and construction master scheduling.
- C. The PIE process needs to work in conjunction with AP 6610 in order to successfully prioritize projects and offer a realistic process.
  - PIE project ideas often get to Facilities right before the deadline—making it hard to get an accurate estimate, feasibility study, quote, etc. for all departments across campus.
  - Projects of all sizes, and the purchase of furniture, fixtures, and equipment, needs to be submitted early to Facilities in order to execute an effective PIE process.
- D. The financial side of PIE projects also effects Project Prioritization in the following ways:
  - Planning for PIE projects of all sizes needs to begin as soon as a project is conceived, not at the end of the fiscal year.
  - If a Furniture, Fixtures, and Equipment (FF+E) (Instructional Equipment) project gets to Facilities late in the fiscal year, with funding expiring at the end of the fiscal year, a purchase order cannot get issued in time in order to successfully complete the project.
- E. The group agreed to adding the following to AP 6610:
  - Facilities Planning and Management is to be involved early in the PIE process to assist with feasibility, scope of work, magnitude, and cost estimates for all PIE related projects.
  - Gary will revise AP 6610 and bring back to FAC for review.

**5. DESIGNATED SMOKING AREAS (IIIB)**

- A. The *Proposed Designated Smoking Area Relocation* handout dated September 9, 2019 was presented to the group for discussion.
  - The group agreed to recommend movement of Smoking Area #2.
  - The group agreed to recommend the addition of a Smoking Area to the North of BCT, near Lot H, proposed as Smoking Area #6.
- B. Mark will take the recommendation to the CSEA 652 Executive Board (E-Board) for discussion.
- C. Gary will present these recommendations to PAC for approval and funding.

**6. BABY CHANGING TABLES (IIIB)**

- A. The group discussed making a Campus Standard to include Baby Changing Tables in all new construction and remodels of public restrooms (men, women, and all-gender).
  - It was noted that CMPCT has previously discussed and denied the need for Baby Changing Tables across the campus, except for at event locations, or spaces used frequently for public events.
- B. Baby Changing Tables are needed now that lactation rooms are required and diaper changing cannot be done in these rooms.
- C. The group agreed to make a recommendation to CMPCT to include Baby Changing Tables in all public restrooms (men, women, and all-gender) as a standard for new construction on campus.
  - Gary Nellesen will present this recommendation to CMPCT.

**7. PROGRAMMING/CONCEPTUAL DESIGN PROJECTS (IIIB)**

- A. Bookstore/Instruction
  - A preliminary project overview will be presented to CMPCT on September 17, 2019.
  - CMPCT will decide and finalize first floor occupants.
  - An update on the project and program design will be presented to FAC in October.
- B. Lot H Northeast Classroom Village
  - The site approach was approved by CMPCT.
  - A “modular village” will be built in phases.
  - An update on the project and program design will be presented to FAC in October.
- C. Library/Learning Resources (LLR)
  - A Request for Proposals will be sent out to Mt. SAC’s list of approved large project architecture firms: HMC Architects, HPI Architecture, and Moore, Ruble, Yudell Architects & Planners.
  - The reviewers will include FAC members plus representatives from the Library and Learning Resources Division.
  - Programming is planned to begin in February 2020.
- D. Science Final Project Proposal (FPP)
  - Project kick-off is set for Fall 2019.
  - The FPP is due to the State on June 30, 2020.
- E. Student Services North
  - Planning effort to kick off in the Summer of 2020.
- F. Space Utilization
  - An update on the project will be presented to FAC in October.

**8. MAJOR CAPITAL PROJECTS (IIIB)**

- A. Physical Education Project Phase 1 (Stadium)
  - Furniture is scheduled to arrive towards the end of November, with an installation period running through the end of December 2019.
  - Occupancy of the new buildings is scheduled for the end of January 2020.
  - This is an aggressive deadline that is subject to change in the event of construction-related delays.
- B. Parking Structure R + Tennis Courts
  - The ground floor is expected to be occupied by Fall 2020.
- C. Sand Volleyball Courts and Lot W Improvements
  - Deferred to next meeting.

D. Student Center + Central Campus Infrastructure

- In relation to these projects, the area east of Founder's Hall will be fenced off during Winter Break 2019. This will effect movement within the interior of campus for the next 2-½ to 3 years.
  - The Central Campus Infrastructure Project is currently in DSA and should be out in late Fall 2019.
  - Grading work in preparation for Student Center is scheduled to begin in April or May 2020 depending on DSA.
- E. Parking Structure S + West Temple Avenue Pedestrian Bridge
- Parking Structure S is estimated be out of DSA in late Fall 2019.
- F. Temple Avenue Green Corridor
- Project is currently in design and will be presented to FAC in October.
- G. Physical Education Project Phase 2 (Gymnasium, Wellness, Aquatics)
- This project is currently in DSA.
  - It is expected to come out of DSA in April 2020.
  - Facilities is working on a Logistics Plan.

## 9. MINOR CAPITAL/MODULAR PROJECTS (III B)

- A. Deferred to next meeting.

**FUTURE MEETINGS:** Monday, October 14, 2019, 9:00 a.m. - 11:00 a.m.  
Monday, December 9, 2019, 9:00 a.m. - 11:00 a.m.  
Monday, January 13, 2020, 9:00 a.m. - 11:00 a.m.