

**FACILITIES ADVISORY COMMITTEE
MEETING NOTES**

**MARCH 9, 2020
9:00AM – 11:00AM**

PRESENT: Gary Nellesen, Director, Facilities Planning & Management
Grace Hanson, Dean, Access & Wellness
Jennifer Hinostrroza, Professor, Horticulture
Jesús Garcia, President, Associated Students
Joe Carbajal, Project Expert, Facilities Planning & Management (Notes)
Johnny Jauregui, Lead Landscape, Facilities Planning & Management
Kevin Owen, Director, Technical Services
Marc Ruh, Professor, Kinesiology & Athletics
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
Joumana McGowan, Associate Vice President, Instruction
Mark Fernandez, Web Specialist, IT

GUESTS: Alejandra Gonzalez, Assistant Director, Student Life
Bill Asher, Assistant Director, Facilities Planning & Management
Doug Jenson, Associate Vice President, Administrative Services
Ruben Avila, Special Project Manager, Grounds

SUMMARY OF DISCUSSION:

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

- ITEM 2: FOLLOW UP ON PREVIOUS DISCUSSIONS
- ITEM 3: AP 6610: "FACILITIES PROJECT PRIORITIZATION" UPDATE
- ITEM 4: TREE REMOVALS FOR CENTRAL CAMPUS INFRASTRUCTURE
- ITEM 5: REQUESTS FOR PROPOSALS (RFP)
- ITEM 6: SUSTAINABILITY
- ITEM 7: MINOR CAPITAL FACILITIES PROJECTS

1. REVIEW OF PREVIOUS MEETING NOTES

- A. Gary Nellesen reviewed the meeting notes from February 10, 2020.
- No comments or changes suggested.
 - Meeting notes were approved.

2. FOLLOW UP ON PREVIOUS DISCUSSIONS (IIIB)

A. Designated Smoking Areas

- Issues regarding smoking areas have been forwarded to the President's Office.
- This committee does not have jurisdiction to decide on smoking areas.
- Facilities will provide support when a location needs to be moved or removed, but further decisions regarding these areas need to be reviewed by college leadership through the President's Office.

B. Lawsuit with City of Walnut

- The West Parcel Solar Project case was dismissed at the end of February.
 - There is currently no project to develop the West Parcel for any purpose.
- The College can now do feasibility study to assess possible uses for this property.
- There is still an open (unresolved) lawsuit on the Stadium Project.
 - Note, FPM is giving the City Manager and some staff a walking tour of the Stadium project the week of March 9, 2020.

C. CPTED Training: June 15–19, Santa Monica, CA

- Mika and Ruben will attend to represent Facilities.
- Chief Williams will attend to represent Police and Campus Safety.

D. Tree protection guidelines and standards

- Johnny presented the “Tree Protection in 5 Phases of Construction” handout dated March 9, 2020.
 - Committee members may review this document and provide any comments or recommendations.
 - The group agreed that this document is better reviewed by the Landscape Advisory Task Force.
- The International Society of Arboriculture (ISA) recommends including this information in project specifications.

E. Dead trees on Reservoir Hill

- These trees have been determined to be Eucalyptus.
- They have been dead for over fifteen years and birds currently use them to perch on.
- The longer the trees are dead, the greater the safety risk to runners and runner's families on the hill for events; they will be removed with CMPCT's approval.
- The group agreed that trees are needed in this area for shade, especially during events.
 - This is a functional, rather than curricular, issue.
 - The group recommended implementing a Reservoir Hill tree project to remove and replace the trees in this same area now.

F. Commencement Logistics

- Kevin Owen stated that Commencement meetings are currently in progress.
- There are no logistics related to FAC at this time.

G. Hilmer Lodge Stadium signage

- Gary Gidcumb, Project Manager for the Stadium, is aware of the signage concerns.
- The current sign is not backlit.
- Gary Nellesen stated that the project team is being directed to fix the sign to make it more readable, or find a proper replacement.

H. Lot D/Buildings 27ABC and Pool travel and logistics during Transit Center construction

- There are currently no answers to these concerns.
- Facilities is meeting with HPI Architecture on March 12, 2020 to address this as part of the Central Campus Open Space and Circulation Study.
 - Kevin Owen requested attendance at this meeting.
- The standing meeting with City staff has not resumed at this time.
 - Addressing the issues with the median signage at Lot D will be added as an agenda item when this meeting is scheduled.

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

- A. This document was discussed at the Instruction Division meeting.
- It is currently being revised to expand on how small projects are handled.
 - Gary is working with Michelle Sampat on the revisions.
 - Revising this document is going to take time.
 - Updates will be presented to this group as they become available.

4. TREE REMOVALS FOR CENTRAL CAMPUS INFRASTRUCTURE (IIIB)

- A. There are trees planted near the utility corridor west of Building 26 that need to be removed in support of the Central Campus Infrastructure project.
- The trees being removed are: Canary Island Pines, Jacaranda, and Queen Palm.
 - There are existing specimens of all three tree types elsewhere on campus; therefore, there is no recommendation to have these trees persevered or replanted.
 - Trees are being removed March 27–28, 2020.
 - Trees north of Miracle Mile and south of the future Modular 16F will be protected.
 - The existing shrubs being removed (xylosma) will be replaced.
 - Either in this same location or as part of other projects across campus.

5. REQUESTS FOR PROPOSALS (RFP) (IIIB)

- A. #3205 - Construction Inspection Services:
- Committee recommendations were approved by the Board of Trustees on December 11, 2019.
 - The Board approved two firms: Vital Inspection Services (VIS) and The Vinewood Company.
 - If needed, DSA Inspectors can also be hired directly as independent contractors through the Board of Trustees approval process.
 - Teresa Patterson and Gary are currently reviewing and completing all necessary contracts.
- B. #3293 – Library/Learning Resources Architectural Programming and Conceptual Design:
- In addition to FAC members, the RFP committee included six representatives from the Library & Learning Resources Division.
 - The committee did not reach consensus on which firm to hire after the interviews so the information was taken to CMPCT for review.
 - CMPCT directed FPM and the LLR Division to complete additional research on the two top firms:
 - Tour buildings designed by both firms
 - Review contractual agreements
 - Review technical drawings and documents (work product)
 - Review fee proposals for inclusion of the College’s process and requirements
- C. #TBD - Adult Education and Classrooms Architecture/Engineering (full design services):
- The Project Manager for this project is Maritza Valenzuela.
 - Maritza will coordinate with Purchasing on the schedule and logistics for this RFP.
 - RFP committee to include representatives from FAC, Humanities, and SCE.
 - An email will be sent to FAC requesting participation in the process.

6. SUSTAINABILITY (IIIB)

- A. Student Success Center (Building 9E) has been awarded LEED Gold status.
- B. A proposal from HMC Architects to complete the 2020 Greenhouse Gas (GHG) inventory for the campus will be presented to the Board of Trustees at the April 2020 meeting.
- C. Class I Bicycle Storage Facilities:
 - These are defined as long-term bicycle parking that requires shelter from most (if not all) elements.
 - They need to be well lit, visible, secure, and adjacent to an accessible path of travel.
 - The group discussed what types of Bicycle Storage Facilities should be made the campus standard.
 - Mika presented several documents from Ground Control Systems (GCS) and recommended we adopt the “Rider Friendly” layout guidelines because they are more accessible, rather than “Max Density” or even “Balanced,” as a starting point for our campus.
 - The group agreed that Parking Structure S would be a good place to include these facilities.
 - It was recommended to take two parking spaces and install a 4'-0” high (low) fence around the perimeter and restripe to delineate the bicycle storage area.
 - Mika presented the GCS “Varsity Bike Dock” as a possible campus standard. <https://www.youtube.com/watch?v=sXeXvpDEyw8&list=PL9339C8E100272400&index=2&t=0s>
 - The group requested more information and background before determining if this is the right product for our campus and making it a campus standard.
 - The group deferred detailed discussion of bike racks/docks and storage facilities to the Landscape Advisory Task Force.

7. MINOR CAPITAL FACILITIES PROJECTS (IIIB)

- A. Student Services and Instruction
 - Refer to the two handouts prepared by Patty Leon-Encalade.
- B. Administrative Services
 - Doug requested preparation of a similar list for Administrative Services.
 - Gary noted that this list is much smaller.
- C. Consolidated Project List
 - Patty Leon-Encalade is working on a facilities project report Smartsheet.
 - Doug noted that IT is doing the same thing.

FUTURE MEETINGS:

Monday, April 13, 2020, 9:00 a.m. - 11:00 a.m.
 Monday, May 11, 2020, 9:00 a.m. - 11:00 a.m.
 Monday, June 8, 2020, 9:00 a.m. - 11:00 a.m.