

**FACILITIES ADVISORY COMMITTEE  
MEETING NOTES**

**OCTOBER 12, 2020  
9:00AM – 11:00AM VIA ZOOM**

**PRESENT:** Andi Fejeran Sims, Director, Student Life  
Chris Schroeder, Director, Infrastructure and Data Security  
Gary Nellesen, Executive Director, Facilities Planning & Management  
Jennifer Hinostrroza, Professor, Horticulture  
Joe Carbajal, Project Expert, Facilities Planning & Management (Notes)  
Kevin Owen, Director, Technical Services  
Marc Ruh, Professor, Kinesiology & Athletics  
Mika Klein, Sr. Facilities Planner, Facilities Planning & Management  
Yadira Santiago, Executive Assistant II, Administrative Services

**ABSENT:** Diondre McBride, Grounds and Horticulture Tech., Facilities Planning & Management  
Grace Hanson, Dean, Access & Wellness  
Joumana McGowan, Associate Vice President, Instruction  
Mark Fernandez, Web Specialist, IT  
Tom Mauch, Associate Vice President, Student Services  
Valerie Menna, Student Representative

**GUESTS:** Doug Jenson, Associate Vice President, Administrative Services  
Ruben Avila, Special Project Manager, Facilities Planning & Management

**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: PURPOSE AND FUNCTION STATEMENT
- ITEM 3: COMMITTEE GOALS AND PROGRESS REPORT – COLUMNS 1 AND 2
- ITEM 4: “DAY USE” PARKING LOTS UPDATE
- ITEM 5: COVID-19 RETURN TO CAMPUS SPACE PLANNING UPDATE
- ITEM 6: REQUESTS FOR PROPOSALS (RFP)
- ITEM 7: PARKING STRUCTURES - PROPOSED BUILDING NAMES AND SIGNAGE
- ITEM 8: MAJOR CAPITAL PROJECTS
- ITEM 9: MINOR CAPITAL/MODULAR PROJECTS

**1. REVIEW OF PREVIOUS MEETING NOTES**

- A. Gary Nellesen reviewed the draft meeting notes from September 14, 2020.
- No comments or changes were suggested.
  - Meeting notes were approved.

**2. PURPOSE AND FUNCTION STATEMENT (IIIB)**

- A. The committee discussed the Purpose and Function statement for 2020-2021.
- Function 7 was amended to: During such review and prioritization, the committee will consider sustainability as defined by the Educational and Facilities Master Plan (EFMP) and the Climate Action Plan (CAP).
- B. Joe updated membership terms and will send the finalized document to the President's Office.

**3. COMMITTEE GOALS AND PROGRESS REPORT – COLUMNS 1 AND 2 (IIIB)**

- A. The committee discussed and agreed upon the following goals for 2020-2021:
- Committee website up-to-date
  - Review, update, and revise Administrative Procedure (AP) 6610 "Facilities Project Prioritization" in coordination with the Office of Instruction.
  - Create a Quarterly Sustainability Report
  - Review and update the space standards for offices and classrooms
  - Evaluate and update the Campus Energy, Wayfinding, and Utilities and Infrastructure plans

**4. "DAY USE" PARKING LOTS UPDATE (IIIB)**

- A. Mika gave a brief overview of the "Day Use" Parking Lots.
- Discussion was held on the placement of Pay Machines and alternative payment options.
  - Gary stated the project is nearing completion.

**5. COVID-19 RETURN TO CAMPUS SPACE PLANNING UPDATE (IIIB)**

- A. Mika gave a brief update from the Return to Campus Taskforce and reviewed the list of buildings and rooms open on campus.

**6. REQUEST FOR PROPOSALS (RFP) (IIIB)**

- A. #3293 Library/Learning Resources (LLR) Facility: Architectural Programming and Conceptual Design Services
- Finalists under review.
- B. #3347 Modular Manufacturing Design & Fabrication Services
- Based on the committee's scores and discussion, the committee was unanimous in recommending award of Master Agreements to Silver Creek Industries, LLC, and iMod Structures.
  - These two modular firms will be going to Board of Trustees on October 14, 2020 for approval.
- C. #3348 Architecture Design Service for School of Continuing Education SCE and Instructional Village
- Moore Ruble Yudell Architects and Planners has been selected to submit a proposal that will go the November 4, 2020 Board of Trustees meeting for approval.
- D. #3375 Technology and Health Facility: Architectural Design Services
- HPI Architects has been selected to submit a proposal that will go the November 4, 2020 Board of Trustees meeting for approval.

**7. PARKING GARAGES/STRUCTURES - PROPOSED BUILDING NAMES AND SIGNAGE (IIIB)**

- A. The Parking Structure Task Force chaired by Mika with members Kevin Owen, Marc Ruh, Mark Fernandez, and Doug Jenson reviewed their feedback.
- The committee agreed to the Task Force's recommendations.
  - Recommendations will be brought to CMPCT for final approval.

**8. MAJOR CAPITAL PROJECTS (III B)**

A. Brief project updates discussed.

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

A. Brief project updates discussed.

**FUTURE MEETINGS:** Monday, November 9, 2020, 9:00 a.m. - 11:00 a.m.  
Monday, December 14, 2020, 9:00 a.m. - 11:00 a.m.  
Monday, January 11, 2021, 9:00 a.m. - 11:00 a.m.