OLD BUSINESS

2.1 Approval of the December 3, 2009 Minutes- Minutes will be presented at the March meeting due to lack of quorum.

NEW BUSINESS

2.2 Construction Update- Bob Bradshaw provided the Bond Program Status Report for the meeting. Mike Harrington reported on the projects.

Administration Building – R2A Architecture continues to work on the plans. They are working with Jim Pierce and the Facilities Department to come up with a plan to make the entrance at the east end of the building without tearing up existing concrete. Carol Horton provided a background of the construction project. We will be moving the main entrance to the east end and adding an ADA compliant tower elevator similar to the EDC Building. The main changes are that the Foundation will move in and the board room will move downstairs for easier public access. Human Resources will be downstairs and the mail room will move back to this building. The President’s offices, Instruction, Administrative Services, Fiscal Services and Risk Management will remain in the building. Admissions and Records and Counseling will move to Student Services. Phil Hawkins asked if we will be replacing the HVAC system in the building. Carol Horton reported that the whole system will be re-engineered. Jennifer McLeod asked if the storage in the basement will be moved. Carol Horton responded that the basement will remain unchanged. The basement also holds the phone system that needs to stay there.

Field House & Concession Buildings – Complete and in use.

Fine Arts Building - Plans submitted to DSA and construction is anticipated to begin spring 2011.

Hayden Hall Remodel – Final Project Proposal has been submitted to the state. This project is dependent on the passage of the November 2010 Higher Education Facilities Bond.

Main Gym Remodel - Construction is in progress. Demolition and abatement of hazardous materials is taking place. The PE programs are operating around the construction. Staff is housed in Hayden Hall and the Field House. There is still some
staff in the West Gym. Facilities did some modifications so that some of the West Gym can be used as a training room.

Security Building – Inland Empire Builders are on time and are doing a good job and are about 60% complete. Purchasing is coordinating the furniture and equipment needs for the building. Some small changes have been made in the process, such as adding a door for the finger print room.

Student Services - Framing is approximately 90% complete and sheeting is being installed on the outside of the building. The Purchasing Department is coordinating with several departments for furniture and equipment needs. The building should be complete the end of 2010 and we should allow another 6 months for punch list items and moving in. Carol does not want us to rush into moving into the building until it is complete. Mike Harrington was pleased that Dynelectric is working on the HVAC controls. Carol Horton noted that there are some many user groups moving into that building, that the coordination of the move and the equipment is a huge project. Admissions and Records will be the most time sensitive to get them up and running because there are very few breaks in the registration process. Carol also noted that we have a very small crew that deal with the furniture; basically Bob Iverson and Bernice Deck. We are furnishing several buildings now with several different user groups with specific needs. Bob Iverson and his group have the moving process down to a science and will help the staff prepare for the move.

Technician Development Center and Technology & Engineering – Phase 2 is in process and should be complete about May or June of 2010.

West Gym – Public Restrooms – Eventually the West Gym will be demolished. The Facility Condition Assessment Report stated that repair of this building would be more expensive than constructing a new building. We will be building a public restroom for use of patrons of the gym and tennis courts. Carol Horton noted that the West Gym was originally built for Title IX compliance. With the Field House and the remodel of the Gym we no longer need the West Gym. The architects are working on the preliminary plans.

Mike Harrington also had to replace the boilers in the Central Plant that were defective after a few years of use. He has spent a lot of time researching the cause of the problem whether it was a manufacturer defect or an installation problem. We have a claim into our insurance carrier for the boilers and will hopefully recoup some of our costs.

Carol Horton also mentioned that the remodel projects cause a lot of other planning for Facilities in preparing swing space for staff that are displaced during the remodels. Purchasing has to plan furniture and moving for these temporary spaces. The logistics of the moves is huge and must be planned far in advance of the actual event.

Mike Harrington also reported that the glass was replaced in the Library Fish Bowl to help with the heat problem in that room.

Mike Harrington reported that during the last rain storm we had some leaks on campus. Facilities staff have addressed all but the Golf Driving Range and plans are in place to completely recoat it. Wiltshire Foam has done some repairs to the Reprographics Building. Phil Hawkins took care of some caulking that needed to be done at
Reprographics. Carol Horton thanked the Facilities, Grounds and Custodial crews for maintaining the campus during these rain storms.

2.3 **Naming of Security Building** - This item will be taken to the President’s Cabinet for ideas. Possibly the Foundation or the Board of Trustees would like the opportunity to name the building after someone. Mike Harrington asked if this building will also be an information building. Carol Horton stated that it will have a drive up window to pick up maps and parking permits etc.. Carol Horton asked Eric Magallon to take this to the Student Services Committee for some ideas. Edward Trickey may have someone who is willing to make a donation for a naming opportunity. The signage costs need to come out of the cost of the building as a change order/credit.

2.4 **Field House/Gate House Tables and Benches** - Bob Iverson stated that we have decided on the Field House/Gate House and Vocational Technology tables and benches but we would like to get a group together to do a campus wide survey to go over all the upcoming construction areas so that we can order all the equipment at once and pay one shipping charge. Mike Harrington also noted that we would like to have the concrete coring company come out only once to do installation to save on those costs. Bob Iverson will get the committee together.

2.5 **Program Review – Purchasing, Warehouse, Transportation and Risk Management** - Bob Iverson has completed his program review with the comments and changes received since our December meeting. Judy Rojas has emailed the document to the committee for a final review. By February 12th please give the document a final review and let Judy know about any changes. The document was approved unanimously by the committee and will be forwarded to Steering and then to the Board of Trustees.

2.6 **Other** - Carol Horton noted that the Clarion is questioning us again regarding our campus recycling program. Dustin Call who is a Clarion reporter wanted to discuss what we are not doing on campus in the way of recycling. Carol showed him around the Administration Building to show him how we recycle. She also referred him to Jeff Eichler to become familiar with our recycling plant in the Facilities area. One of Mr. Call’s suggestions was to put locked recycle bins on campus. That suggestion may eventually come to this committee.

The meeting was adjourned at 10:55am.