Victoria opened the meeting at 10:01 am. The committee introduced themselves.

I. **Approve Minutes**: The minutes of October 24, 2013 were approved (King/Nugent).

III. **Total Cost of Ownership (TCO) Presentation for the February Board Meeting**:  
Mr. Nugent and Dr. Jones reviewed the draft presentation. The intent of presentation is to develop a formal recommendation to the Board of Trustees of how to manage facilities that are over 30 years old. The goal is sustainability and flexibility. Without employing the TCO concept, we spend more money being reactive rather than proactive. The committee posed several suggestions and questions:

- Include a slide explaining that total cost of ownership is to be part of program planning, make a connection to sustainability and stewardship.
- Use the TCO model at both the CIP and program plan level to make program plans more relevant. This holistic approach will also help the Outcomes Assessment Review Committee identify themes.
- Will total cost of ownership will be considered when a new building is built or remodeled. What is the life expectancy of the new equipment?
- Will we calculate what Cabrillo’s actual total cost of ownership is?
- Consider longer term service agreement contracts to help maintain equipment after it is purchased.
- Dedicate a room for testing technology, equipment and furniture to test it out prior to purchase (1094?). This idea is included the new Title V grant.

**Other suggestions:**

- Summarize what has been funded and how it increases student success. (e.g., Tech Refresh: 3 out of 12 classrooms have been upgraded).
- Smart cart is useful life is 5-7 years.
- The college maintenance plan is outdated and has not been followed.
- There will be an Advocacy Day in April where regional leaders will consider a systematic approach to use innovation funding in the Governor’s bond.
V. **Improving the Process for Resolving Building 800 issues:**
Mr. Graziani noted that certain issues have been stagnant and unresolved; it appears that no one wants to take responsibility for ownership of some of the outstanding problems. Mr. Graziani volunteered to be the point person for unresolved building issues. The work order system has not been used for Building 800 remodel because the project is not yet closed. Mr. Borges noted that there was a lot of positive feedback at the 3CDUG conference last week (120 attendees). The building served us well.

A pilot program will be developed in Facilities Planning and Plant Operations to develop a queue so that requests don’t appear unassigned. Dr. Jones recommended having a response feature so that errors can be corrected as needed.

VI. **Duplicate Building Numbers:**
Mr. Graziani stated that a student had a seizure near building 800 but the fire truck went to lower campus due to duplicate building numbers HW 2000 and VAPA 2000. It was noted that if we don’t fix this problem there will continue to be safety issues and confusion.

Mr. Nugent will develop a strategy to address the problem and present it to the Safety Committee, then to FPAC, then to Student Senate for endorsement. The student representative on the Safety Committee will coordinate with other student reps. It was noted that the Watsonville Center building numbering logic could also be improved.

VII. **Bond Allocation Recommendations:**
The committee agreed with the recommendation to allocate $1.8 million of the remaining bonds for the critical need projects listed on the handout. It was noted that Prop 39 funds will help stretch the remaining bond funds. Signage can be brought back to the committee for approval.

VIII. **Update on Facilities:**
- **Building 800:** a number of issues still need to be closed out.
- **Building 600:** Close to being closed out with DSA.
- **Building 100:** Will start to install new equipment when it arrives.
- **Smart Classrooms:** Tech refresh project: Many remodels have been accomplished around campus in the last two months.

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<td>I. Develop a plan for solving duplicate building numbers with Safety Committee input and student reps take it to senate.</td>
<td>Joe</td>
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Next meeting: 4/11/14 at 10:00 am.

Agenda:
- Permaculture club proposal
- Duplicate building proposal
- Special event/weekend parking fee structure

The meeting adjourned at 11:30 pm.