FACILITIES PLANNING AND ADVISORY COMMITTEE
October 24, 2013
Minutes

Present:

<table>
<thead>
<tr>
<th>Dennis Bailey-Fougnier</th>
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<th>Joe Nugent</th>
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<tr>
<td>X  Dan Borges</td>
<td></td>
<td>X Rock Pfotenhauer (Jim Weckler)</td>
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<tr>
<td>X  Maris Genis</td>
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<td>X Nikki Oneto</td>
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<td>X  Rick Graziani</td>
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<td>Ray Rider</td>
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<td>X  Karen Groppi</td>
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<td>X David King</td>
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<td>Victoria Lewis</td>
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<td>X Michael Robins</td>
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<td>Graciano Mendoza</td>
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<td>X Kathie Welch</td>
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<td>X  Terrence Willett</td>
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<td>X Rachel Mayo</td>
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Joe opened the meeting at 10:58 am. The committee introduced themselves.

I. Review Agenda:

II. Approve Minutes: The minutes of May 17, 2013 were approved (Robins/Graziani) with one abstention.

III. Facilities Planning:

a. Short term space planning: (see handout)
   - Joe reviewed the list of immediate classroom needs are all spaces identified in space reallocation plan for BELA. This is swing space BELA until Bldg. 350 is renovated. Graziani noted that smart classrooms are great and easy to use. Karen noted that some adjustment is needed on carts in some classrooms.
   - Rachel requested that 515 be moved to grant funded and noted as completed. It is not possible to commit to renovate rooms 513 and 517.
   - The committee recommended the medium cost range for each class listed on the short-term planning list except for room 515, which is complete, as the next step for bond dollars.

b. Long term facilities maintenance—Total Cost of Ownership
   Joe distributed the list of projects submitted to the CCC/IOU Energy Efficiency Project Identification at the Chancellor’s office. HVAC needs estimated at $48 million (mid-range).
   - The bid for building 100 HVAC renovation came in at $1 million. Purchasing queried some contractors that went to walk through but did not bid. Staff is hoping to get a more realistic bid. Joe reviewed the options for building 100—move occupants out of the building to 200, 714 and 1006, then contractor can get in to work and save on overtime, but to keep one system
operational while installing new system is very costly. Project budget will move from $370,000 to $1.2 million. Staff is inching toward solutions, such as reducing the number of zones. See first handout (short term space planning. HVAC is a work condition; the college has a contractual obligation to provide reasonable work conditions.

- Another option is to go out for another bond. Many lessons learned from previous bond, such as not to switch spaces out. Educational Master Plan may not fit where we are going. The life cycle of the SAC is 15 years. Health and Safety is the first requirement, do it right the first time. We may want to reimage where might want to have future classroom space more efficiently. Are there any other grant prospects?
- The Technology Refresh is Laurel’s grant process. She is working on bringing in funds to consistently refresh technology. Most renovations are planned for spring 2014—need to start immediately.
- Prop 39 funds—Chancellor’s Office is managing those funds for us. Other Prop 39 funds are for instruction, jobs, training, Rock knows about that. $2.3 million that will bolster the HVAC issues on the other list ($77 million—pg. 3)

The committee endorsed the staff recommendation to move forward with the building 100 HVAC repair project and on the list of smart classroom upgrades with the intention of expending remaining bond funds on these projects.

Energy reduction projects, Prop 39: Review of HVAC issues—see attachment

V. Update on Other Facilities Master Plan (FMP) Projects

- Building 800:
  - There are door closure issues, elevator and bathroom stalls were closed. Rick noted that he can unlock door during classroom hours, but it relocks automatically in 1-2 hours. An email was sent to everyone in the division that if not unlocked properly it will permanently damage the locks. Instructors are propping doors open with trashcans. It is possible to reprogram the whole system. An interim solution is to use Velcro straps to keep doors unlocked. Need to address door locks more thoroughly.
  - Heating system issue is almost resolved—data center was designed with one system. Redundant backup system. Insulating the ducks to solve some issues.
  - Noise is still on punch list. Bearing in fan motors.
- Building 600: will be ready for spring semester. One budget and on schedule.

Scheduled maintenance projects:
- Building 450 Painted entire building using student hourly and our maintenance staff.
- Building 450 Stairs—repaired due to safety issue.
- Building 450/1000 restroom repairs generated because cast iron pipe running out of building was blistered and needed to be re-sleeved. Using a project called Terra light on walls and floors, stainless steel partians with plastic sleeves, hoping to have as a standard.
- Bathroom in the cave is opened.
VI. **Status of remaining bond funds:** Approximately $3 million. Given the 100 HVAC and classroom renovations, it is a moving target. Integrating instructional and facilities needs is complicated. It is important to expend bond funds.

One option for meet maintenance needs is to go out for another bond. What will new bond look like? State of the art classrooms and a one stop shop for students is desirable. Is it worth it to put more money into a building or tear it down? Karen noted that HVAC is most expensive cost, but is not the total cost of renovation. What percentage is HVAC of the overall need? It is less than half.

VII. **Update on 300/800 building Security Camera Project**
Buildings 300 and 800 will have IP network based security cameras installed for safety and crime purposes. The building will be labelled that it is under video surveillance. It was recommended to check for appropriate legal working of label. Building 300—Epico will run a lot of fiber and new optics and switches in 300, 350, 400, 450 and 100. Improved network connections are a secondary benefit to our infrastructure. Cameras will look at the outside of the buildings, breezeways, walkways and parking lots A/B, the exit of the parking lot, street, stoplight is monitored by the sheriff. The committee noted that this is a messaging opportunity to all of Cabrillo that cameras are being installed and this is what we are doing. It is great for remediation; when we get the first report of a break in. Cameras are good, but word of mouth is also good.

VIII. **Safety Committee Update: Smoking on Campus**
The committee discussed having a smoke free campus. Enforcement is complicated. The student survey indicated students preferred not to have a smoke free campus. Sesario is surveying other colleges. Sargent Joe Clarke will look at UCSC policy. People are currently walking on campus smoking. There are not many signs on campus. Community colleges are going smoke free (Santa Barbara). Contact sheriff to enforce it. Time on task is bad for committees. How do we live with this for five years?

The Safety Committee will revisit this topic again. Smoking was discussed in the faculty senate with no conclusion. Butts are an issue. Student representative Maria added that although the decision may take a long time to make, it may be worth it.

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<td>1. Velcro straps from Home Depot for Building 800 doors</td>
<td>Joe Nugent</td>
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<td>2. Research UCSC smoking policy</td>
<td>Sargent Joe Clarke</td>
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<td>3. Check on legal wording of labelling “under surveillance.”</td>
<td>Dan Borges</td>
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Next meeting: TBD.

The meeting adjourned at 12:05 pm.