



Facilities, Planning and Operations Department

Facility Committee Meeting

Date: February 23, 2016

Time: 12:00pm

Present:	Linda Owens, Alice Hawkins, Mandeda Uch, and Charles Hobbs,
Absent:	Patricia Stoddard ,Milton Harris, Eric Mendoza, and Hugo Valdes
Guests:	
Next Meeting:	March .23,16 , Facilities Office Conference Room@ 12:00pm

	Standing Agenda Items:
1.	Introductions / Presentations
2.	Meeting Purpose
3.	Committee Make-up / Charter
4.	Facilities, Maintenance and Operations
5.	Facilities, Planning and Operations – Strategic Planning
6.	New Business

Review Meeting Minutes		
Discussion / Decisions	Facilities Planning and Operations	
AGENDA	<ol style="list-style-type: none"> 1. Member Schedules 2. Review 3. Scheduled Maintenance 4. Site Improvement 5. New Business 6. Adjournment 	ALL
Linda Owens	<ol style="list-style-type: none"> 1. MEMBER SCHEDULES 2. REVIEW <p>An updated list from Dr. Curry, shows members for all committees was forwarded to Administrators and Director/Managers. This committee will lose some members and others will replace them due to scheduling conflicts or job</p>	LO

<p>Linda Owens</p>	<p>assignments. Regarding this committee, the name Cassandra Washington is assigned to us and the need to replace Milton Harris may be done as well.</p> <p>The newest member is Hugo Valdes and we explained the functions of our committee and gave him an example of what he could bring to the “table” from the students’ aspect.</p> <p>We went over the facilities request form and reviewed some of the categories. The meeting with Dr. Curry was held earlier today where the subject of Scheduled Maintenance was discussed and instructions to move forward with all the items that is listed on the Scheduled Maintenance 2015/2016. This report is from Dr. Humphreys and no submission has been given from Ms. Perez. However, Ms. Perez has a few items she thought were important.</p> <p>For HVAC Repair, Athletics, the Music Area (Y 80), demolishing the old library and placing new portables on that location. The area for the Swing Space modular has been drawn, to be at the north end of the practice field. We are still working in the flooring during the Spring Break (Mar. 12 through the 18, and we will be coordinating some activity. Most importantly, the HVAC installation, flooring, locker-room painting in the men’s shower area. Professor Uch stated a strip is loose on the floor in Y 88 and it will be taken care of. Professor Uch was advised to submit a photo of the exact place for repair so that it can be repaired.</p> <p>The completion of Scheduled Maintenance 2014/2015 is very near and the start of projects of 2015/2016 will begin. The roofing areas, including the J Building is near completion and some of the carpet will began over the weekend and should be done within the next couple of weeks. The most critical area of the Site Improvement project are the abundance of weeds. Recently Facilities was able to hire 3 new people and 1 is working on the grounds and 2 are in the Allied Health Building, and additional assistance will be added; however we are still short staffed.</p> <p>A small crew of three were assigned to clean the weeds which looked nice but it was not enough to do more areas. They worked 6 hours that weekend. Also, we will have some provisional employees assist with Set-Ups. We are really short-handed.</p> <p>On the list where it say pipes, will be removed from the list because it is a part of the Little Theater. 50K was set aside and will be allocated to the Little Theater project. The funds would be from the Bond Project instead of Scheduled Maintenance.</p>	
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Action Bin:		Responsible Person	Due Date
1.	Need a meeting schedule for next year	All	12/15/15
2.	Review the Facilities Request Form	All	On going
3.	Review the Minutes for discussion	All	On going
4.	Locate a possible buyer for library shelves	Mr. Hobbs	On going
Next meeting March 22, 2016 Facilities Department			12:00 pm
Meeting adjourned 1:35pm			
Meeting minutes by AH			