



Facilities, Planning and Operations Department

Facility Committee Meeting

Date: March 24, 2015

Time: 12:00pm-1:00pm

Present:	Linda Owens, Alice Hawkins, Andy Florimon, Mandeda Uch, and Maria Estrada
Absent:	Patricia Stoddard, Milton Harris, Eric Mendoza and Greg Petersen
Guests:	
Next Meeting:	04/28/15, 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	<p>1. Member Schedules It was decided that our meeting days will be on the fourth Tuesday of each month at 12:00pm. A reminder will be forwarded at least 3 or 4 days in advance. The next meeting dates are: April, 28; May, 26; Jun, 23; Jul, 28; Aug, 25, 2015; Sept. 22; Oct. 27; Nov. 24; and Dec. 15 (optional; week 3).</p>	LO

	<p>REMINDER: Professor Uch's Class Recital Monday, May 4, 7:30pm.</p> <p>2. Review the Minutes Update: Information regarding the Rubber Chips/Turf for the children's play area has been forward to the Business Office for processing of a contract and Board Agenda placement for April, 2015. It is with great anticipation that by June of this year, the project will be completed.</p> <p>3. Scheduled Maintenance/Other The bids have been submitted and returned to the Business for review for roof repair. Bids for flooring are coming in as well. We've done a campus wide sweep in order to list and install tile to as many areas as needed. The area of the Math Science Staff Lounge is in very bad shape. We are moving carpet from places and replacing them with flooring (tile). Funding for this project is under Scheduled Maintenance Other. We are also using a "piggyback contract, provided by the Foundation of Community Colleges and California Multiple Award Schedules (CMAS).</p> <p>4. Site Improvement/Review</p> <ul style="list-style-type: none"> • Building J (paint) • Asbestos Removal (future plan) 	
	<p>5. New Business-</p> <p>Staffing Concerns: New person to arrive at the beginning of the month, Deon (part-time); and a new student worker, Juan, who has been just great.</p> <p>Surveys: Campus wide search to view areas of greatest needs, such as tree branches falling on cars, and branches hanging over the batting cages on site of the Baseball Academy. All other concerns can be listed and surveyed.</p> <p>Practice Fields: Soccer and Football teams require time for practice and the use of a lined field is greatly needed. About \$2,500.00 annually is used for a specialized paint that would provide enough field coverage for their prospective seasons. The Soccer and</p>	

	Football schedules should be issued at the beginning of the season so that ample time is given for the painting. 6. Adjourned: 1:50pm	

Action Bin:		Responsible Person	Due Date
1.	Develop a price list for plants	Andy Florimon	Open
2.	Develop a list of all troubled doors	Andy Florimon	ASAP
3.	Staffing concerns	Linda Owens	Completed
Next meeting Tuesday, April 28, 2015 Facilities Department			12:00 pm
Meeting adjourned 1:50pm			
Meeting minutes by AH 04/23/15			