

San Diego Mesa College
Facilities Committee - Notes
Thursday, November 6, 2014
LRC 208, 1:00 - 2:00pm

MEMBERS	Rachelle Agatha	Joseph Halcott (absent)	Chris Manis	Susan Topham
	Eduardo Arteaga	Penny Hedgecoth	Tim McGrath (absent)	Dave Warczakowski
	Will Cabistan	Jill Jansen	Mike McLaren (absent)	
	Dave Evans (absent)	Igor Korneitchouk	John Mitchell	
	Tony Gutierrez	Taj Krumholz	Jennifer Osborne	
		Sara Leonard (absent)	Charlotta Robertson	

I. CALL TO ORDER

Welcome	<ul style="list-style-type: none"> • Rachelle called to order at 1:00pm • Minutes approved
----------------	--

II. FACILITIES MASTER PLAN

Review Documents	<ul style="list-style-type: none"> • Discussion on which issues to be brought to committee • Location of Facilities Master Plan noted on website – document was prior to bond projects and new plan will be after the completion of bond projects • Members to read Facilities Master Plan before next meeting and bring questions • Next meeting will have bond project discussion and updates to the website
-------------------------	--

III. DEFERRED AND SCHEDULED MAINTENANCE

14-15 Projects	<ul style="list-style-type: none"> • Rachelle reviewed the 14-15 local project list and prioritization list • G Bldg started • State provided one time funding for maintenance • Discussion on how internal priorities are determined - intent is to implement based on list provided - there are some general fund dollars for emergencies • Must fulfill a one-time cost for a one time need in addition to other restrictions • Discussion on 15-16 process
-----------------------	--

IV: FACILITIES COST PLANNING

<p>Equipment Maintenance, Warranties and ongoing Upkeep</p>	<ul style="list-style-type: none"> • No system exists that centralizes data for all buildings, equipment, warranties and ongoing maintenance • Facilities Committee will make recommendations to PCAB regarding the committee’s role in planning • Current goal is to create a system to capture the new buildings with this system/database, then go back and gather information from previous projects and purchases. • Discussion on campus wide asset inventory and how it relates to standard III
<p>Work Groups</p>	<ul style="list-style-type: none"> • Preliminary discussion held on how facilities committee may assist with this project. • Possible option is create work groups between campus and district. Preliminary discussion held. • Work groups would assist with coordinating equipment replacement, warranties, and service agreements with District. • Desire to create internal process/plan/framework. Ideas on this to be discussed next meeting • Discussion held on Capital Asset thresholds: A capital asset is anything over \$5,000. Any item over \$200 is tracked.

V: FACILITIES UPDATES

<p>Campus</p>	<ul style="list-style-type: none"> • Brief discussion on current process for requesting upkeep and work order flow and what information is entered in a standard work-order. • Discussion on paper towels v. hand dryers in S Bldg bathrooms. Chris Man is gave the overview of the district standard, LEED process, and reasons for hand dryers over paper-towels.
<p>District</p>	<ul style="list-style-type: none"> • No other items indicated

VI: ROUNDTABLE

<p>Misc</p>	<ul style="list-style-type: none"> • Charlotta brought up an area of concern: locking mechanism in doors of LRC. Charlotta to process a work-order for a quote. • Jill Jansen discussed a need for soundproofing of the Testing Center. Jill to enter a work order to obtain a quote. • Items to be in program review for both
--------------------	---

VII: ADJOURNMENT

<p>Next Meeting</p>	<ul style="list-style-type: none"> • December 4, 2014
----------------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Website updates	Taj Krumholz	December 4th
Ideas for Plan / Frame work for Bldg Inventory	Committee	December 4th

DRAFT