LAS POSITAS
COLLEGE

Facilities Committee

February 10, 2014
2:30pm Room 1874

MINUTES

Present: **Members:** Katie Eagan, Richard Grow, Steve Gunderson, Tina Inzerilla, Dyan Miller, Janice Noble, Tamara Landicho, Natasha Landicho,

Guests: Rita Carson, Doug Horner, Deanna Horvath, Candace Klaschus, Ann Kroll,

---

Called to Order: 2:38 pm

1. **Welcome**

Nike Committee Report – D. Horvath/C. Klaschus - The committee has selected an existing piece of art - a sculpture that is 6 feet in diameter and 7 feet in height. We still need to verify the weight. This may need to go to DSA. The committee has identified two (2) tentative sites: on the SSA Terrace (outside the cafeteria) and on Campus Blvd. near the SSA Building. The committee will be meeting with Facilities, M&O, Campus Safety, etc. Deanna would like assistance in moving this process forward. Doug recommended getting the artist involved in placement, design and installation. We want the artist to have ultimate control over the vision. Usually, the artist would work with a contractor to design, and install the art piece.

2. **Updates**

Construction – A. Kroll - Presentation ***(Attachment A)***

Projects that have been submitted for Project 39 funds include the conversion of the Roadway Lights to LED and replacing the HVAC unit in 2000/2100.

Campus – J. Noble

Library went to DSA in December; the user group had a brief hiatus. Furniture, Fixtures, & Equipment Meeting is scheduled for Tuesday, February 18. The Library will be renovated from June 2014 to December 2104. Building 700 will house the library during renovation. The stacks will be housed in Building 100.

Amphitheater – This project has a great deal of support from the VPs and the President. We will be removing the grass and replacing with concrete. We will be walking the space next Tuesday during our Facilities Update Meeting. The User Group has met and will be meeting with the designer.

LAS POSITAS
COLLEGE

Facilities Committee

February 10, 2014
2:30pm Room 1874

Classroom 2033 – We had a hot water heater that rusted. The issue has been addressed and the classroom is back in use.

mtvU – MTV provides programming that is specifically designed for colleges and universities. MTV would provide the equipment including monitors. We have identified rooms – the cafeteria in the SSA Building and the Fitness Center in Building 2500.

Question – Has anyone reviewed the content? This agreement falls under the VP of Student Services. We will need to direct any questions to her.

SSA – The contractor's portion of the painting is complete throughout the building.

Question – During the Library renovation, will Building 2100 be impacted? No. The building will still be open and functional.

District – D. Horner – Doug will be happy to meet with the Facilities Committee Chair to answer any questions. The Board of Trustees approved the recommendation of:

New Classroom Building 100 project	$27,440,000
Small Projects/Instruction Equipment (allocated below)	$ 3,000,000
	$30,440,000

Instructional Equipment	$ 375,000
Library	$ 300,000
Emergency/Program Review	$ 325,000
Small Projects	$1,600,000
Amphitheater Surface Issue	$ 200,000
10% Contingency	$ 200,000
Total:	$3,000,000

3. Old Business

Small Projects Update –Small Projects List ***(Attachment B),*** Ranking Criteria Draft 1 ***(Attachment C)*** and Ranking Criteria Draft 2 ***(Attachment D)*** given to Committee Members. There were many questions regarding this process. What is our role in ranking? Is our job to design the rubric and give to the administration to use? Do we design the rubric and rank?

LAS POSITAS
COLLEGE

Facilities Committee

February 10, 2014
2:30pm Room 1874

Comment - We are only going to use this the one time. Do you want to invest the time in creating a rubric and then essentially throw it out?

Comment - I would prefer to rank the requests from my division with my faculty and staff.

After a lengthy discussion, it was decided by consensus to send the specific requests to each division for discussion and ranking during their division meeting. The rubrics will be forwarded to the Deans as well – they may be helpful. If it is a safety issue, then it should be priority. Just because they are rank does not mean that they will be addressed. The committee makes recommendations to the President and Executive Staff.

4. **New Business**

   Accreditation – Standard IIIB Questions *(Attachment E) and Evidence (Attachment F)*
   Standard 3B Physical Resources for Facilities Committee input. Great starting point is the previous report. We should look at how the questions were answered during the last accreditation. We need to review what processes are still valid and which ones are no longer relevant. Doug Horner will be a resource.

   Faculty were assigned to various parts of the standard.

   Standard IIIB1 – Katie
   Standard IIIB1a – Ernie
   Standard IIIB2 – Dyan
   Standard IIIB2a – Tina
   Standard IIIB2b – Katie

Email deadlines to individuals with questions by the end of February. Please return summary to Katie by March 10 for Facilities Committee Meeting on March 17. Katie will email template to committee clarifying instructions.

5. **Good of the Order**

6. **Adjournment @ 4:40pm**

LAS POSITAS

COLLEGE

Facilities Modernization Program
Funded by Measure B
Project Report

February 10, 2014

ATTACHMENT A

PROJECT PROGRESS REPORT
Library Remodel

LAS POSITAS COLLEGE
February 10, 2014

Project Team:

Architect: Noll & Tam
Construction Manager: Parsons Brinckerhoff
Contractor: Mark Scott Construction, Inc.

Project Update:

- Architect has submitted Drawings to DSA November 21, 2013
- Contractor has been selected and is preparing for bidding.
- Construction to begin Summer 2014.

Occupancy: December 2014

PROJECT PROGRESS REPORT
Renovations – 100, 900, 1000, 1310/1320, 1700

LAS POSITAS COLLEGE
February 10, 2014

Project Team:

Architect: Charles Ham and Associates
Construction Manager: Parsons Brinckerhoff
Contractor: Mark Scott Construction, Inc.

Project Update:

- .B1700 Final Design has been approved–Print Shop, Mail Room and Large Group Meeting Room
- B1310/20 Final Design has been approved; Drawings have been submitted DSA December 2013 - Veterans Program
- B900 – temporary classroom- renovate Spring/Summer 2014
- B700– Swing space for Library during B2000 renovation
- B1000 will be demolished once vacant- Summer 2014
- B100 on Hold
- B1700, B1310-20, B900, B700 Contractor is preparing for Bidding

Occupancy: Phased

PROJECT PROGRESS REPORT
Renovations – 1310/1320 Veterans

LAS POSITAS COLLEGE
February 10, 2014

PROJECT PROGRESS REPORT
Renovations – 1700 Print Shop/Mailroom

LAS POSITAS COLLEGE
February 10, 2014

Las Positas College Prop 39 Log

	Project description	Submitted	Approved	Phase	Estimate	$ 400,000 Grant Funding	Net Cost
1	Replace 4 HVAC units Bld 2000/2100	11/14/13					
2	Connect HVAC units to Central Plant- Bld 2000/2100	11/14/13					
3	Replace 25 VAV Boxes	11/14/13					
4	Replace Pneumatic controls with Direct Digital- Bld 2000	11/14/13					
5	Replace Roadway light with LED fixtures	11/14/13					
6	Replace Parking lot light s with LED fixtures	11/14/13					
7	Replace Gyp High Bay lights with LED fixtures	11/14/13					
8	Recommissioning for Bld 1800 and 2400	11/14/13					

Las Positas College Small Projects Log

						Status				Total Remaining
Project description	Requested by	Estimated Cost	Final Pricing	Exec Committee?	Fac Ctte Review?	Work Request	Requisition	Purchase Order	Status	$2,000,000.00
Water Bottle Filling stations	Mike Ansul		$35,479.00	Approved	YES				Complete	$1,964,521.00
M&O Trench drain	Raymond Salas		$19,248.00	Approved	YES				Complete	$1,945,273.00
Bldg 4000 Planter Waterproofing	Mike Rinaldi		$43,079.00	Approved	YES				Complete	$1,902,194.00
Bike racks	Mike Ansell		$2,313.00	Approved	YES				Complete	$1,899,881.00
Stainless Steel Rails at Science	Gere Gire		$6,500.00	Approved	YES				Complete	$1,893,381.00
Radio System digital upgrade	Sean Prather		$7,693.70	Approved	YES			PO	Complete	$1,885,687.30
Fire technology electrical	Ron Johanson		$14,900.00	Approved	YES			PO	Complete	$1,870,787.30
CDC Signage	Corine		$8,387.66	Approved	YES			PO	Complete	$1,862,399.64
Pool gate electric lock	Sean Prather	$5,000.00	$4,442.39	Approved	YES		1/31/2013	PO	Complete	$1,857,957.25
Horticulture fencing			$16,745.00	Approved	YES		2/5/2013	PO	Complete	$1,841,212.25
Chalkboards to whiteboards 1800	Mike Ansell	$11,000.00	$10,345.00	Approved	YES		2/6/2013	PO	Complete	$1,830,867.25
Pool stair tile	Dyan Miller	$5,000.00	0	Approved	YES				Complete	$1,830,867.25
Slippery Pool Tile and Bathrooms	Steve Navarro	$39,000.00	61,000.00	Approved	YES					$1,791,867.25
PE III Double Gate	Rene Pegues	$7,500.00	$8,263.00	Approved	YES					$1,783,604.25
Cabinet locks 1800	Mike Ansell	$7,500.00	$15,614.00	Approved	YES			PO	Complete	$1,767,990.25
Amphitheater Grass issue	M&O Grouds	$200,000.00		To Bond Exec Committee	YES					$1,567,990.25
Crosswalk from PE II to PE III	PJ	$15,000.00	$12,787.00	Approved	YES				Complete	$1,555,203.25
Parking Lot										$1,555,203.25
Bldg 1700/Richo Mail Room	Renee/Steve G									$1,555,203.25
Bldg 1300 ABC	Janice Noble/Marilyn Flores									$1,555,203.25
Bldg 100 - One Stop/Classrooms	Diana Rodriguez									$1,555,203.25
Bldg 100B Removal										$1,555,203.25
Bldg 710/720 Copmuter Lab										$1,555,203.25
Bldg 900 - Classroom										$1,555,203.25
										$1,555,203.25
										$1,555,203.25
										$1,555,203.25

LAS POSITAS COLLEGE

SMALL PROJECT LIST

Nov 7, 2013

Project #	Type of Request	Location	Description	Division	Notes
13	Renovation	Amphitheater	Replace grass	ALSS	In Progress
32	Space	2100	Honors Center	ALSS	Complete
36	Space	700	Computer Lab classroom space-renovation of vacated office space for multi-discipline computer lab.-- space renovation in current renovation budget, technology only	STEMPS	In Progress
52	Renovation		Re-align entry into parking lot B/C	Admin	HOLD
4	Renovation	400	Renovate 400, Basic Skills English Center - Replace carrels with spectrum desks with computers, remove wing walls in Rm 401A	ALSS	
8	Renovation	4130/4138	Rooms 4130 and 4138 - Dropped ceilings and/or acoustic discs (ceiling panels/circles) installed in MCA Rooms 4130 and 4138 *Extra acoustical treatment necessary from 4138 to 4226, downstairs to upstairs.	ALSS	
9	Space	Outside 4000	Storage Shed - 9'x32' Shed for storage of flats, platforms and risers.	ALSS	
11	Equipment	Lobby 4000	Student Furniture in Building 4000 Foyer	ALSS	
12	Renovation	4000	Key pad locks and security cameras in Music Practice Rooms	ALSS	
15	Renovation	Track Field	Pole Vault area needs to be cemented.	BSBA	
16	Equipment	Equip	Gym net divider with removable poles	BSBA	
17	Renovation	2500	Remodel Team rooms to be more functional and accomadating for home teams.	BSBA	
18	Equipment		Purchase 25 passenger Van	BSBA	
23	Renovation	810	Electrical Outlets-Welding Lab	STEMPS	
24	Equipment	2300	Tilt Zoom Cameras for three (of the 7) Child Development Center Classrooms	BSBA	
26	Equipment	2500	replacing desks and chairs in room PE 209 and PE 212	BSBA	

ATTACHMENT B

Project #	Type of Request	Location	Description	Division	Notes
27	Equipment		1850 Install and Mount a Video Camera & Feed to Website of Two Bird Nesting areas on second floor of building (see Gire for specifics)	STEMPS	
30	Renovation	1850	Replace Biology lab countertops throughout 1850 with heat resistant, chemical resistant, scratch resistant black countertops similar to the recent change made in 1807 with epoxy resin solid core countertops	STEMPS	
31	Renovation	2500	Removal of plants & rosemary inside pool are and cement over it.	BSBA	
33	Renovation	4000	Sound Proof-FIX-elevator noise in room 4130	ALSS	
37	Equipment	607	Math X Program-FF&E	STEMPS	
38	Renovation	2300	Add fence at the Child Development Center	BSBA	
39	Renovation	1812	Vent ammonia storage cabinet to outside of building	STEMPS	
43	M&O	1800	Power wash and paint interior and exterior of the 1800 building including power wash of surrounding sidewalks.	STEMPS	
44	Renovation	1850	1851, 1854, 1855, 1858 Instructor Desk add additional electrical quad receptacles to end near hoods (see Gire for specifics)	STEMPS	

ATTACHMENT C

Small Projects Prioritization 2013-2014
Draft Idea #1

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
Ranking scale	**8-10**	**4-7**	**0-3**
Educational Items: Programmatic Impact and Institutional Support *(10 points)*	**Clear and compelling** evidence/data (as stated in program review) that this project will have substantial impact on program curriculum	**Clear** evidence/data (as stated in program review) that this project should have substantial impact on program curriculum	**Limited** evidence/data (as stated in program review) that this project will have an impact on program curriculum
Teaching & Learning *(10 points)*	**Clear and compelling** evidence/data that project provides much needed or **beneficial enhancement** to instruction.	Project provides enhanced instruction that is not currently met through current means. Project will allow the program to **operate on par** with other institutions.	Project allows for little or no enhancement of current instructional opportunities and **limited** or no appeal to potential students.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
Ranking scale	**5**	**2-4**	**0-1**
Outcomes *(5 points)*	Evidence that this project will support course and/or program outcomes **above and beyond current capability**	Clear evidence/data that this project **meets** stated course/program outcomes.	Project provides **little or no impact** on course and/or program outcomes above or beyond current capability.

ATTACHMENT D

Small Projects Prioritization 2013-2014
Draft Idea #2

This draft criteria attempts to address two problems with the rubric suggested earlier: 1) not every small project is mentioned in or has any relation to program review; 2) establishing a ranking for small projects creates an expectation that they be completed in order, which causes constituents to count on that order being followed and to be angered when it is not. The reality is that administration will need some flexibility in deciding what to fund and when to fund it, and this criteria keeps college priorities at the forefront of their minds without making it difficult for them to react to changing circumstances. The idea to make academics and infrastructure two separate categories is on one level artificial, but might allow administrators to perceive whether they have a good balance of academic and infrastructure projects. Whether that is desirable is another conversation—some may think that academic projects are more important, while others may argue that if the bones aren't strong, academics will suffer.

Criteria	Emergency Status	Important Status	Desirable Status
Program Integrity **Curriculum** **SLO's** **Teaching and Learning**	**Clear and compelling** evidence/data (as stated in program review) that program integrity, curriculum, teaching and learning will be threatened if small project not completed.	**Clear** evidence/data that program integrity, curriculum, teaching and learning will be compromised but still maintained if small project not completed. Project being mentioned in program review may or may not mean that it is completed earlier than other projects that have important status.	**Limited** evidence/data that program integrity, curriculum, teaching and learning will be negatively affected if the small project is not completed. Project would create a better learning environment or allow program development in a desired direction, for example, but project not sufficiently important or emergency.
Infrastructure	**Clear and compelling** evidence/data (as stated in program review) that infrastructure will be	Project provides enhanced instruction that is not currently met through current means. Project will	Project allows for little or no enhancement of current instructional opportunities and **limited**

	threatened if small project not completed. For example, failure to maintain classroom furniture will just delay costs	allow the program to **operate on par** with other institutions.	or no appeal to potential students.

B. Physical Resources

Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.

Katie

1. The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.
   - Against what criteria and by what processes does the institution evaluate the safety of its facilities?
   - What evidence and/or data does the institution use to determine the sufficiency of its classrooms, lecture halls, laboratories, and other facilities? What mechanisms does the college use to evaluate how effectively facilities meet the needs of programs and services?
   - How well does the institution meet its facilities needs? Does the institution use the same criteria and processes for determining safety and sufficiency of facilities at off-campus sites? To what extent are off-campus sites safe and sufficient?
   - How does the college use the results of facilities evaluations to improve them? Does the college use similar processes to assure the safety and sufficiency of its equipment?
   - How does the institution support the equipment needs of the distance delivery modes it offers? Are institutional needs for equipment met?

Ernie

a. The institution plans, builds, maintains, and upgrades or replaces its physical resources in a manner that assures effective utilization and the continuing quality necessary to support its programs and services.
   - How does the institution consider the needs of programs and services when planning its buildings?
   - What processes ensure that program and service needs determine equipment replacement and maintenance?
   - How does the institution evaluate effectiveness of facilities and equipment in meeting the needs of programs and services?
   - How effectively does the institution use its physical resources?

Campus Safety

Richard

b. The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.
   - How does the institution assure access to its facilities?
   - How does the institution ensure it maintains sufficient control over off-site facilities to ensure their quality?

ATTACHMENT E

Dyan

2. To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.

   - What process does the institution use to assess the use of its facilities? How often does the evaluation occur?
   - How does the college use the results of the evaluation to improve facilities or equipment?

Tina

a. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.

   - What process does the institution follow to develop capital plans? How are long-range capital projects linked to institutional planning?
   - What elements comprise the definition of "total cost of ownership" that the institution uses when making decisions about facilities and equipment?
   - How do planning processes ensure that capital projects support college goals? How effective is long-range capital planning in advancing the college improvement goals?

Katie

b. Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement.

   - How does the institution ensure that facilities decisions are developed from program review results, institutional needs, and plans for improvement?
   - What evidence is there that the institution bases its physical resource decisions on the results of evaluation of program and service needs? How does the institution prioritize needs when making decisions about equipment purchases?
   - How does the institution determine that physical resource needs in program and service areas are met effectively? How effectively are those needs met?

B. Physical Resources

- ☐ Evidence about how the institution evaluates the safety and sufficiency of its facilities
- ☐ Evidence the institution provides adequate facilities for its programs and services
- ☐ Evidence that off campus sites are adequate to support courses, programs and services provided at those sites
- ☐ Evidence that equipment supports the needs of its programs and services
- ☐ Evidence that equipment supports the needs of the distance modes of delivery the college offers
- ☐ Evidence demonstrating that the institution plans and maintains its facilities
- ☐ Evidence the institution has considered the total cost of ownership when making decisions about facilities and equipment
- ☐ Evidence the institution's bases its building plans on the needs of programs and services
- ☐ Evidence the institution has replacement and maintenance plans for equipment
- ☐ Evidence the institution uses its facilities and equipment effectively
- ☐ Evidence demonstrating that the institution constructs and maintains its facilities at all locations
- ☐ Evidence demonstrating that the institution evaluates its facilities
- ☐ Evidence demonstrating that the institution evaluates the physical resources needs of its programs and services
- ☐ Evidence demonstrating that the institution plans its facilities
- ☐ Evidence demonstrating that the institution makes decisions about equipment purchases
- ☐ Evidence that long range capital projects are based on institutional planning
- ☐ Evidence the institution assesses the use of its physical resources
- ☐ Evidence that institutional plans determine physical resource priorities
- ☐ Evidence that physical resource decisions are based on the results of program review and evaluation of program and service needs and are integrated with institutional planning