APPROVED

Facilities & Sustainability Committee

September 21, 2015 / 2:30 p.m. / 1687

Meeting Minutes

1. **Call to Order** @ 2:37 p.m.

2. **Review and Approval of Agenda**
   Tina Inzerella moved to approve agenda; Jeff Kingston seconded; motion passed unanimously.

3. **Review and Approval of Minutes** (April 20, 2015, May 18, 2015)
   Tina Inzerella moved to approve the minutes from April 20, 2015 and May 18, 2015; Jeff Kingston seconded; motion passed unanimously.

4. **Review**
   a. **Committee Charge**
      i. The committee reviewed the charge with two changes proposed (in red):
         - Reviewing plans for utilization, maintenance, construction or renovation of facilities in concert with the District.
         - Committee will make recommendations to the president on matters pertaining to Facilities and Sustainability in the implementation of Strategic Goals, the President's Climate Commitment, the Climate Action Plan, the Facilities Master Plan, and the Scheduled Maintenance Plan.

      Tina Inzerella moved to approve changes to the committee charge; Eric Harpell seconded; motion passed unanimously.

   b. **Chair and Membership Responsibilities**
      Jeff Kingston nominated Mike Ansell as committee chair; Rich Duchscherer seconded; motion passed unanimously. William Eddy will be replacing Heidi Ulrech as classified representation on committee. Rich Duchscherer should be added to the Shared Governance Document as a classified member. Matt Garcia is the ASLPC representative on the committee.

   c. **Representation at College Council and District Facilities Committee**
      Mike Ansell indicated that he has a conflict prohibiting him from attending College Council meetings. Since Bill Eddy attends the College Council meetings representing Classified Senate, he agreed to report back to the Facilities Committee as well.

LAS POSITAS COLLEGE

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- Provide necessary institutional support for curriculum development and maintenance.
- Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Meeting Name

Members Present (voting):
Jeff Kingston
Dyan Miller
Eric Harpell
Tina Inzerilla
Rich Duchscherer
William Eddy
Matt Garcia, ASLPC

Members Present (non-voting):
Mike Ansell
Doug Horner
Ann Kroll
Walter Blevins

Members Absent:
Dr. Barry Russell
Roanna Bennie
Diana Rodriguez
Ernie Jones
Deanna Horvath
Steve Gunderson
Mary Hargiss

Meeting Guests:
Todd Steffan

d. Climate Action Plan Update and Progress Report
The committee discussed the frequency of updates to the Climate Action Plan, indicating the plan should be updated every two years but was unclear whether this was happening. Doug Horner indicated he would research this. Jeff Kingston indicated that it is important to know resources that are being expended to ensure they are in line with the Climate Action Plan. The committee discussed the need to continue reducing our energy use and carbon footprint, discussing the flow battery, cycling to the campus, using the ACE train, carpooling and possible ways to support/coordinate student transportation. The committee agreed that this item should be kept on the agenda. It was suggested that Scott Miner should be invited to give a presentation to the committee on the Valley Transportation Committee for which he is a member.

5. Review and Approval of Construction/Small Projects Update
Ann Kroll gave the construction update. Please refer to the Facilities Committee web site for the slides for updates on the Library Remodel, Renovations to 100, 900, 1000, 1310/1320, 1700, Landscaping Project, Amphitheater Resurfacing Project, Building 700 CIS Lab, Temporary Classrooms, New Building 100 Academic Building Project, the Small Projects List, and Proposition 39 Energy Grants.

6. New Business

a. Location of Flag Pole on Campus
The flag pole currently located in front of building 100 will need to be moved when 100, 200, and 300 are demolished and construction on 1000 begins. There is also a dedication plaque and two memorial markers that need to be relocated. The committee discussed possible new locations for the flag pole. Matt Garcia, the ASLPC representative, will take a poll in ASLPC for location ideas. The committee agreed to keep this item on future agendas.

7. Old Business

a. Deferred Maintenance/Work Orders/Small Projects
Walter Blevins gave an overview of routine, scheduled, and deferred maintenance and indicated that the State of California sets a priority on scheduled maintenance projects, such as roofs, heating, electrical systems, sewage, etc. M&O funding comes from the State to the District and the District decides how to allocate the funds between the colleges for deferred and scheduled maintenance depending upon the nature of the maintenance. Walter indicated that all maintenance requests should be entered into the work order system (SPMMS). If it's an emergency, a call

should be placed to the M&O department – Michael Miller for maintenance and Rich Duchscherer for custodial. If it is after hours, Campus Safety should be contacted.

M&O is currently working on changes to SPMMS to notify requesters of status updates on work orders. They are also working on developing training programs for users which they hope to be able to distribute in the next couple of weeks. There are roughly 953 open work orders (representing both campuses). Of those, 750 are preventative maintenance work orders which will never be closed.

Requests for deferred maintenance should be submitted to the Facilities Committee. "Small project" type requests should also be submitted to the Facilities Committee. Walter indicated that M&O's focus is on preventative maintenance rather than reactive maintenance and the focus is on maintaining, not replacing. If a new design is needed, Doug Horner should be contacted. M&O is currently developing a master list on items/issues that need to be addressed.

Lastly, the committee agreed that there was a need to determine employees who should be able to submit work orders while representing all buildings and all areas on campus without giving everyone access

b. Container Storage Area NE of LPC Track
Not discussed.

8. Miscellaneous Updates: none

9. Good of the Order

10. Adjournment at 4:35 p.m.

11. Next Regular Meeting – October 19, 2015