

## REVIEW OF SERVICES

Miramar College

May 23, 2012

1 p.m.

Present: George Beitey, Jerry Buckley, Brett Bell, Jim Bray, Gail Conrad, Tom Davenport, Daphne Figueroa, Dan Gutowski, Roy Kinley, Dane Lindsay, Susan Schwarz

Absent: Lou Ascione, Don Bertram, Don Betz, Richard Burkhart, Charlie Hogquist, Paulette Hopkins, Adela Jacobson, Lance Lareau, Ryan Murphy, Greg Newhouse, Jim Phalan, Dave Umstot

The meeting was called to order 1:05 pm.

Preamble: A new process for Review of Services. When the email for the call of agenda items is sent out and there are no District related items, then the meeting will discuss Prop S & N updates only. District members have the option of attending the meeting. If District representation is needed, Brett Bell will try to give advance notice.

The minutes from the March 28 and April 25 meetings were not approved yet. If changes are needed, please email Brett Bell or Gale Banez to update the minutes. Otherwise, the minutes will be considered approved.

### Prop S and N Update

Jim Bray provided updates on Propositions S and N projects.

### Parking

Lot 1 & 2 has a fenced off an area for Dan Willkie's equipment in front of the H Building. The back half of Lot 1 is sectioned off for the Cafeteria and Bookstore. Jim Bray said there are no changes anticipated. However, he will check with the contractors before the fall semester starts for any new changes. Susan Schwarz asked about moving the vehicles on the side of the W building. Jim Bray said the vehicles have been moved to the west side of the H building. She also asked if these vehicles will be protected from vandalism. Jim Bray replied yes and that the vehicles are in the front lot closest to the building, where there is a lot of lighting. Susan Schwarz questioned if the security cameras from the LLRC can be used. Jim Bray said he doesn't know if the bond can pay for that.

Brett Bell stated that the parking environment will be in place through the Fall 2012 semester. About 120 spaces will be unavailable in Lot 1 and 2. He added that there will be more parking capacity due to the reduced schedule and that Parking structure 3 never reaches its capacity. Susan Schwarz asked if Sandag will take parking. Jim Bray said the intent is not to give Sandag any parking. They are to do their lay down off site.

George Beitey asked if parking was considered when the Fire and EMT programs return on campus. Jim Bray said when they did the parking study, the build out was for about 2,500 students. There are two parking structures in the master plan. When those are built, the Cafeteria and Bookstore will resume their projects. The Science building will take staff lot 3 between the M building and the parking structure for the lay down of materials. Brett Bell asked what is the start date. Jim Bray replied in Fall 2013.

### LLRC

The last red zone meeting is finished. June 11<sup>th</sup> is the targeted move date. There are a few remaining issues to be worked out. The fire and intrusion alarms and key cores are installed. The furniture is in the building. Jerry Buckley asked about the punch list. Jim Bray replied the punch list itself is developed. There will be a final walk through for the remaining issues.

Dane Lindsay asked whose responsibility is for the 30 years of recyclables. He wanted to know whether it is the movers. Dane Lindsay explained that Facilities has received requests for more bins, which are already full. Jim Bray said there are a couple of options, including an open contract the District has with waste management.

The soft opening of the LLRC is tentatively set for July 16<sup>th</sup> or 17<sup>th</sup>. Susan Schwarz mentioned she would like to meet with Dane Lindsay to discuss securing the gate in the morning and at night. She mentioned she is aware that his staff will need access to the building and gate. However, she is requesting that someone lock the gate at a certain time in the evening.

### Fire Technology/Administration Building/A-100 Building/A-200 Building

The Fire Technology and Administrative buildings are both in DSA. Continuing Education did a presentation at the District. This is for the conversion of the Administrative Services building. Work has started for the next phase of design for the A-200 building. They are working through the square footage questions. George Beitey is concerned about the measurements for the mat rooms. Brett Bell told George Beitey that there have been ongoing conversations regarding the square footage. Susan Schwarz asked if there is square footage in the E-100 building. Jim Bray said no and that the E-100 building will not be remodeled. Instead it will be demolished because it is old and small.

### Hourglass Fields

There are no changes from the previous update. There are task requests from the District to have the Civil Engineer to go over the layout and costs. Brett Bell said this topic has been reviewed in Facilities. Hourglass Field is an existing field renovation. It is no longer considered a college only field. Susan Schwarz asked if the college will be using the fields. Brett Bell responded it would be a status quo. The process is to take the existing fields and renovate them. A college only field and additional playing surfaces will not be added. Brett Bell explained that the Hourglass Field is a joint use facility, which is shared with the City of San Diego. If there was a college only field, it would make it easier to schedule athletic tournaments. However, it is necessary to agree and monitor annually how the city of San Diego uses the Hourglass facility for events. Jim Bray added the drainage has improved, which will make it easier to maintain the fields.

### Aviation

Construction is almost complete. The next steps are to relocate equipment from Rehco Road and install the systems furniture. Work is expected to be completed in the summer.

Dane Lindsay asked if the FAA oil separation system at the south end has been removed. He said there was a hazardous materials bunker area where the engines get steam cleaned. Jim Bray said he doesn't believe the system has been removed. Dane Lindsay said an instructor told him that they had to have this system because it was part of FAA. Jim Bray said it may have been part of the test cell area.

### Science

The design for the Science Building is almost finished. It was expected to go to DSA in May, but now it will go in June. Dane Lindsay asked after the move out is completed, will the bungalows be removed or demolished. Jim Bray said there is a small contractor putting a bid to remove the four bungalows after the LLRC project is complete. Dane Lindsay asked if they can have access to the bungalows so that they can be stripped of the lighting, boards, and locks. Jim Bray suggested to Dane that he send an email Tyler Campbell with a list items in the bungalows that he wants. Then Tyler Campbell can be aware of this request before the bungalows are removed.

### HDAT

The project is going well and has maintained its schedule. The block walls are going up and the structural steel is being placed. Color issues for the interior walls are being worked out. Susan Schwarz mentioned it appears that the building has supports. Jim Bray replied that on the other side, there are two and a partial third wall, is the block. The steel framing will all tie in together. The temporary posts will come out, when the steel is cut. It will be kept up until the rest of the ceiling is put in.

### 12kV Electrical Upgrades

Upgrades at the A-100 building will be completed in a week in a half. Work is still being continued to the lower road area. The next area to be worked on is by the E-100 building. Upgrades near the A-200 building are planned for the future. The remaining work will be inside the central plant. It is estimated that work should be completed in July.

Brett Bell asked about the proposed power outages in June. Jim Bray replied there will be a power outage scheduled for the College Service Center, J building and Aviation on Friday, June 1<sup>st</sup> from 10:00 pm to 4:00am. George Beitey asked if the 12kV electrical upgrade is finished by the left side of the F-200. Jim Bray replied yes. Susan Schwarz mentioned her concern about the blackout because the last one affected the servers. Brett Bell said the IT staff will be notified of the blackout beforehand. Susan Schwarz asked if College Dispatch will be included on the list for the blackout, also. For the last blackout, College Police was not notified about it

### Pool Solar Thermal Heating

Work is to be completed in June. Work is currently being done to the chase structure on the south side.

### Cafeteria/Bookstore

Work is going well and on schedule. A mechanical engineer and contractor are on board. There will be a panel on the east side, where passwords can be entered. Susan Schwarz asked if there will be a guard stationed in this area. Jim Bray said there is a guard for the Cafeteria/Bookstore, Aviation building and at the College Service Center. This service has been working well. There haven't been any reports of theft. Jerry Buckley suggested if one or two public safety vehicles can be stationed in these areas to help deter theft. George Beitey responded that the vehicles may be prone to vandalism.

### College Service Center

Construction is going well. The timeframe to finish construction is May through June. The exterior building finishes are being closely monitored. The grass, tiles and wall boards have been placed.

### Thermal Energy Storage Tank (TES)

TES went to DSA on May 9<sup>th</sup>. Drawings are expected in June. The main central upgrade is scheduled for mid-July. There are new chillers and pumps that will provide more cooling and energy savings. Brett Bell stated HVAC will be back on in mid-July.

### Student Resources and Welcome Center

Student Resources and Welcome Center is currently in DSA. Brett Bell asked for confirmation that once the LLRC is open, the staff will be out of C-400, Library. Jim Bray and Susan Schwarz both replied yes. Dane Lindsay asked which locations will be vacated. Jim Bray stated it was T-400, The PLACe, the ILC, High Tech Center, Veterans and the Cafeteria and Bookstore. He also said when the District Warehouse is closed, T-400 or The PLACe can be used as storage. Susan Schwarz asked if there can be a campus event for the demolition of the T-buildings. Brett Bell said yes and that he will check on the dates for the demolition. He also added it will be a milestone for the campus.

Dane Lindsay said when Aviation moves back to their building, there will be two classrooms available, B301 and B-305. Plus there is B401 (science storage) and B402. He asked if there are plans to have Continuing Education (CE) move in order to empty out their classrooms. His concern is to shut down the building, including the air conditioning and electricity. Jim Bray mentioned there was a discussion and the Outreach department would be affected. Gail Conrad said Outreach is temporarily moving to the S-100 Health Center.

### Campus Signage and Wayfinding

Brett Bell discussed the current status. A walk through is planned for this summer and a final review of where the locations will be. The process of identifying the types of signage has been done. The process of identifying the location of where the signage will be placed is 90% done. This program will be a 2 phase project. The initial phase will encompass the campus. The second phase is to finish the build out. Then go back and reevaluate how it needs to be modified. Once the final layout of the wayfinding and signage are identified, then the contract will be led to provide the signage. It will be a multiple step process. Currently, the types are being finished. Over the summer, the location will be conferred. Daphne Figueroa asked if there is a tentative date for the walk through. She is on campus for only a few days for the summer. Brett Bell said they will schedule the walk through around her schedule.

George Beitey asked if zeroes can be placed on the Public Safety sign designating A-2 for A-200 placed above the stairway. He said there has been confusion when people are looking for the A-200 classrooms. Brett Bell said the District building plan has evolved over the years. The District is moving away from the philosophy using of A-100, A-200, etc. Buildings are now called A-1, A-2, etc. Adding the zeroes would be contrary to the way the District is identifying these buildings. Jim Bray said that students see the sign for A-2 thinking it is not A-200. Brett Bell said he will present these issues when he meets with the District. George Beitey shared an example of when a student goes to the information tent and asks for A-200, the volunteer would point the student in the right direction. For some students, seeing the signage displaying A-2 doesn't comprehend as A-200. Brett Bell said to migrate campus information such as the campus maps and class schedules to use the new format of identifying the buildings. Then Miramar College will be in alignment with how the District is numbering the buildings.

### Announcements

Brett Bell announced to not wait for Review of Services to bring up concerns. Dane Lindsay said if there is an issue in your area, to contact him. The Facilities staff is trying to strip down rooms and isolate the air conditioning in different areas. They are trying to get through the whole campus before the Fall 2012 semester starts.

Meeting adjourned at 2:00 p.m.