

REVIEW OF SERVICES

Miramar College

July 25, 2012

1 p.m.

Present: Lou Ascione, Brett Bell, Jim Bray, Jerry Buckley, Tom Davenport, Daphne Figueroa, Paulette Hopkins, Adela Jacobson, Roy Kinley, Greg Newhouse, Lynne Ornelas, Gerald Ramsey, Susan Schwarz

Absent: Dane Lindsay, Dan Gutowski

Excused: Donn Betz, Richard Burkhart, Charlie Hogquist, Lance Lareau, Ryan Murphy, Jim Phalan, David Umstot

The meeting was called to order 1:00 pm.

The minutes from the June 27 meeting were approved.

Prop S and N Update

Jim Bray provided updates on Propositions S and N projects.

Parking

No changes for now. The next potential for change is the start of the Thermal Energy Storage Tank, which is currently in DSA. The lay down space needed will be worked out and coordinated as it gets closer. George Beitey asked how many parking spaces are there now compared to a year ago. Brett Bell responded that with the addition of Parking Structure 3, the total inventory went up by 500 spaces. With the current lay down, approximately 80-100 parking spaces were lost in Surface Lot 1 and Surface Lot 2, where the diesel equipment is parked. Brett Bell added that his analysis for last Fall and last Spring was that the parking capacity was never reached in Parking Lots 1, 2, and 3 and Parking Structure #3. Approximately 2,400 parking spaces are available for Faculty, Staff, and students due to the reduced Fall semester schedule and the availability of Parking Structure #3. Jim Bray mentioned the issue regarding contractors parking in city parking lot at the Fieldhouse and by the Library. Parking enforcement was notified that they may ticket the vehicles because the contractors were given several warnings. Susan Schwarz asked will a sign be placed by the old library indicating there is no drive thru access due to speeding when the Fall semester starts. Brett Bell responded no and said in the past, a sign was put up and two days later it would be gone. He explained that the sign was posted four times. It was found that it was not an effective use of their resources or time to set up the sign. Susan Schwarz suggested putting up sawhorses. Jim Bray responded that even with the big sign displaying "Authorize Traffic Only", near the Cafeteria and Bookstore, cars drive past the sign. Susan Schwarz said her concern is for the students walking across campus, especially by the old library. Brett Bell said there is a speed limit on campus. Also, it is the personal responsibility of the students to be aware of the roads they walk in. Unfortunately, they cannot regulate all the environments.

LLRC

The largest issue is the air handling system. The first issue was the dependability of keeping the air handling system up. It appears to be fixed and the building is being cooled. There was an issue with the two breakers inside the air handling unit. The larger load was landing on smaller breaker. The smaller load was landing on the larger breaker. A swap was done and it is now working. The second issue was the building efficiency. The return air has some leakage and it is necessary to go back to the duct work system. Overall, the building is being cooled, but the air is going out through the ceilings rather than the ducts. This makes it a less efficient building as far as power and electricity goes. There are no doors that cannot be opened or closed because of the air pressure. The District has decided to replace the bonding company with another contractor to complete the work. A third party contractor will be brought on to look into the return air. The contract is anticipated to be in place next week so that the contractor may start to look into the duct work system. As far as getting enough air and enough air getting out, those have been taken care of. It is a matter of getting what was contracted for, which is a more efficient building. Other issues that are being worked on include signage and furniture in the ILC and AV department.

Susan Schwarz asked about the panic buttons. She said she met with Larry Johnson regarding panic buttons in the departments. The panic buttons were put on the list. She was told to ask Brandon and that the contractor was putting them in. Then Susan Schwarz was told no. Temmy Najimy had spoke with John Williams. Susan Schwarz asked if she will need to email Don Bertram. Jim Bray said no. He added that the panic buttons would have been added if it was in the design process. If the panic buttons were not on the contract drawings, then the campus would have to request a small project to be done to install the panic buttons. Jim Bray told Susan Schwarz he will ask if the panic buttons were on the contract drawings. Susan Schwarz is concerned because it is a security issue. Brett Bell responded that they can expedite the request from a campus perspective, but it is a District alarm tech function that they do not have control over. Jim Bray reminded everyone that that the District has a policy in place to handle changes. There is a policy of once the drawings go to DSA, they cannot be changed when it goes to District. Susan Schwarz commented that the panic buttons were in the development stage of the alarm system. She also shared her suggestion of signage for the new buildings to Brett Bell. She suggested that those who will be “living” in the buildings need to plan and finalize what the areas are called; and where the signs will be needed. Susan Schwarz believes this will avoid the pitfalls that they have experienced. Brett Bell said that he and Elaine Vega met with Joel recently in regards to the Cafeteria and Bookstore. They are putting together a cross walk that has the contractor information, the construction room number, what the construction plan’s name is for the building and room; and a blank column for requests. This will be circulated in the Business Office for two or three way conversations about what the room(s) will specifically need. Daphne Figueroa said it was her understanding that this procedure was completed for The PLACe. She said that Reylyn Cabrera filled out a similar worksheet and somehow her column was missed altogether. Instead, the focus was on the construction room number that had a tentative name. They made all the signage without looking at the third column. Daphne Figueroa suggested maybe to highlight or bold the third column to indicate the correct name for the signage workers. Jim Bray said the signage contractor they were using was very late in getting the submittals in. He added that the signs should all be installed by Friday. And that there were a few minor spelling errors that will be fixed. Daphne Figueroa wanted to follow up on two more items. One, if the concrete, plaster and cracks were resolved. She asked if the building has been accepted. Jim Bray said yes and that there are still items remaining on the punchlist.

Two, a sign located at the front of the gate displaying "Smoke-free Campus". Susan Schwarz responded that this sign will be taken down and that another sign indicating "No smoking within 25 feet." may be placed instead. Susan Schwarz also mentioned the two public elevators on the first floor. She said by the elevator on the left side, the cement did not go all the way underneath. There is empty space. She said Brandon said this is on punchlist. Daphne Figueroa commented that the gate looks good. Brett Bell mentioned when he did a walkthrough of the building, he noticed a padlock and chain on the back gate by the LRC. He said he is concerned and suggested that someone in the morning to unlock and remove the chain due to emergency purposes. Jim Bray mentioned that the gates will have a barrier installation system installed by the contractor next week. It is similar to the system used in the automotive department. Brett Bell confirmed that once this system is installed, the padlocks will go away. Susan Schwarz told Brett Bell that she plans to meet with Dane Lindsay about securing the front gates. The last department in the building to close is the Library at 8:30pm. She is aware that classes end before 10:00pm. Brett Bell assured her that Facilities staff will secure the front gates.

Fire Technology/Administration Building/CE/A-100 Building/Science Building/TES

The Fire Technology, Administrative Building, Science building and Thermal Energy Storage Tank are all in DSA review.

George Beitey asked for the timeline between DSA and breaking ground. Jim Bray responded three to four months. There is the bidding process. All of these are in design build, which may be reduced. District is working on the negotiation of the final price before it comes out of DSA. Susan Schwarz asked for an estimated completion date of these buildings. Jim Bray said construction should start roughly in November for the Administrative and EMT/Fire Technology buildings. The Administration building is one year. The EMT/Fire Technology is about eighteen months. And the Continuing Education is about six to eight months depending on DSA review. Brett Bell said CE will not start until after Administrative Services moves out of the A-100 building. Jim Bray said for the Thermal Energy Tank, it is hard to project because it is structural. Once it comes out of DSA, it will be reviewed. The Science building project may start in July since it has not started DSA review yet.

Hourglass Fields

The scope and budget for the south end of the campus is being looked at again. The contractor will take a look at the roadways first. Possibly at the end of September, they will take a closer look at the fields, the walkways, and the landscape near the A-100 and Aviation buildings. Brett Bell added this includes a turf renovation in Hourglass. Jim Bray said District will check the project at each design phase. Susan Schwarz asked Brett Bell if each campus is given a list for S & N propositions. She gave a scenario if a campus goes over their budget, will it impact the other sites? Brett Bell responded theoretically that is correct, but in practice, no. If a campus goes over budget and there are not reserves to accommodate that overage, and there are projects on another campus that have not been started, obviously, there is a finite set of money to have. We do everything within our ability to prevent that from happening. The campuses should budget appropriately and keep that from happening. Susan Schwarz also asked if we are in DSA, is that considered the project has started? Or do you have to break ground to consider the project has started? Jim Bray said it depends on how bad the issue is. Brett Bell said that until a contract is awarded, then that is

when to consider the project is secure. Brett Bell also said the District has reserves. If there is a problem, the District would advise the campus that they need to solve their problem with their own budget and own resources allocated to them. There are circumstances beyond our control and as a District, we would help our District campuses, but there would be a process to go through.

Aviation

The contractor is focusing on the remaining work that needs to be done to open the building and should be complete next week. The bonding company for one of the trades walked through the building yesterday. We will continue to work on the issues. Work is also continuing on the FF&E deliveries. Susan Schwarz asked when can she tell the administrative computer support team about the installation of the computers. Jim Bray said he will review with Tyler. The computers have been delivered to the warehouse. David Buser said the computers will be inside the lab and there will be three stations set up by the main hanger. Susan Schwarz asked if the movers will move the computers back into place. Jim Bray responded yes. David Buser asked when will the Faculty get unrestricted access to building. Jim Bray said he will review with Tyler, but it should be next week.

David Buser also mentioned requesting training time before teaching. Jim Bray said they will work with the movers. Lynne Ornelas and David Buser agree there has been a delay. David Buser said they are a month and a half beyond the expected completion date. Jim Bray said they are pushing and will possibly approach Chuck Cooper. David Buser said it would be helpful if deliveries can be shipped to where they want it. He added it is a bit difficult because they are working with John Connor's schedule. David Buser also inquired about locks and keys. He asked if the building needs to be signed over before getting keys assigned. Jim Bray said that there are life and safety issues before keys are given. The contractor needs to finish before people start going in the building. It is estimated the work will be done by next week.

Lynne Ornelas asked about the machinery that needs to be bolted and secured. David Buser commented it's internal and the staff will take care of it if it can't be done. He also said anything that needs to be moved, they will take care of it also. Jim Bray said the lockers are to arrive next week. David Buser responded that once this item is in place, this will give them a much better idea to visually put together. He added there are two items that need to be anchored. And once they spot them and if it's after the movers have been there, it won't be a problem. Jim Bray said the deliveries are running through December, which might be an issue. Lynne Ornelas also asked if the vendor will come back to fix problem with the wires for the flight simulator lab. Jim Bray said they have asked the Purchasing Department the same question. David Buser commented from his knowledge, the vendor is supposed to take care of the authorization with Red Bird contract. Jim Bray said it is part of Purchasing. Brett Bell said to be careful because only Purchasing is authorized to make those changes. He added that the problem needs to be identified and to work with Jim, Tyler and himself. They can give Purchasing the information to address the gap. If there is no resolution with Tyler, let Brett know. Jerry Buckley mentioned he is aware of issues such as materials being delivered to the building, where products are not meeting the standards. He asked what is District's procedure of accepting these shipments in regards to Red Bird? Did it not meet a specification therefore we are not accepting the purchase? Or are we retrofitting after the fact? Jim Bray responded with the installation contract Red Bird was asked to verify that they would be able to make a correct installation with the existing conditions and they did. The trainers that were selected did not do a professional installation. David Buser commented the simulators were

designed to sit on a table against the wall so that you don't see the wiring. The simulators are sitting in the middle of the room with the wires exposed, which is a hazard. Jim Bray said there are ways to fix it. He said that is why they are working with purchasing. Purchasing will tell the vendor this is your equipment, and was certain that there would be correct installation. Jerry Buckley asked for clarification of correct installation. Jim Bray said he is not sure if they will come back or if the vendor will ask for money to come back and fix it. Lynne Ornelas commented she was under the impression that the vendor is taking responsibility in order to make the adjustment and not have the wires exposed. David Buser said drilling is needed to modify the tables. Jim Bray said that things are being worked on by Purchasing, but we don't always get updates. Lynne Ornelas said she has confirmation that Purchasing is trying to fix this. Brett Bell said he and Jim will approach Purchasing for the status of the flight simulator and wire management.

HDAT

It is looking good. Lynne Ornelas discussed her issue with Purchasing. They are having difficulty with Purchasing in requesting some items be sole sourced. They have been going back and forth to provide justification. They are being told by Purchasing that it is highly unlikely that these items will be purchased from the vendor as requested. Lynne Ornelas said she is unsure how to proceed because they need very specific vendors to provide and set up the tooling. They have a contract to provide training and National Certification using the vendor's tools. If Purchasing buys something else, then HDAT cannot fulfill the expectation that is needed to certify students. Brett Bell asked if Purchasing knows about the training agreement they have in place. Lynne Ornelas said not yet because they have not have gotten to that justification yet. She wanted to know in advance what else they need to do to prepare justifications for the Board. Brett Bell said Purchasing tries to be objective and not subjective. They use certain criteria. Brett Bell added if the criteria is certain, then he can help get further clarification. Jerry Buckley commented to look into the ACE grant.

12kV Electrical Project

The site restoration is finishing up the work inside the central plant. The official notification will be sent out for the power outage scheduled for August 4 and 5. Susan Schwarz asked what time will the power come back on so that the instructional computer tech support can come back on campus regarding the servers. Jim Bray said probably four to five hours after it was scheduled. Susan Schwarz asked who will be notified when the work is complete. Jim Bray responded Joel and Angelo will be on campus. Susan Schwarz said Kurt Hill requested to boot up computing support for the power outage. She will tell him it will be up at midnight but to complete it by 9am because it takes several hours.

Pool Solar Thermal Heating

It is completed and going through commissioning. This is the last month.

Cafeteria/Bookstore

The building is taking shape. The completion of construction is projected for January 2013. Brett Bell informed Gerald Ramsey that he should expect communications regarding permanent signage for feedback. The signage will be permanently installed along the main stairwell in the central part of the building. The plan is to have broad directions on the wall rather than state specific services on each floor. Specific wayfinding will be discussed later. Susan Schwarz asked about the Testing/Assessment computer lab. Brett Bell said yes, it is currently being worked on. The Testing/Assessment will be located in the Counseling Office. Originally it was planned as a classroom. Student Services has made the request for change, which was discussed in Review of Services, to make both the Counseling classroom and the Testing Assessment Center serve both of those functions in both of those locations. Susan Schwarz asked if Kurt Hill can be involved because he handles the classroom tech support. This will avoid any problems.

College Service Center

Finishes to the exterior are expected to be completed by the end of July. There is one contractor who is installing all the exterior finishes including the glass, metal panels, and tiles. The furniture is expected to arrive in the middle of July. The building should be completed by the first week of August. Brett Bell acknowledged Jim Bray and Facilities for their efforts while this building was being completed.

Student Resources and Welcome Center

It is currently in DSA. It should come out in August. Susan Schwarz asked for the location of the building. Jim Bray said at the old library, C400. Brett Bell clarified the Student Resources and Welcome Center will be renamed K2, which is ancillary function to K1, the Student Services Center. Then C4 will be available to use for the Diesel project. Susan Schwarz asked for clarification that the building will be completed after January 2013. Jim Bray said yes and mentioned that the project should start in either November-December. It will take possibly a year to finish.

George Beitey asked for updates regarding E100. Jim Bray said they just received the schematic package. It's a conceptual package with the schematic design development. George asked if the schematics are different from the original plans. Jim Bray said no. George Beitey confirmed he will view the plans before it goes to DSA.

Jim Bray also mentioned the demolition of the T401 to T404 buildings is scheduled for October.

Campus Signage and Wayfinding

Brett Bell mentioned as a reminder that there is a future project that will be in two phases. First is the initial wayfinding for as the campus looks in the near future. The second phase is when the construction is finished. A subcommittee will conduct a walkthrough of the campus in the Fall semester. Susan Schwarz asked if the buildings will be a kiosk for wayfindings, or just only in the LLRC. Brett Bell confirmed the kiosk is only in the LLRC.

Announcements

No announcements made. Meeting adjourned at 2:00pm.