

REVIEW OF SERVICES

Miramar College
March 26, 2014
1 p.m.

Present: Patricia Hsieh, Brett Bell, Chris Manis, Jim Bray, Lynne Ornelas, Adela Jacobsen, Alma McGee, Dan Gutowski, Sandi Trevisan, Raymund Aguirre, Ed Headtke, Karen King, Gerald Ramsey, David Gilmore, Roy Kinley, Ryan Murphy.

The meeting was called to order at 1:03 p.m.

Old Business

The minutes from the February 26, 2014 meeting were approved.

Propositions S and N Updates – Jim Bray

Jim Bray provided updates on Propositions S and N projects.

Parking

Westview Parkway is closed until the second week of April. There is a temporary closure of the pathway on the north side of the Science building so the final steel can be installed on the project. That should be completed and the path reopened by the end of this week.

Fire Tech

Things are going well on the project. Construction should be completed by early July with move in complete for the start of fall semester classes. Red zone meetings should start in May.

Administration Building

Work should be completed by the end of May or beginning of June with move in taking place over the summer. The Fire EMT program will be the first priority since it is an educational program and needs to be in place for the fall semester. Patricia Hsieh asked when moving boxes would be delivered, and Jim Bray noted they would be distributed the beginning of June.

Science Building

The topping out ceremony was held on Monday, March 24. The project is on track for completion in November/December 2014 with classes starting in the summer of 2015.

Continuing Education

The plans have been submitted to the Division of the State Architect (DSA) for approval and should be out by June. As soon as the A-100 project is complete, work will be able to begin.

Heavy Duty Advanced Transportation

Work is continuing on punch list items. There have been 122 items completed so far with an additional 20 items on approved Task Requests.

Cafeteria/Bookstore

Work has been completed on most of the punch list items. There only issue is with a piece of kitchen equipment called an EVO grill. Jim asked if any other items need to be addressed, to please let him know.

Student Welcome Center

The project should be complete in June, and red zone meetings should start in April. Again the Fire/EMT project will have priority since it is an educational component. Jim Bray is looking into some security issues/questions. Adela Jacobsen asked when staff should begin packing as she would like to send out a communication to everyone. Jim asked that she wait until red zone meetings start when they will meet with the mover to send anything out.

E-100

The E-100 project is still in DSA. The hope is that the plans will be approved by June so that the project can be bid out for work to start in the fall.

12 KV

The weekly Owners meeting with the contractor was held today. The start day for physical trenching has been moved to May 17. The lead time for the transformer was longer than expected, and starting work now would leave open trenching in the area by the A-200 building while classes are going on in the building. Brett Bell asked when the Public Safety Academy would be able to begin staging their moves to the tennis courts. Jim Bray stated staff from Public Safety attend the project meetings so they are aware of the timeframe.

Miramar College Transit Center Update – Ryan Murphy

Ryan Murphy stated that Caltrans hopes to complete work on transit center by June. He will be issuing a draft memorandum of understanding (MOU) that addresses maintenance and security of the center and parking structure. Donn Betz stated that in early meetings there were discussions of addressing graffiti as there needs to be a fast response time if the graffiti is offensive.

Brett Bell asked if the MOU will address and formalize the agreement for parking, and Ryan said it will not. Patricia Hsieh asked how the discussions on parking are going to be handled. Ryan stated that Chris Manis and he met with Caltrans representatives and explained there is no area designated for parking and no guarantee of available parking at any time. He informed Caltrans that parking

availability would change depending upon the needs of the campus. President Hsieh stated that she would like to have a further separate discussion with Ryan regarding a formal parking agreement. Sandi Trevisan asked if Metropolitan Transit System (MTS) is planning an opening for the transit center. Ryan Murphy and Ursula Kroemer will provide Sandi with the project manager's name and assist her in determining the appropriate contact at MTS. Brett Bell asked if the transit center would create any conflicts on Westview Parkway, and Jim Bray stated it would not.

LLRC – Jim Bray

Work is continuing on the sidewalk drainage and restroom issues, and a timeline is being developed for the production studio. Touch up painting has been completed, and Dane Lindsay is working with the project manager on replacing the carpet in L-108. Contracts have been awarded for work on the telecom room HVAC units, and work should begin next week.

A-200 Academy Facilities – George Beitey

Brett Bell reviewed the list of current status of issues at the facility. (Attachment 1)

Donn Betz stated the A/C for the locker rooms did not qualify for Proposition 39 this year so it has been moved to the state scheduled project list for funding. HVAC projects do not qualify for Proposition 39 so we will have to bundle it to a lighting retrofit and try to add it to Proposition 39 next year. Brett Bell asked if that would be the 2015-2016 academic year, and Chris Manis stated it would be for the 2014-2015 year and an energy audit will determine if the project qualifies. It should as long as the usage is what it will be for the next five plus years.

The A/C system for the driving room has been upgraded.

Don Betz stated that progress is being made on the exterior walkways and the project is ready to go out for bid. Brett Bell suggested that George Beitey be included in the Facilities Services Management by Walking Around (MBWA) meetings.

Physical Agility Training Storage – George Beitey, Paulette Hopkins, Jim Bray

Jim Bray stated he will be working on the issue with Paulette Hopkins at the end of spring semester; however, the item will remain on Review of Services agenda.

Facilities Improvements for C-100 Diesel Building – Lynn Ornelas

Lynne Ornelas stated Facilities reviewed the site to see what needed to be painted. Lance Lareau reviewed the request for installation of restrooms, but indicated funds are not available for a restroom project. Brett Bell asked Lynne to work with Dan Willkie to provide an updated campus facilities master plan to include items that have come up as a result of campus construction projects. Those items will be added to the list of state scheduled projects for prioritization. Chris Manis stated there is the potential for some one-time funding from the state so having a list of projects already in place would be beneficial.

Brett Bell asked Donn Betz if he could provide some general guidelines of what projects qualify for state scheduled, local scheduled or other funding. Donn said Charlie Williams will be sending out a notification this week of dates for states scheduled projects. The notification will include a description of what type of projects fall into each category. Brett asked Gerald Ramsey to notify his instructional deans that there will be a meeting on April 17 to review facilities improvement needs to be added to the list.

Portable Toilets in Case of Water Shutoff –George Beitey

Brett Bell noted that when water is shut off unexpectedly, it has a more serious affect at the Regional Public Safety Academy than other areas. The campus has asked that a vendor be designated and portable locations identified to reduce response time to the situation before it becomes an issue. Jim Bray stated that a vendor will be in place before the next demolition project begins.

New Business

Civic Center Fee Schedule – Sandi Trevisan

Sandi Trevisan stated it has always been a goal of Miramar College to be a hub of activities for the community. She noted that in recent years, the campus has had wonderful new facilities built, but barriers have been put in place to prevent community involvement. She stated that charges put forth in the District Civic Center rates, such as parking fees and A/V fees, are prohibitive and that groups can hold events at the Hilton for less than they can at the campus. Adela Jacobson added that she is in charge of student events on campus and the costs are prohibitive to those groups as well.

Brett Bell stated that there are three primary entities affected during community events:

- 1) Parking: Parking Services is responsible for maintaining and upgrading lots throughout the District through user fees. Parking fees are assessed Mondays – Fridays; there is no charge on the weekends.
- 2) Audio Visual: The A/V staff working at campus community events would be campus employees. If a user group is not going to be charged A/V fees, the campus would need to identify where those fees will come from.
- 3) Civic Center Rates: These fees are in place across the District. Miramar College can not take any action without it affecting its sister campuses. There are two fee schedules under the rates. The first is “direct cost” which does not add fees for rooms/services. “Fair Use” costs add on a margin that allows the campus to recoup funds for required staffing and maintenance for the facilities.

Brett reiterated that if an event occurs Monday – Friday during regular hours when there is already custodial and A/V staff on campus, there would not be an additional cost; however, evening and

weekend events require that the campus bring in individuals to provide those services, and groups need to either pay those fees or the campus must pay overtime.

Chris Manis noted that while everything has a cost associated, if parking becomes the hinge in getting an event on site, the campus can work with Parking Services to see if enforcement can be suspended in a designated area for the event. Chris noted that District buildings are designed to support our main goal, which is to provide for educational needs.

Donn Betz noted that the increase in student parking fee was addressed about a year ago at which time the Chancellor and Board of Trustees asked for a one year postponement in the increase. Due to the significant increase in parking lot maintenance and repair needs throughout the District, the proposal to increase rates has been renewed. Bonnie Dowd has completed a review of the proposal, and Chris Manis will be attending student body meetings to present the information to students.

Brett Bell stated that every event comes with costs. If the campus wants to put on an event that presents a burden to staff, a fee needs to be charged to cover the services needed. He noted though that where there is a will there is always a way and situations need to be looked at individually. The Child Development program requested use of a room on a weekend for a fund raising event for a campus club. Although there were anticipated custodial fees associated with the event, the campus worked out a way to waive the costs.

Sandi Trevisan stated most events are on Friday nights and asked if it would be helpful if parking enforcement could be suspended on Friday nights. Brett Bell asked Chief Aguirre if he might contact Debra Picou to discuss that possibility. Chris Manis said the issue of parking needed to be addressed on a campus by campus basis and that Miramar might have more flexibility in that area than the other campuses.

Relocation of PT Area from E-100 Site – George Beitey

The location for specific courses has been worked out with the City.

Announcements

Dan Gutowski informed the group that he is in the second round of budget development for Hourglass Park. Once the budget is complete, it will be sent to Chris Manis for signature.

Next Meeting

The next meeting will be held on Wednesday, April 23, 2014, at 1 p.m. in L-108

The meeting was adjourned at 1:58 p.m.