Facilities Planning Committee

FACILITIES PLANNING COMMITTEE
December 4, 2013
2:00-3:00 PM

Members Present: Erik Dunmire (Co-chair), Laura McCarty (Co-Chair), Greg Nelson, Steve Petker, Blaze Woodlief, Matt Smyth, Sara McKinnon Ben Wilson, Laurie Loeffler, Tom Burke

Staff Resources: Maridel Barr

Members Absent: Nanda Schorske

Meeting Summary

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<td>1. Intro, agenda</td>
<td>Approve agenda &amp; previous minutes</td>
<td>5 min</td>
<td>Action</td>
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<td>2. Classroom Scheduling</td>
<td>Classroom Scheduling – Cari Torres</td>
<td>30 min</td>
<td>Discussion</td>
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<td>3. Election</td>
<td>Election of Co-Chairs</td>
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<td>Discussion</td>
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<td>4. Closing</td>
<td>Agenda items for next meeting</td>
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<td>Discussion</td>
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Agenda

1. The committee reviewed and approved minutes.

2. Item added to the agenda: Discussion of Strategic Objective 8.
Discussion:

Laura McCarty asked for approval of the agenda and any additions to the agenda. Discussion on Strategic Objective 8 was added and agenda approved. October minutes were reviewed and approved.

**Classroom Scheduling:** In discussing whether to upgrade, decommission or demolish Austin Science Center, the number of classrooms needed on campus must be agreed on. Cari Torres, Interim VP of Student Learning, ran a model for scheduling classrooms into spring of 2015. They came up 3 classrooms short. Classes are increasing and we are up 70 classes. They are looking at restricted spaces to see if they can be used as part of the regular lecture room inventory. About 10 rooms have been identified in this scenario. The model they ran does not include community education. Other ideas are to rent portable classrooms or maybe rooms at night at Kent Middle School. Steve noted that if we want to increase curriculum we want to make sure we have enough classrooms to offer more classes. Blaze noted the need to have an assurance for the Board of Trustees (BOT) that if we remove Austin from the line-up we will need X number of portable classrooms which will cost X number of dollars. Sara asked if this committee could make the recommendation of how many more classrooms we need to feel comfortable with curriculum and send that information to PRAC in order to ask Dr. Coon in writing for these resources. Blaze commented that if there are not enough classrooms at night for community education this will be a problem for the BOT. Steve stated that changing classes to non-traditional times to fit the slots of empty classrooms can negatively impact enrollment. Counselors recommend classes based on class schedules going back 1 ½ years as some classes are only held every 3rd semester. A regular and reliable class schedule is critical for student to complete their degrees in a timely manner. Laura said that early next year we will ask the BOT to consider taking action on how to handle Austin. Austin will be occupied through 2015 or until staff move into the new Academic Center so, spring of 2016 might be the time to take action on Austin.

**Next Steps:** Cari would like some time to run a new model which includes community education classes and do a graphic. We will meet again prior to the BOT meeting. We’ll move our 1/22/14 meeting to 1/15/14.

**Election:** Laura and Blaze were elected to be co-chairs for the next year.

**Facilities Operation Plan Update:** Greg Nelson, Interim Vice President of Finance and College Operations, updated the group on the status of the Facilities Operation Plan. The kick-off meeting is scheduled for 12/9 with Gilbane the consultant. They will roll out the ONUMA work
ticketing module for submitting work order to M&O. They will also create a 10 year maintenance program which will provide data to guide facilities decision making. You can put maintenance manuals into the system and use iPads to view the manuals. The scope of work will be complete June 1. Steve asked if there is a contract for Sprint to get a cell tower at IVC campus because there are no safe communication zones. Tom worked with Sprint previously and they will not do it. Steve would like ASCOM to purchase some boosters. Greg said please work with his office and Matt’s office on that. Sara asked for phones outside of buildings to be able to call the police because cell phones don’t work there and there are no other safety phones. Matt said outdoor phones are very costly, but indoor courtesy phones can work.

**Light poles Update:** Greg is working on a turn-key plan for light poles to be replaced on both campuses. Current lights are amber high pressure sodium light and new ones will be more efficient LED lights that produce a great coverage of light.

**Tree Trimming:** A bucket truck was purchased and training is planned. The M&O crew will use the bucket truck to keep trees trimmed on campus. Wood is chipped into mulch which is used on campus gardens, saving money for the district

**Next Meeting Date**

1. Our next meeting is January 15 from 2:00-3:00 in SMN room #305.

2. Send any agenda items you’d like to add to Maridel prior to the meeting. SMN building security and operations put over to next meeting.

3. Greg requested the FPC consider holding a meeting at IVC next year.