FACILITIES PLANNING COMMITTEE
January 29, 2013
1:00-2:00 pm

Meeting Summary

Members Present: Laura McCarty, Bob Thompson, Steve Petker, Maridel Barr, Don Flowers, Fernando Audelo-Silva, Erik Dunmire
Members Absent: John Rodriguez

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DESCRIPTION</th>
<th>TIME</th>
<th>CATEGORY: (Information/Discussion/Action)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Intro, agenda</td>
<td>Approve agenda</td>
<td>5 min</td>
<td>Action</td>
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<tr>
<td>2. Facilities Plan</td>
<td>Annual Update of FPC strategic plan action steps review</td>
<td>50 min</td>
<td>Action &amp; Discussion</td>
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<tr>
<td>3. Closing</td>
<td>Confirm next meeting date if indicated by group</td>
<td>5</td>
<td>Action</td>
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Agenda:
1. The committee reviewed and approved the agenda.

Discussion:

1. Annual update of FPC
   a. Reviewed list of project on p. 40 of the Facilities Plan 2012 (attach)
      i. Projects over $1M
         1. SMN – discussed status of building completion issues such as security and pathways to the building. It was acknowledged that these will be handled within the project.
         2. ADA – Laura McCarty gave an update on the LRC ramp. Additional funds will be available in the project. Prioritization of the remaining projects needs to be
done. It seems a suitable task for an ADA workgroup. Maridel to inquire with the President’s office. Update with materials next meeting.

ii. Projects under $1M
   1. Bob Thompson reported that he gave a briefing to the BOT re: the status of the Ohlone roofs which are in bad need of repair. He reported that roofs on other IVC building are leaking as well.

b. Reviewed “annual Facilities Planning and Review cycle” (attach to minutes)
   i. It was noted that the “early fall” and mid-fall” activities are considered part of the original fall production of the Facilities Plan.
   ii. We reviewed the “early spring” activities
      1. Feedback from committees and campus constituents. We interpreted this to be Program Review. Fernando will inquire when we will be receiving this data.

2. Strategic plan action steps review:
   a. Laura McCarty reported that cabinet discussions indicate action steps are due 2/11.
      i. We reviewed pp. 43-44 of the strategic plan (attach). THE DOM is responsible for writing up item 8.1. M&O are responsible for 8.2 and 8.3. 8.4 will be the written up by the DOM and director of M&O, but the work of updating the Facilities’ Plan will happen in the FPC group.

3. Other Business
   a. Work orders: The group discussed the ongoing need for a computerized work order system. This committee would like to make a formal request to fund one. Bob & Don to write up this request.
   b. Onuma follow up.
      i. Status of the LRC and SMN cost of ownership task is not known. LM to inquire with vendor.

Meeting Date:

The next meeting date is February 26 in AC 108 from 1:00-2:00 pm.