

1.

The meeting of the Facilities Committee (FC) was called to order by AVC Vasquez at 1:02 PM. In response to the COVID-19 crisis, this meeting was held via video conference.

Administrators: Alberto Vasquez, Ilona McGriff

Faculty: Steven Brown (co-Chair), Madeline Mueller

Classified Staff: Jeffery Kelly, Maria Salazar-Colon, Athena Steff

Students: Vacant

Unrepresented: Vacant

Not Present:

Administrators: Geisce Ly, David Yee, Torrance Bynum

Faculty: Alan D'Souza, Wynd Kaufmyn

Classified: Michael Snider (alternate), Karl Gamarra (alternate)



8.

- a. Approval of 10/5/20 Meeting Minutes – approved
- b. Approval of 10/29/10 Special Meeting Minutes – approved
- c. Facilities Purchase Orders Review – Garth Kwiecien
  - i. Garth reviewed the report in some detail. Working on revising the report to include previous board items as a description. ITS is working on it and we hope to have this completed by December.
  - ii. Classification of Items:
    - 1. TP – Term Purchase. These are allocated “Not to Exceed” amounts. Can spend up to these amounts.
    - 2. PS – Professional Services
    - 3. LA – Lease Agreement (rent) for a specified number of months. This is another “Not to Exceed” item.
    - 4. CP – Construction Projects. These are fairly rare.
    - 5. SH – reimbursements.
    - 6. A letter at the end, e.g. “a”, “b” or “c” indicates 1<sup>st</sup> Year, 2<sup>nd</sup> Year, 3<sup>rd</sup> Year etc.
    - 7. Garth will work on having a key available. What is still missing are descriptions, which will be picked up in a new report that is being worked on.
    - 8. The future reports will also have board resolution information and FOPALS
    - 9. If items that were approved at below \$60k (the threshold for needing board approval) end up exceeding or there is a need to exceed, then it goes to the board. They will never be split to avoid board approval.
    - 10. The \$60k+ board approvals can be action items OR consensus items, depending on circumstances.
    - 11. Currently not yet in “shovel Mode” for construction projects, we are in the professional services stage. We will see large dollar amounts for that right now. Next year we will see a lot of “CT”s as construction begins.
    - 12. Be prepared to see large invoices for DRT and STEAM.
    - 13. For the upcoming board meeting all B&G planned spending / TP for the entire year, including utilities, will be presented.
- d. Student Success Center Schematic Design – Board Action – John Watkins
  - i. This agenda item is a response to what we heard from the board and PGC.
  - ii. John presented 4 items via Power Point slide regarding building design.
  - iii. This process will also be done for DRT and STEAM.
  - iv. Space Study – several Academic Affairs groups were not in the plan. We have not had the opportunity to fully engage yet but are working with Tom Boegel toward that. At this point it is at a “proof of concept” level. Power Point slide presentation was shown.
  - v. Motion made to move forward with the recommendation of the presentation was seconded and approved unanimously by members present.
- e. Board of Trustees Facilities Items – AVC Alberto Vasquez

