



*Approved*

# Facilities Standing Committee

Tuesday, October 22, 2019

LL 306 – 1:30 to 2:30 pm

## MINUTES

### *Committee Members in Attendance:*

Carl Sheaffer, Management

Dorion Hilliard, Classified

Eduardo Cairo, Faculty

Gita Endore, Faculty

Jeff Archibald, Management

Linda Valencia, Classified

Dr. Matt Henes, Co-Chair

Dr. Mike Bush, Co-Chair

Richard Laret, Designee

Silvia Talaoc, Faculty

Guest: Jessie Wang, Management

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### 1. Call to Order

Meeting call to order at 1:32 p.m.

### 2. Approval of Minutes

M/s/p (R. Laret/E. Cairo) To approved minutes. Minutes Approved.

### 3. Facilities Master Plan Updates.

#### • Wayfinding Discussion:

- Email standards
- Flexible Signage
- Services to location
- Methods to do it: Building's name, vs. Assigned identifying letter to each building.
- Follow up meeting
- Technology for Signs: Interactive kiosks to look up spaces, places, and services
- Develop Google Map Tools (GIS)
- Confusion to other campuses vs. centers i.e. Rosemead vs PCC locations

#### • Tentative Timeline for faculty input on the Facilities Master Plan and Academic Senate - Future Meeting Discussion / Forum early February 2020

- M. Henes discussed timeline for faculty to work together with Academic Senate.
- Per Henes', the committee's plan is to gathered information from PCC's faculty via a survey, conducting a Senate meeting for and by conducting a Town-hall meeting.
- Faculty discussion meeting will be set up to collect their input on the Facilities Master Plan information. The target time frame for the Senate meeting is around 3:00-4:30 pm.
- The survey will be conducted to acquire faculty responses in regards to faculty space needs.
- There will be about 10 survey's questions and it will be generated by M. Henes, M. Bush and HGA Architects. The questions will include instructional space inquiries such as labs' space, departmental areas questions, media, and furniture among other important info.
- The timeline for the facilities survey for faculty is the last few days of October, ending on November 1<sup>st</sup>

- The Town-hall meeting will be conducted during the first week of February 2020.
- Bush shared that he will coordinate a Sustainability FMP for November 5, 2019 for 9:00 am. He will reach out to HGA and get back to the Committee members confirming time and location. Other staff members are welcome to attend.
- Academic Senate - Future Meeting Discussion / Forum early Feb. 2020.

**4. Energy Sustainability – By R. Laret**

- R. Laret stated that Facilities is currently looking at the Energy sustainability process, outreach and campaigns. At this point several problems can be seen for example, various wedge doors are left open. Issues like this one are difficult to control since they depend on the exterior and interior environment. When the temperature inside the rooms or bungalows are too hot or too cold facilities needs to be notified to correct the problem. Facilities ask for other staff not to adjust with any of the electric controls.
- For other matters that affect room temperatures, items to be fixed, trash cans or any other issue, staff or students are able to submit electronic work request ticket and is available via facilities website. Staff is able to track email and confirm when request has been resolved and completed.

**5. Update of Facility Projects – By R. Laret**

R. Laret reported that Facilities met with the Foster Youth/Food Pantry, and that the Howard E. Marvin Technical Building (V-Bldg.) Pathways will be up before start of Winter 2020 Intercession. Projects are moving along to development

**6. Future Meeting Topics**

- Sarafian Hall – Plans are expected to be out of DSA as early as November 2019. On next meeting agenda the Committee will discuss the 2<sup>nd</sup> Phase of the project.

**7. Future Meetings – 1:30 pm to 2:30 pm every 4<sup>th</sup> Tuesday of the Month**

*Plan to attend: Nov - TBD*

Jan. 28, 2020	April 28, 2020
Feb. 25, 2020	May 26, 2020
Mar. 24, 2020	June 23, 2020

**8. Adjournment**

Meeting Adjourned