



FACILITIES STANDING COMMITTEE

Thursday, April 23, 2020

10:00 – 11:00 am

MEETING VIA ZOOM

MINUTES

Members Present on Video Conferencing:

S. Talaoc, Dr. M. Henes, M. Bush, Dr. C. Olivo, L. Valencia, R. Laret, J. Archibald, E. Cairo, A. Sarkissian, N. Dixon, C. Sheaffer

1. Call to Order

M. Bush called meeting to order 10:05 a.m.

2. Approval of Minutes

(M/s/p) (S. Talaoc/J. Archibald) Motion to approve minutes. Minutes approved.

3. Total Cost of Ownership – Report by M. Bush –Vice President/ Business & Admin. Serv.

Prior to the meeting, a draft copy of the Total Cost of Ownership document was shared with the Committee members.

M. Bush summarized the purpose of establishing the Total Cost of Ownership system structure and the significance of the document. The members inquired in regards to what is to be accomplish once the framework is created and the goals of the institution. M. Bush answered their questions and shared what the bottom line goal of PCC is. The goal is to institute accreditation standards for development and long-term management of a college's physical assets in parallel with PCC's Mission and Education plan. He asked the committee members to please review the draft of the Total Cost of Ownership document and if there are any comments, questions or any type of feedback, please reach out and he will gladly assist.

4. Facilities Master Plan Update – Report by M. Bush

M. Bush reported that the FMP is almost completed. A. Boekelheide is coordinating a Town Hall / Facilities Master Plan Community Meeting via Zoom on April 30th. It is very likely that the FMP will be adopted at the next Board of Trustee's meeting on May 20th.

5. Update/ Sarafian Building – Report by R. Laret, Exec. Director – Facilities & Construction.

R. Laret reported that Measure P is in the final stage of completion.

- Only a few of the Measure P projects are waiting for the final review / approval from DSA. The projects should be ready to move forward by Spring Break 2020. It is anticipated that all Measure P projects will be completed by August 2020.
- Sarafian building's demolition has been approved by the Board and will go out for bid. Demolition should start late June or early July and the project should be completed in three to five months.

Q: E. Cairo – is the State still planning to fund the Sarafian project?

A: R. Laret – Yes. A construction project of this magnitude has a positive impact on the State's economy. It guarantees local jobs for the next three years, sales of supplies and material, and it generates consumption of goods, and taxes.

6. Cleaning of Campus during the Covid-19 Pandemic – Report by R. Laret

The Facilities crew has maintained their presence on campus since Governor's Stay Home order. Custodial services are continuously working on disinfecting the campus, cleaning offices and re-disinfecting when they are being used.

Q: E. Cairo - Are homeless folks allowed to come into campus?

A: R. Laret – No. No one is allowed inside building or campus unless they have been previously approved.

Q: N. Dixon – Is staff returning to work on campus by June?

A: R. Laret - There is no hard date as to when all staff will be allowed to return to work. It will be up to Governor Newsom to instruct institutions when to reopen.

Q: N. Dixon - What will be the cleaning process when staff return to their workspace?

A: R. Laret - For Administrative offices, all horizontal surfaces will be disinfected. Different departments have different needs and the cleaning and disinfecting will be provided accordingly to the department's and staff's needs.

Q: E. Cairo - During the disinfecting process, are custodians fixing other things that need to be fixed in classrooms and offices?

A: R. Laret - As the Facilities crew continues to disinfect areas, they are also inspecting for other immediate needs the areas may have. Facilities is coordinating their staff to fix, clean, or replace items that need taken care of before staff returns to campus.

7. Future Meetings

- May 28, 2020
- June 25, 2020

8. Adjournment

Meeting adjourned at 10:35 a.m.