



MEETING NOTES

Present: Mike Bush (Co-Chair), Della Newlow (Co-Chair), Ana Rivera, Bob Sube, Cesar Romero, Chris Renbarger, Darlene Inda, Deanna McFadden, Everardo Rivera, Juan Zuniga, Kevin Hughes, Leo Orange, Mike Alexander, Mike Ketaily, Rainer Mack, Shannon Newby

Absent: Alex Lynch, Anthony Rodriguez, Daniel Goicoechea, Deborah Tyson, Kari Tudman, Robert Cabral

Proxies: None

Guests: Gabriela Rodriguez

Meeting Date: **01/08/2019**

Review of Action Notes: **12/11/18 – Approval tabled**

Recorded By: **Amparo Medina**

AN = Action Needed

AT = Action Taken

D = Discussion

I = Information Only

The meeting called to order at **2:05 p.m.**

| | TOPIC | | DISCUSSION | ACTION NEEDED | ACCJC STANDARD |
|------|-------------------------|---|--|---------------|----------------|
| I. | Welcome / Call to Order | | The meeting was called to order at 2:05 p.m. | | |
| II. | Adoption of the Agenda | I | E. Rivera moved to adopt the agenda. D. Inda seconded the motion and the motion carried unanimously. | | |
| III. | Public Comments | | None | | |

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| IV. | Review of Meeting Minutes and Action Items | I | The Committee reviewed the minutes of the 12/11/2018 meeting. | | |
| | | | Minutes reviewed. Motion to approve tabled to next meeting. | | |
| V. | New Business | I, D | <p>First Reading Facility Resource Requests – M. Bush Reviewed resource ranking process and timeline. Explained who is a voting member for next month’s meeting when the facility resources will be ranked. Announced Strategic Planning Committee is meeting to review all PG and advisory committees and their structure including voting membership for future committees in order to clarify any confusion that currently exists regarding voting members.</p> <p>Actual resource requests are in Share Point for committee members to review. Will reach out to requestors to give them the opportunity to speak to the committee at next month’s meeting.</p> <ul style="list-style-type: none"> • Cement & Asphalt Surrounding Building (PE Gym Building) Includes demolition and replacement, not looking at alternatives. S. Newby asked if we can provide comments. M. Bush replied we have to go rate what is requested but feedback can be provided for review. Another issue with this kind of work is it’s prevailing wage. D. Inda asked if it is currently a safety hazard – per M. Bush, No. • Paint PE/HED/Athletics Building Maintenance issue. Primarily outside. B. Sube advised back in 2008, \$200,000 was the quote. Will make note should be \$200,000. M. Alexander asked if there are currently leaks – per M. Bush, no but it will eventually lead to that. • Facility Modification (Automotive Technology) | | III.B |

K. Hughes asked if there is a cheaper alternative. – No. Per M. Bush one of the issues with the current alignment is ADA access.

- Storage Container (Automotive Technology)
Cargo container size
- Theater system upgrade for PAB (College Services)
D. Inda - Current system is almost 10 years old. \$22,000 is for main auditorium control room and conference room control room.
- Renovation OE Bistro Kitchen & Conversion of common area green (Culinary Arts)
M. Bush - Last year we replaced the entire hotline and the dining room. Replaced HVAC. Discussed program review summary. Kitchen is currently larger than the dining room which is not common. Resource request does not identify which specific equipment needs to be upgraded. D. McFadden asked if request could be separated – PEPC gave instructions to do such. Request to be reviewed as submitted.
- New Blinds for Classroom LS-13 (Economics)
Are there other classrooms that need other blinds? K. Hughes asked if the other rooms would be addressed if they are needed in other classrooms. Per M. Bush, no, but to make a note on ranking. Deans should have money in their office budget for these types of requests.
- HVAC (Gym and PE 3/4) (Health Education)
PE 3 is the dance room, PE 4 is right next to it. Per B. Sube, if the gym is included, then the cost should be higher. Will get clarification for next meeting.

- Convert PE-5 to Classrooms/Convert Racquetball to Weight Room (Health Education)
Remodel racquetball courts into the fitness lab and divide current fitness lab into two classrooms.
- LS Office Building Bulletin Boards (History)
Requesting bulletin boards similar to Science building hallways to communicate information.
- New Flooring for LS-3 Lab
S. Newby - Water leaking from window, floor needs to be replaced. Per B. Sub, ballpark cost is \$10,000.
- Relocation of Police Station
M. Bush - Number of safety issues. Report does have sensitive items and business practices.
Presentation by LT. Romero regarding safety concerns of existing location and advantages of proposed new location. Per B. Sube, cost would be more around \$10,000. Would put them in compliance with regulations. Classes held in existing classroom – VP Vasquez has spoken with the Deans and classes can be moved to classrooms in Condor Hall.
- LS Office Building Bulletin Boards (Political Science)
Same as above
- Distance Learning Studio in LS-10 (Sociology)
Had a previous request that was filled and now appears to want to be changed. Currently have two have other available resources that can be used – Media & television studio and in the library (across from circulation desk) there is a room that was to be used as a video conference room and it can possible be converted. M. Bush

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| | | | <p>suggested Distance Ed meet with Technology Task Force to discuss options. K. Hughes inquired as to current projector in LS10 and if it is secured from theft – M. Alexander will confirm there is a lock on the back.</p> | |
| VI. | Old Business | I, D | <p>Student Concerns – A. Rivera</p> <ul style="list-style-type: none"> • Building signage for LS and LA Buildings. • Soap dispensers in LA are most of the time empty. • Condor Hall entrance doors <p>Facility & Safety Issues – B. Sube/M. Bush</p> <ul style="list-style-type: none"> • LS 1 is done except for locks on cabinets. Outlets on backwall by the window not installed, just wiring. – Per B. Sube will be installed. • K. Hughes inquired about rain gutters on CH – Per M. Bush there is a plan to address issue with rain gutters. <p>Emergency Preparedness – M. Ketaily</p> <ul style="list-style-type: none"> • CERT training – Oxnard FD has offered to hold CERT training here on campus. If interested in going through CERT training, please let M. Ketaily know. Taught over 3-day period – need 20 people. No cost to participants. • Fire Drill planned for spring in LLRC • Hazardous materials training in planning stages. • Looking for emergency scenario ideas – please submit any to M. Ketaily. • D. McFadden inquired about first aid kits from last meeting discussion. M. Bush concerned about first aid kits that will not get raided or expire. M. Ketaily asked about possibility of having cadets do monthly inventory checks. Suggested he meet with J. Crawford to determine if first aid kits are taken to sporting events. <p>Facilities Update - No further updates</p> | <p>II.C III.B</p> |

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| VII. | Follow-up Items for Next Meeting | | Facility Resource Requests Ranking | | |
| VIII. | Future Meeting Dates | I | <p>The remaining CUDS dates for 2018-2019 are as follows:</p> <ul style="list-style-type: none"> ○ February 12, 2019 ○ March 12, 2019 ○ April 9, 2019 ○ May 14, 2019 | | |
| IX. | Adjournment | | The meeting adjourned at 3:16 p.m. | | |

Attachments:

Facilities Resource Requests Spreadsheet
PEPC Program Summary Sheets