## I. Welcome & Confirmation of Quorum

Farrah Farzaneh called the meeting to order at 9:05am

## II. Approval of Minutes

Mike Strong made a motion to approve the minutes from November 9, 2022.

Yash Patel seconded the motion.

No discussion. All members in attendance voted to approve.

## III. Current Topics

A. Measure CC Upcoming Projects
   a. Review Timeline

Farrah shared the user involvement timeline, which shows the different design and construction phases.

Tatiana Vasquez asked if, during step one, the development of criteria is done with the Dean only.

Mike Strong stated that during phase one on campus, the user groups represented all campus constituencies, including faculty, classified, management, and students. The user group is developed in collaboration between the Vice President of Administrative Services, the department chair(s), and the manager(s) overseeing the departments in the designed space. The VPAS asks each member of the user group to participate. Once the user group has been defined, the recommended user groups are presented to the College Council for their input and acceptance. The user group information is put on a spreadsheet and given to the construction team. The campus project manager's role is to reach out to those user groups and pull in the correct people at the right time, including the architects and other designers involved with the projects.
The committee discussed what they believed were the big issues with the current process. Communication is the most important issue. They agreed that the issues are relative to both campuses and will be sure to address them moving forward.

Mary Valdemar asked in the chat if those meetings are open to the public? Are students included?

Mike Strong mentioned in the chat that the user group meetings are not typically public forums because the purpose of the meetings is to focus on specific areas or components of the buildings with those who need to be involved (e.g., users, M&O, Tech Services, students, etc.). The communication back to the representative groups is key--through the college council, through the senates (AS, SS, and CS) to department meetings. This is the responsibility of all user group members--it is a team effort and requires constant

*Krystal Trussell, Recorder*

communication throughout the process. The responsibility to see this happen at all project stages falls primarily on the campus project manager and the VPAS.

Farrah proceeded with the schematic design process at phase two. Abel provided the following illustration: when we approach the construction documents, we realize that the workstations demand electricity. This is something that should be considered and taken into account during phase one. If it is discovered late, the criteria documents need to be altered and the project may be delayed.

Farrah moved on to phase four, the construction document phase. In this phase, they focus on furniture, fixtures, and equipment. What kind of equipment do you need in your room? Abel added that it is important to know in the construction document phase, the team is getting the documents ready for submission to DSA. Making sure all details are captured and dimensions are included in the plans to submit to DSA.

Farrah goes on to address stage five, where the documents are submitted to Department State Architect for compliance reviews. Then, phase 7 is moving out of the old building and into the new one. The DSA process has been completed. Any warranty issues would also be addressed at this stage during the warranty period.

Tatiana asked, "if the construction isn't well done, when will it be fixed?" Farrah said the construction is monitored daily. At the end of the project, punch list items are developed. They walk the project to ensure work is completed according to plans.

Abel said the inspectors ensure the building is built according to the plans daily. They ensure that it is built safely and per DSA standards. Abel included that there will be continuous communication throughout the project with user groups, including informing them of changes to the project and equipment.

Mike agreed that it is incumbent upon the campus project manager and vice president of administrative services that they are involved in those decisions and changes; it is their responsibility to ensure information gets back to the user group when needed.

## IV.    Future Topics

**A.** Best Method to Provide Construction Update to the Campus Community

This will be discussed at the next meeting.

## V.    Adjournment

Farrah adjourned the meeting at 10:02 am
There will be no meeting in January.
The next Meeting will be on February 8, 2022

*Krystal Trussell, Recorder*

| | **QUORUM:** Definition of Quorum is established by Chancellor's Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend. | | | | | |
|---|---|---|---|---|---|---|
| *yes* | 1) 50% + one of appointed voting members (not 50% of members plus vacancies). | | | | | |
| *yes* | 2) One faculty member from each campus | | | | | |
| *yes* | 3) Two persons from each site (CHC, SBVC, DSO) | | | | | |
| *yes* | 4) Three of four constituent groups represented (faculty, classified, student, management) | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 | Director Facilities Planning, Emergency Management & Construction, Chair | Farrah Farzaneh | DSO | MAN | 1 | *Present* |
| 2 | Associate Director of Energy, Sustainability & Safety Administration, Co-Chair | Yash Patel | DSO | MAN | 1 | *Present* |
| 3 | VP, Admin Services, CHC | Mike Strong | CHC | MAN | 1 | *Present* |
| 4 | VP, Admin Services, SBVC | Tenille Norris | SBVC | MAN | 1 | *Absent* |
| 5 | Facilities Director | Larry Cook | CHC | MAN | 1 | *Absent* |
| 6 | Facilities Director | Bob Jenkins | SBVC | MAN | 1 | *Present* |
| 7 | Associate Director, Bond Program Planning & Construction | Abel Favela | DSO | MAN | 1 | *Present* |
| 8 | Environmental, Health & Safety Administrator | Melissa Nano | DSO | MAN | 1 | *Present* |
| 9 | Facilities Project Manager | Hassan Mirza | DSO | MAN | 1 | *Present* |
| 10 | Emergency Manager | Vacant | DSO | MAN | 0 | |
| 11 | Faculty, CHC (1 of 2) (appointed by Academic Senate President) | Peter Gend | CHC | FAC | 1 | *Present* |
| 12 | Faculty, CHC (2 of 2) (appointed by Academic Senate President) | Vacant | CHC | FAC | 0 | |
| 13 | Faculty, SBVC (1 of 2) (appointed by Academic Senate President) | Jennifer Bjerke | SBVC | FAC | 1 | *Absent* |
| 14 | Faculty, SBVC (2 of 2) (appointed by Academic Senate President) | Tatiana Vasquez | SBVC | FAC | 1 | *Present* |
| 15 | Classified, CHC (appointed by Classified Senate President) | Christina Sweeting | CHC | CLA | 1 | *Present* |
| 16 | Classified, SBVC (appointed by Classified Senate President) | Sarah Yearyean | SBVC | CLA | 1 | *Present* |
| 17 | ASG President or designee, CHC | Dakota Erwin (Nelva Ruiz-Martinez) | CHC | STU | 1 | *Absent* |
| 18 | ASG President or designee, SBVC | Chassady Arias | SBVC | STU | 1 | *Absent* |
| 19 | Black Faculty & Staff Association | Vacant | | | 0 | |
| 20 | Latino Faculty, Staff, & Administrators Association | Mary Valdemar (Ernest Guillen) | SBVC | FAC | 1 | *Present* |
| 21 | CTA (appointed by CTA) | Alicia Hallex | SBVC | FAC | 1 | *Absent* |
| 22 | CSEA Representative (appointed by CSEA) | Dave Stevenson | CHC | CLA | 1 | *Present* |
| 23 | Classified, DSO (appointed by CSEA) | Vacant | | CLA | 0 | |
| 24 | Confidential Group | Stacey Nikac | DSO | CON | 1 | *Absent* |
| 25 | Police Officer's Association | Blake Bonnet | DSO | MAN | 1 | *Present* |
| 26 | TESS Representative | Roger Robles | DSO | MAN | 1 | *Present* |
| 27 | KVCR Representative | Cheryl Alexander | DSO | MAN | 1 | *Present* |
| 28 | EDCT Representative | Tim Vasquez | DSO | MAN | 1 | *Absent* |
| 29 | Print Shop Representative | Deborah Castro | CHC | CLA | 1 | *Present* |
| 30 | Asian Pacific Islanders Association | Souts Xayaphanthong | CHC | MAN | 1 | *Present* |

*Krystal Trussell, Recorder*

# Facilities Advisory Committee (FAC) Meeting

Via Zoom: https://cccconfer.zoom.us/j/94289042512

Or Dial-In: 669-900-6833       Meeting ID: 942 8904 2512

December 14, 2022

# Call to Order….

- **QUORUM**: Definition of Quorum is established by Chancellor's Council.  Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

- ❑   **50% + one of appointed\* voting members**

- ❑   **Two persons from each site (CHC, SBVC, DSO)**

- ❑   **At least one faculty member from CHC**

- ❑   **At least one faculty member from SBVC**

- ❑   **Three of four constituent groups represented (faculty, classified, student, management)**

*\*50% +1 will be calculated using 50% of total appointed members (not 50% of appointed members plus vacancies).*

❖**Please appoint a proxy to represent you if you are not able to attend this meeting.**

# Vote to Approve Minutes for Nov. 9th Meeting



Meeting Minutes

# User Group Involvement Timeline

**Programming / Program Validation Phase**
- User group input is needed to determine/validate assignable space areas. This stage determines the sizes of classrooms and labs.
- User group input for educational program adjacencies and "department operational" flow
- Identify student enrollment and future projections, educational needs
- Identify swing space needs for educational program

**Schematic Design (SD) Phase**
- User group input is needed to get details information about what is going into the assignable space, i.e., equipment, shelving, classroom layout, etc. We may also need input regarding the common areas for adjacencies.

**Design Bid Build (DBB)**

**Construction Document (CD) Phase**
- Page turn review with the user group to validate the design
- User group is needed for Furniture, Fixture & Equipment (FF&E) coordination

**Construction**
- Limited user group involvement may be needed for Furniture, Fixture & Equipment placement
- Input may be needed to finalize occupant office location

**Design Build (DB)**

**Programming / Criteria Document Development**
- User group input is needed to determine assignable space areas. This stage determines the sizes of classrooms and labs.
- User group input for educational program adjacencies and "department operational" flow
- Identify student enrollment and future projections, educational needs
- Identify swing space needs for educational program

**Schematic Design (SD) / Programming Validation by Design Builder**
- User group input is needed to validate criteria documents and programming.
- User group input is needed to get details information about what is going into the assignable space, i.e., equipment, shelving, classroom layout, etc. We need validation of criteria documents for common area adjacencies.

**Design Development (DD) Phase**
- User group input may be needed for clarification of program requirements, value analysis options and design innovation
- Campus facilities and Tech Services input is needed for Mechanical, Electrical, Plumbing, Audio Visual/ Information Technology

**DSA Submission**
User group input not needed

**Close-out**
- User group involvement needed for Move-out/Move-in coordination as needed
- User group involvement needed for warranty request repairs coordination

1. Idea creation and need identification

2. Ideas and needs will be captured and validated on initial drawings.

3. Since space need and layout has been be finalized, detailed design is developed in this step

4. At this stage only input on Furniture, Fixture and Equipment is captured

5. State agency reviews the design for code compliance

6. Input may be needed for Furniture and Equipment placement and final occupant office location

7. Moving Coordination

# Instructional Building

**Project:** CC02-3631 Instructional Building (PDB)
**Program Manager:** AECOM - SBCCD Measure CC Team
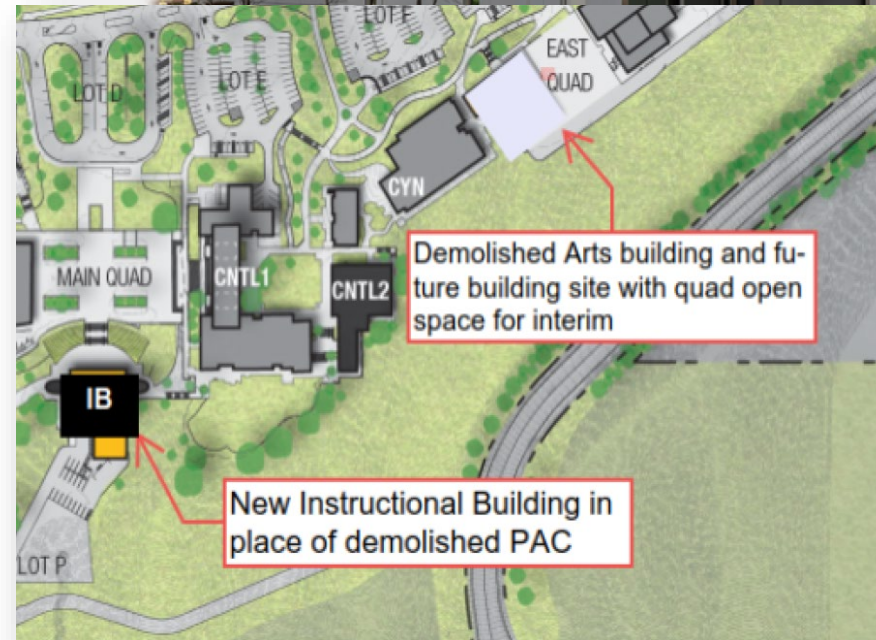**Construction Management Firm:** Kitchell/CEM Inc.
**Campus Project Manager:** Tony Cong
**Design-Build Entity (Contractor Firm/Architect Firm):** Tilden-Coil Constructors, Inc./SGH Architects
**Board approved:** 12/09/2022
**Current Phase:** Step 1 - Programming / Criteria Document Development

- The New Instructional Building (IB) is approximately 28,000 SF in the existing location of PAC

- Proposed of Instructional Building (BL9), renovations at Learning Resource Center (LRC) BL8 and East Quad.

- The new, larger Instructional Building will provide lecture and laboratory space

- An open computer lab, a tutoring center, and an adjunct faculty workspace.

- Replaces aged space in the Visual Arts Building as well as the North Annex and East Complex



Demolished Arts building and future building site with quad open space for interim

New Instructional Building in place of demolished PAC

# Student Services Building

**Project**: CC01-3606 Student Services Building (PDB)
**Program Manager:** AECOM - SBCCD Measure CC Team
**Construction Management Firm:** SafeWork Inc.
**Project Manager:** Abel Favela
**Design-Build Entity (Contractor Firm/Architect Firm):** McCarthy/CannonDesign
**Current Phase:** Step 2 - Schematic Design / Program Validation by Design Builder



- The new one-stop center will consist of a 100,000 gross square foot building which will have 65,000 Assignable Square Feet for department usage (100,000 GSF).

- This project will construct a new Student Services building on the SBVC campus

- Create a welcoming environment that supports DEISA (Diversity, Equity, Inclusion, Social Justice, and Anti-Racism)

- The needs of the "whole student" intellectually, socially, and culturally

- Provides a variety of resources as needed to support student success.

# Thank You

- Next Meeting is February 8, 2023

December 14, 2022