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# DPAC Facilities Planning Subcommittee Meeting Minutes

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May 13, 2021 at 2:05 pm

This meeting was conducted via Zoom

**Co-Chairs:**

Dagmar Gorman, CSEA Representative, Co-Chair

Daniel Phillips, Admin Representative, Co-Chair

**Attendees:**

Don Girard, Administration Representative - absent

Rosbeli Gonzales, Student Representative -Y

Alexis Gosselin, Student Representative- substitute Jonnae Serrano: A.S. Publicity Commissioner

Jeanine Grimes, Student Representative - absent

Judith Marasco, Faculty Representative

Catherine Matheson, Faculty Representative- absent

Elisa Meyer, Faculty Representative

Judith Mosher, CSEA Representative

Michael Roberts, CSEA Representative

Devin Starnes, Administration Representative

James Stevenson, CSEA Representative

Alicia Villalpando, Faculty Representative

Charlie Yen, Administration Representative - absent

**Interested Parties:**

Ferris Kawar

**I. Call to Order 2:08**

**II. Public Comments**

None

**III. Approval of Minutes**

Approval of April 22nd, 2021 Minutes: Mike Roberts motioned, Judith 2<sup>nd</sup>, Joanne & Elisa abstained, motion passed

**IV. Construction / Maintenance Update, as needed**

FYI updated photos of construction projects can be found at the [SMC Bond Projects page](#) .

a. Bench update:

i. Dagmar to submit work order to remove dividers on one bench

b. M&O return to campus March 29<sup>th</sup>- project priorities/ deep cleaning

- i. Begin to submit work orders as needed ie carpet cleaning, cleaning of blinds, so they can get in the que
- c. ESL exterior painting & clean up – check last time painted.

- i. Judith presented current photos showing the condition of exterior of ESL building. High paying international students use this building.

Devin: During pandemic areas on campus were not appropriately maintained. ESL is a priority, was toured last week. Spruce up to occur before Fall or early fall.

Judith: ESL promised to be moved many times on Master Plan, but never has been. Inquired how are faculty involved in setting priorities of new buildings and maintenance.

- Devin remarked he would also like to be part of that conversation

Elisa – ESL sending students across campus to Faculty Village and Drescher. There are a couple of ESL programs. The more expensive ELS program is held in student services.

Mike Roberts: ESL building got a new PVC roof, bathrooms remodeled, new AC, etc in past 3-5 years. It is a 1960's portable building. Suggested a work order to replace stained ceiling tiles. Nail sticking out below the roof.

- ii. HAVC issues in Drescher – some faculty asked to relocate. Elisa requested updates, would like more communication/ information, may need alternate plans for services provided to students on the 3<sup>rd</sup> floor.

Devin: Drescher 2<sup>nd</sup> & 3<sup>rd</sup> floor band aided cooling units. Airflow is not optimal currently. Will be replacing chiller units & will tie the building into central plant Sept / Oct time frame. Not accessible at least through summer months. Need to discuss relocating faculty for summer, students should not be there either. 1<sup>st</sup> floor is fine.

Mike: 5 new boilers put in basement, so the heater system is covered. Devin was discussing the chiller. Those are 2 control systems that don't speak to each other.

- iii. Devin showed pictures and discussed classroom safety and cleaning products, as well as air flow updates/ changes. If a deep cleaning is needed: closed for 48-72 hours.

- d. Solar output numbers: moved to next meeting agenda

## V. Safety Issues Update, as needed

## VI. Agenda

- a. Question regarding walk throughs
  - i. Mike: Can some key classified be invited for safety walk throughs. IT getting requests related to the walk throughs i.e. cameras that people want added.
  - ii. Daniel: Mike Tuitasi sent out an email to managers asking them to please include key classified personnel through the walk throughs. Having representatives are important from CSEA and Faculty. Also include personnel from IT and facilities.
  - iii. Elisa: Chairs are hearing different things in regards to the Library. Concern where students go during a 2-hour break between classes, if Library is limited and cafeteria is closed.
    1. Daniel: Library walk through has not been done yet, need to discuss processes ie book return, computers on the first floor. No answer yet as to where students go between classes. Might have the coffee cart – but not a lot of options. These are things being discussed all the time at meetings – but no answers yet. Things are changing fast
- b. Daniel Phillips went through his May Board Meeting Presentation.
  - i. PDCA: plan, do, check, act -a constant circle

## VII. Future Agenda Items

Invite Ferris to discuss Solar output numbers

## VIII. Announcements

[June 1, 2021 Board of Trustees agenda](#) : 5-year construction plan

## IX. Adjournment: Elisa motioned to adjourn, Joanne seconded, adjourned 3:03

Approved Meeting Schedule for 2021: Jan 14, 28, Feb 11, 25, March 11,25, April 8,22, May 13, 27, June 10,24

For all documents, visit [www.smc.edu/FacilitiesPlanningSubcommitee.com](http://www.smc.edu/FacilitiesPlanningSubcommitee.com)

Next scheduled meeting: May 27th at 2:05pm via Zoom <https://cccconfer.zoom.us/j/99981632311>