



ADMINISTRATIVE SERVICES COUNCIL

May 10, 2017

10:00 -11:00 am -- Board Room

MINUTES

-Unapproved-

CALL TO ORDER

Chair, Morris Rodrigue called the meeting to order at 10:05 a.m.

Membership					
x	Morris Rodrigue	x	Joe Wyse	x	Laura Cyphers Benson
x	James Crandall	x	George Estrada	x	

APPROVAL OF MINUTES- 1/20/17 & 2/16/17- Wyse/Estrada. Discussion-none. **Motion carried unanimously.**

REPORTS -None

DISCUSSION/ACTION

Facilities Planning - Bond Management Organizational Chart and Areas of Responsibility (Handouts -2)

Morris explained these two (2) documents will provide guidance and give an understanding of how facility planning works as it relates to the Bond. The interim VPAS created both documents, and they have been approved by the Facilities Planning Committee. One is a guideline of reporting structure and how they interrelate, and the other is delineation of responsibilities. It was agreed that the Facilities, Sustainability and Technology committees will be kept in the loop on all projects.

Morris said others will also be included in project planning, such as if an instructional building is being built or remodeled then the users of that building would be included in the planning process. Keeping in mind there could potentially be more than one type of user for a building (classified, managers, and faculty).

James said they do not have a student representative on the Technology Planning Committee, but believes it is important to include student input. Morris agreed, and said it's a good idea to always gain student input, and suggested James look at the Technology Planning bylaws, and include a student.

Under the Superintendent/President....options:

-The Superintendent/President will be responsible for bringing facilities, projects and planning documents to the Board for approval.

-The Superintendent/President ensures all processes are followed and reports and makes recommendations to the Board for approval of projects.

-The Superintendent/President establishes the Citizens Bond Oversight Committee and assists in the coordination of all Citizen Bond Oversight Committee meetings.

All agreed the documents will help guide the Bond project process. These documents will go to College Council as an information item on 5/16/17.

Phase 1 Regional Public Safety Training Facility Plan- (Handouts)

Morris explained that he and George have been working on changing and adjusting this plan based on input from one neighbor whose property is located across the street from the current training facility. The neighbor is bothered by smoke, noise and visual. There has also been input from key users of the facility, and all of this has assisted in coming up with a way to meet the training needs and at the same time reduce the potential for noise and the unwanted visual for our neighbors. To do this some of the props have been moved further east. There are three (3) primary props that are needed to do all components for the fire training academy. A mitigated negative declaration has been developed and we will be putting a sound wall by the roof prop, and possibly by the fire tower top. George explained that the fire tower top is a gable roof and they may make the roof high enough that it could provide sound protection as well, and it would also solve the current ladder problem.

George said there is another area that may need to be addressed; the noise from the medal door, smoke odor, and other visual issues. Planting evergreen trees was suggested to block the view. George described that the shaded area on the plan at this point in time is road base, it may be paved later. The only paving will be around the props for now. James asked what kind of services will be available on the grounds. George said power, gas, and water, no technology yet.

Other- Joe asked where in the process is the RFP. George said the letter goes out today and on June 5th and on June 12th they are bringing in a total of five (5) architects. This will give the district a good pool of architects, we will choose one and then start moving forward once the contract has been approved by the Board. Morris asked George if he is making a list of projects that can happen on the initial projects list. George said the list is in process.

James said he is ready to move on wireless. Morris suggested checking with other schools in the area about share of costs at the Extended Ed campuses. James said they would be having those conversations in the near future. James said AT&T wants the District to drop two connections, and replace them with a 10G connection. This would include the main campus as well. This will increase the bandwidth, and there is no cost to do this. Morris asked if there would be any benefit to keeping the other two connections. James said no, it would be redundant connections, and they are costing approximately \$1200 month, so it would cut our costs way down, and if we need those connections in the future we can get them back.

George asked if the change would affect the fire alarm systems. James said he is not aware of any issues this could cause with the fire alarms.

Morris asked James if he had any idea of a technology price point for the main campus. James said the total cost currently is \$148K, but it will be reduced to \$100K when we make the switch. Joe asked James if we really need to expand. James said yes, especially in the outdoor areas, but we should wait until the construction starts. The new controller will support up to 5000 access points, and we currently only have 150 access points.

James said there will need to be pre-wiring done in the planning stages. Technology now has a survey tool that will help identify hotspots, which will help with the new building plans for Wi-Fi access. Joe said another potential project is installing solar in the parking lots. George said he is working with the solar companies, and they informed him that solar may not be cost effective if we are switching to all LED lighting. Therefore, it might make more sense to do shade structures to gain efficiencies. Some buildings already have the LED lightening installed, and it should reduce our power use dramatically.

Joe said he would suggest improving the lighting in the walkways across campus. George said that will be addressed with the Bond as well as addressing any ADA access issues.

Adjournment-10:40 a.m.

Next Meeting: TBD- Fall 2017

Recorded by:
Sherry Nicholas
Executive Assistant-VPAS