



College Services Committee Meeting

Date: April 04, 2018

Time: 11:00am

Location: Manzanita Conference Room

Members: ASCC Representatives – Troy Beebe and Fransiska Dauumberger, Laureen Campana, Greg Elam, Kyle Elkins, Brian Greene, Jake Radetich, Jim Retemeyer, Karin Rodts, Liz Rumney, Brian Sanders, Trevor Stewart

Guests: Amy Nilson (Director, CC Foundation), Judy Lanchester (Director, Facilities Planning & Operations), Dr. Susan Yeager (Vice Chancellor, Fiscal Services), Terri Isaman (Recorder)

Absent: Laureen Campana, Liz Rumney, Brian Sanders

Agenda

1. Approval of March 02, 2018 Record of Meeting

Informational Items:

2. Health & Safety Issues
3. Facilities Update

Discussion Items:

4. **Total Cost of Ownership**
5. Scheduled Maintenance
6. Manzanita Donor Wall
7. Parking Discussion
8. Other

Recommended for Approval

March 02, 2018 Record of Meeting approved as presented.

Minutes – draft

TOPIC: Health & Safety Issues

Discussion: Jim reported the painted arrows in the staff parking area have faded and likely need to be repainted.

Fransiska reported the students are experiencing a lack of water access on campus. Water fountains are either shut off for winter or not at convenient locations. The ASCC has approved a budget to install a water filling station at the Student Center. Presently there is one filling station in Manzanita. There is a standard water fountain in Tamarack. Judy agreed the filling station model is the direction the District would like to move towards. It was noted that many outside water fountains are shut off during the winter months due to freezing. Discussion followed on options including altering existing fillers, adding a bottle filling component, appropriate weatherization and location. The Student Center closes at 4:00pm where Tamarack closes at 8:00pm.

Fransiska questioned recycling efforts on campus, specifically if recycling is done, proceeds and access. Judy reviewed the numerous recycling efforts completed on campus. All recycling proceeds are placed in a specific account earmarked for student workers to assist with recycling efforts or recycling equipment. However, proceeds are minimal. Wood sale proceeds are also deposited to the same account. Discussion followed on food waste recycling or composting. Judy stated this has been investigated in Modesto for the Ag department, however the animals consume a specified diet. Amy stated the Columbia culinary department has looked into grants for food waste recycling.

Conclusions:

Action items: Jake will investigate options to retrofit and weatherize existing units.

Person Responsible:

Deadline

TOPIC: Facilities Update

Discussion: Jake reported the Facilities department is working on repairs in Carkeet Park in preparation for graduation. Trevor reminded the committee that Jake reports to Judy Lanchester, Director of Facilities and Operations. However, ideas brought to the College Services Committee are evaluated and instituted if they benefit the college community.

Conclusions: n/a

Action items: None

Person responsible:

Deadline:

TOPIC: Total Cost of Ownership

Discussion: Susan and Judy updated the committee on total cost of ownership. The Committee reviewed a PowerPoint detailing total cost of ownership. Total cost is the dollar per gross square foot value (facilities-specific costs) divided by the lifespan of the building. It is a collection of data – what is in the buildings and its projected use. The plan will focus on four areas – facility development, annual operations, long-term management and building data. Total Cost of Ownership information is an ACCJC requirement. How funding is utilized should be part of participatory governance and budgetary discussion. Susan is looking to establish districtwide fiscal committee to develop a more collaborative relationship.

Conclusions: Goal for a draft plan is September 2018. The draft plan will come back through the College Services Committee for review. The final plan can be used to update the facilities master plan, consider future bond applications, etc.

Action items: None

Person responsible:

Deadline:

TOPIC: Scheduled Maintenance

Discussion: Judy reported the remaining Central Services Measure E Bond dollars will be directed to scheduled maintenance. The Committee reviewed the Scheduled Maintenance Project Summary PowerPoint. Critical needs for the campus have been identified that coincides with the 5-year plan. Planned for 2018-19 at Columbia is a replacement of the sewer pumps at Oak, Sequoia roof repair and replace air system in Alder.

Trevor reported many lever locks have been replaced across campus. However, there needs to be some review on the push button on the crash bar systems. Trevor further reported remaining Columbia College Bond dollars will go to Juniper and update campus signage. Monies must be spent down by the end of 2018.

Conclusions: The Scheduled Maintenance/5-year Plan is submitted annually to the State Chancellor’s office. Project priority can, at times, be altered. Work on approved projects are generally scheduled during the summer months. Once projects are approved, the report may be reviewed by the College Services Committee.

Action items: None	Person Responsible:	Deadline
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TOPIC: Manzanita Donor Wall

Discussion: Amy updated the Committee on a CC Foundation project to install a “Donor Wall” in Manzanita. The donor wall project is part of the Brady/Wise donation which includes the Tamarack bench project and dedication plaque. The plan is to install a hanging system with three Plexiglas panels for an annual donor list. The Trustee photos will be transitioned to the opposite side of the entrance hallway near the Manzanita Conference Room.

Conclusions: n/a

Action items: None	Person Responsible:	Deadline
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TOPIC: Parking Discussion

Discussion: Greg reported on two vehicle issues that occurred on Columbia College Drive Thursday April 12. Trevor reminded everyone to drive defensively and not become distracted. Trevor further reported he and Greg continue to walk the campus evaluating various parking issues. They met with Erik Andal regarding the Madrone/Mahogany area and the numerous unsafe/unauthorized parking that occurs. Evaluation is also occurring in the Willow area. We are looking to begin the process of correcting behavior with customer service, warnings and discussions. Citations will be the second phase if warnings are ignored.

Conclusions: n/a

Action items: None	Person Responsible:	Deadline
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TOPIC: Other

Discussion: Brian Green and Lauren Campana applied for and received a mini grant through the CC Foundation to replenish the first aid kits in Tamarack and Oak.

Brian inquired on the status of the paper recycling. Judy and Jake will follow-up on the possibility of bringing recycling bins from Central Services for paper.

Trevor stated that next year, the College Services Committee meeting will likely increase to 90-minutes monthly. Additional time is needed for discussion and review of projects.

Conclusions: n/a

Action items: None

Person Responsible:

Deadline

Adjournment

There being no further business, meeting adjourned at 12:10 pm.

Record of meeting respectfully submitted by Terri L Isaman, Exec. Secretary, CAS Division