



**Facilities, Planning and Operations Department
 Facility Committee Meeting
 Date: April 28, 2015
 Time: 12:00pm-12:33pm**

Present:	Linda Owens, Alice Hawkins, Andy Florimon, Mandeda Uch,
Absent:	Patricia Stoddard, Milton Harris Maria Estrada, Eric Mendoza and Greg Petersen
Guests:	
Next Meeting:	May 26, 2015, Facilities Office Conference Room@ 12:00pm

	Standing Agenda Items:
1.	Introductions / Presentations
2.	Meeting Purpose
3.	Committee Make-up / Charter
4.	Facilities, Maintenance and Operations
5.	Facilities, Planning and Operations – Strategic Planning
6.	New Business

Review Meeting Minutes		
Discussion / Decisions	Facilities Planning and Operations	
AGENDA	<ol style="list-style-type: none"> 1. Member Schedules 2. REVIEW 3. Scheduled Maintenance 4. Site Improvement 5. New Business 6. Adjournment 	ALL
Linda Owens	<p>1. Member Schedules (Repeat) It was decided that our meeting days will be on the fourth Tuesday of each month at 12:00pm. A reminder will be forwarded at least 3 or 4 days in advance. The next meeting dates are: May, 26; Jun, 23; Jul, 28; Aug, 25, 2015; Sept. 22; Oct. 27; Nov. 24; and Dec. 15 (optional; week 3). {Not sure if we will meet in the Summer}</p>	LO

	<p>2. Review the Minutes The turf for the children’s play area has been approved on the April 2015, Board Agenda. Prof. Uch chooses a cloth sample he admires for the theater chairs. Final choice will be made at a later date.</p> <p>3. Scheduled Maintenance/Other The Bid winner for the roofing project is Chapman Coast Roofing Company. They were the lowest responsible bidder for their roof repair. Hopefully they will start during the summer session. Quotes for the carpet installation is still being processed. The price for the material are on hand.</p> <p>4. Site Improvement/Review</p> <ul style="list-style-type: none"> • Building J (paint)- This is a Bid item, which will go out within the next 2 weeks so that it will be on time for the June 2015, Board Agenda. • Asbestos Removal (No Asbestos found in the J Building) 	
	<p>5. New Business-</p> <p>Staffing Concerns: Deon Powell is our Part-timer and we still have out student worker, Juan. Applications are now being submitted for a Senor Grounds Worker to the Human Resources Department. Last day to apply would be May 11, 2015.</p> <p>Surveys: Campus wide search to view areas of greatest needs, such as tree branches falling on cars, and branches hanging over the batting cages on site of the Baseball Academy. A tree service company (5 Oaks) will take a close look at the trees to be taken down. Some trees are not doing very well do to the “Shock” from the construction work that is taken place on campus. Tree maintenance will be done over the next several weeks.</p>	

	<p>*Lights Y 99: About 4 or more lights are not working in this area. Also, covers are not on the lights.</p> <p>Practice Fields: Soccer and Football teams require time for practice and the use of a lined field is greatly needed. The actual cost of the paint has not been verified as of yet, however, the funds will be taken out of the Facilities Planning and Operations Budget.</p> <p>6. Adjourned: 12:33pm</p>	

Action Bin:		Responsible Person	Due Date
1.	Develop a price list for plants. (CANCELLED) Funds will be rerouted to the care of trees.	Andy Florimon	Closed
2.	Develop a list of all troubled doors (NEXT MEETING) All of the new buildings.	Andy Florimon	Pending
3.	Staffing concerns.	Linda Owens	Completed
4.	*Andy will follow-up		
Next meeting Tuesday, May 26, 2015 Facilities Department			12:00 pm
Meeting adjourned 12:33pm			
Meeting minutes by AH 04/29/15			