



**Facilities, Planning and Operations Department**

**Facility Committee Meeting**

**Date: December 15, 2015**

**Time:**

Present:	Linda Owens, Alice Hawkins, Mandeda Uch, Charles Hobbs, and Eric Mendoza
Absent:	Patricia Stoddard, Milton Harris, and Destyni Carter (Student Representative), and Andy Florimon
Guests:	
Next Meeting:	Jan 20, 2015, Facilities Office Conference Room@ 12:00pm

	<b>Standing Agenda Items:</b>
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	<b>Facilities Planning and Operations</b>	
AGENDA	<ol style="list-style-type: none"> <li>1. Member Schedules</li> <li>2. REVIEW</li> <li>3. Scheduled Maintenance</li> <li>4. Site Improvement</li> <li>5. New Business</li> <li>6. Adjournment</li> </ol>	ALL
Linda Owens	<ol style="list-style-type: none"> <li>1. <i>Member Schedules (Repeat)</i></li> </ol> <p style="text-align: center;">It was decided that our meeting days will be on the fourth Tuesday of each month at 12:00pm.</p> <ol style="list-style-type: none"> <li>2. <i>Review of Minutes</i></li> </ol>	LO

<p>Linda Owens</p>	<p>The Facilities Request Form was reviewed and as a result, some items were transferred into categories: Site Improvements, Scheduled Maintenance, Work Orders, This Year/Next Year, or Future. The items were prioritize by the Division, due to only one Facilities Request Form was presented by Dr. Humphreys</p> <p>(The Copy Machine was not working so the Agenda and Facilities Request Form from the only submitted Division was sent to the Members E-Mail Address. Additional columns were added such as Funding and Priority.)</p> <p>Upon viewing the submitted request form, items were placed according to their funding source and which category the item would fall into. The items such as floor tile replacement would go into site improvement or items such as special care of floor cleansing would fall into work order. Or maintaining the Athletics washer/dryer would not fall into work order category.</p> <p>The following items were removed or placed under category:</p> <p>Item 42, 45, (Site Improvement); 56, Athletics (Review again); 60, white boards (Athletics to purchase and Facilities to install); 67, Wind Screens ( Scheduled Maintenance) not good for security purposes; 69, Bond Project; 70, Remove; 76, Student Lounge Drapes (Site Improvement); 86, Install Turf to infant play area (Site Improvement); Foster Care, TV, Board Approval to remove/work order surpluses. Carpet concerns to the Student Lounge (Will be replaced).</p> <p>A walk through will be conducted during the Winter Break.</p> <p>Item 54, Acoustic Tile will be replaced and removal of other tile will be done in the coming months.</p>	
	<p>Item 9, Work Order.</p>	
	<p>Concerns for El Nino. Rain is expected to be very heavy. Canopies will be remove and side lighting will be placed.</p>	


Action Bin:		Responsible Person	Due Date
1.	Need a meeting schedule for next year	All	12/15/15
2.	Review the Facilities Request Form	All	On going
3.	Review the Minutes for discussion	All	On going
4.	Locate a possible buyer for library shelves	Mr. Hobbs	On going
Next meeting Jan. 20, 2016 Facilities Department			12:00 pm
Meeting adjourned 1:20pm			
Meeting minutes by AH			