

Riverside Community College District  
**Facilities Working Group Meeting**

*Tuesday, August 28, 2018 – CAADO, Conference Room 334A  
3:00 p.m. to 4:30 p.m.*

**AGENDA**

I. Project Updates

- A. Master Project List/Calendar
- B. Proposition 39 Projects (CO Memo)
- C. Scheduled Maintenance Projects (CO Memo)
- D. Facilities Master Plans
- E. Capital Projects Status Report
- F. Space Inventory
- G. Sustainability Projects

II. Professional Services

- A. Architect and Engineer RFQs
- B. Construction Management RFQs

III. Maintenance and Operations

- A. Fire Alarm Systems – College Oversight and Contracts
- B. District-wide Product and Service Agreements
- C. Key/Access Control Upgrade
- D. Parking Lots
- E. Landscaping

IV. Reporting

- A. Facilities Report to the Board
- B. Standardized Project Status Reports

V. Other

VI. Meetings

- A. Tuesday, November 20, 2018, CAADO Conference Room #334A, 3:00pm – 4:30pm
- B. Proposed Future Meeting Dates:
  - February 26, 2019
  - May 28, 2019
  - August 27, 2019
  - November 19, 2019
  - February 25, 2020
  - May 26, 2020
  - August 25, 2020
  - November 17, 2020

*RIVERSIDE COMMUNITY COLLEGE DISTRICT*  
*Facilities Working Group*

*August 28, 2018*  
*CAADO – Conference Room 334A*  
*3:00 p.m. - 4:30 p.m.*

MEETING MINUTES

Members Present:

Aaron Brown	(District)
Majd Askar	(District)
Bart Doering	(District)
Myra Nava	(District)
Nathaniel Jones	(Moreno Valley College)
Robert Beebe	(Moreno Valley College)
Michael Collins	(Norco College)
Javier Sierra	(Norco College)
Mehran Mohtasham	(Riverside City College)
Rachelle Arispe	(Recorder)

Members Not Present

Chip West	(Riverside City College)
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I. CALLED TO ORDER

A. By Aaron Brown

1. Brown explained that he wants to use the working group to talk about a lot more items rather than routine maintenance and operation items. He wants it to be a shared governance body that will eventually help everyone be on the same page.

II. PROJECT UPDATES

A. Master Project List/Calendar

1. The purpose of the project list/calendar is to identify the projects that are scheduled or anticipated for the entire year. The project list/calendar will assist as a benchmark so the district and colleges can be on the same page for planning, scheduling, and

meeting deadlines for Board of Trustee meetings, bid openings, specs, etc. This will assist the district office in being responsive to meet the needs of the colleges.

2. Brown briefly reviewed the lists that RCC and NC provided with their scheduled maintenance and capital projects.
3. Brown suggested using RCC's project list template with a column added for 'project construction start date'. The list will include Capital, Measure C and Scheduled Maintenance projects.
4. Askar commented that the start date is critical. Having the start date on the project list will assist purchasing with developing their timelines for bid openings, etc.
5. Brown indicated that there is a plan to develop a documented path to assist with a facilities process. Once the Associate Vice Chancellor (AVC) of Facilities Planning and Development (FPD) is recruited, the AVC will be tasked with developing an organizational structure and having procedural manuals for facilities planning and projects.
6. Askar added that she highly recommends the college departments go through Facilities to vet a project. Projects should not be done by the department as there are major items that can be missed such as DSA, liquidated charges, construction duration, etc.
7. Askar will email the project list template to the working group for them to fill in. Once the lists are received, Askar will combine the information. The file will be maintained on a shared drive or possibly added to Logic Domain.

**B. Proposition 39 Projects/Scheduled Maintenance Projects (CO Memo)**

1. Askar provided an update regarding the scheduled maintenance projects. She indicated that all of the projects are encumbered. However, any current projects that are in bidding and that come under bid, the funding will be unencumbered.
2. The colleges provided a brief update on their Prop 39 and scheduled maintenance projects.
3. Askar provided an update on the Gomez ADA litigation. She indicated that the bids came in over budget. Therefore, they have to do a non-responsive for the third time. The next bid is going to have a realistic scope to get under the maximum funding amount, than we will have additive alternates. If the fourth bid does not come in under budget, then the funding will need to be reallocated for instructional equipment, etc. The district plans to have a meeting with RCC to review and discuss the scope.
4. Nava reminded the group that the 2018-19 Project Funding Proposals (PFP) and the Five-Year Construction Plan are due to the state on October 1<sup>st</sup>. The due date for the colleges to FPD is September 14<sup>th</sup>.

#### C. Facilities Master Plans

1. Discussions ensued regarding the status of the Facilities Master Plans for each of the colleges. The colleges plan to submit their Facilities Master Plans to the Board of Trustees as follows:
  - a. MVC – Spring 2019
  - b. NC – Winter 2019
  - c. RCC – Winter 2019

#### D. Capital Projects Status Report

1. Doering provided an update on some of the projects that FPD is working on.
  - a. MVC BCTC Platform – Askar is currently reviewing the funding source and will update the group to make sure the funding is good.
  - b. Norco Veterans Center – Doering will create a project schedule to assist the college. Cheatham has the projected costs. Collins is the point of contact for the project. Brown suggested that although there is a straight appropriation and after the scope is defined, Collins should forward the project to the Board of Trustees.
  - c. Early Childhood Center (ECC) and Housing at NC – Collins has some programming and planning to be completed by September 2019. Collins indicated that the housing may be separate from ECC.
  - d. Digital Marquee at NC – Brown suggested to Collins that NC should update the Board of Trustees on the completion of the project. He thinks the Board would be interested since there has been discussions about a need for the sign.

E. Space Inventory

1. Nava provided an update on space inventory. She indicated that she has spent a lot of time with Eric Mittlestead (Planning Consultant) on training in FUSION. Nava will follow up with the VPBS' on the status of their space inventory reports.

F. Sustainability Projects

1. Brown indicated that the sustainability projects will be a part of the district's strategic plan and they will become a priority.

2. Collins suggested maybe looking into an energy master plan. NC will be completed one.
3. Nava commented that she has been researching sustainability projects within the state. She found that there are some recycling grants that could be of interest. She is still researching and will provide further information.

### III. PROFESSIONAL SERVICES

#### A. RFQs for Construction Management (CM), Architect and Engineer

1. Askar reminded the group that the CM, Architect and Engineer firms will be submitted to the Board of Trustees for approval in October. Askar requested the VPBS decide on how many firms they want on the list.
2. Brown provided a brief outline on the process of the professional services.

### IV. MAINTENANCE AND OPERATIONS

#### A. Fire Alarm Systems – College Oversight and Contracts

1. Collins inquired on the vendor for testing and maintenance of fire alarm systems. Askar responded that Apple Valley does all three colleges. Brown suggested to combine the contract to get better pricing.

#### B. District-wide Product and Service Agreements

1. Askar indicated that the Waxi and elevator maintenance contract is expiring. It is an option to the colleges if they want to bring in a new vendor.
2. Further discussion ensued regarding a district wide product and service agreement.

#### C. Key/Access Control Upgrade

1. Collins inquired on the district wide process. He was not sure if it is all done in-house or if we outsource. Collins suggested to build a hierarchy because it seems like we have lost patent protection.
2. Mehran is going to check with RCC on the process and return to the group with more information.

D. Parking Lots/Landscaping

1. Brown commented on his recent visit to NC and the decrepit parking lot. He reminded the group that redevelopment funds could be used for repaving the parking lots. Collins indicated that the parking lot repair is planned.

V. REPORTING

A. Facilities Report to the Board

1. Brown reminded the group that it is always good to keep the Board of Trustees apprised of the facilities projects at their colleges. He suggested for the colleges to take an update to the board on their scheduled maintenance projects.

B. Standardized Project Status Reports

1. Jones suggested on creating a Standardized Project Status Report that reflected all of the projects. Brown requested Jones to forward a draft of the report to the group to review and it could be discussed at the next meeting.

VI. FUTURE MEETING(S)

- A. Brown requested the Facilities Working Group meetings be monthly. Dates would be suggested and emailed to the group.

**California Community Colleges Chancellor's Office  
Proposition 39: District Close-out Report (as of August 21, 2018)**

District	Total Number of Projects Approved	Total Amount of Encumbered Prop 39 Funds	Total Number of Projects Not Closed Out	Total Prop 39 Funding Encumbered for Projects Not Closed Out	Prop 39 Funds Available from Project Savings
Allan Hancock Joint Community College District	11	\$ 1,555,352	1	\$ 1,061,036	\$ -
Antelope Valley Community College District	7	\$ 1,845,897	5	\$ 1,163,889	\$ -
Barstow Community College District	5	\$ 406,954	2	\$ 176,246	\$ -
Butte-Glenn Community College District	6	\$ 1,751,917	1	\$ 112,522	\$ -
Cabrillo Community College District	22	\$ 1,720,042	5	\$ 610,591	\$ -
Cerritos Community College District	11	\$ 2,777,940	3	\$ 961,551	\$ -
Chabot-Las Positas Community College District	15	\$ 2,646,333	11	\$ 2,064,555	\$ -
Chaffey Community College District	10	\$ 2,459,851	2	\$ 1,538,729	\$ -
Citrus Community College District	13	\$ 1,871,462	5	\$ 839,319	\$ -
Coast Community College District	18	\$ 5,169,121	5	\$ 1,710,569	\$ -
Compton Community College District	8	\$ 951,149	3	\$ 397,311	\$ -
Contra Costa Community College District	25	\$ 4,506,579	10	\$ 2,776,435	\$ -
Copper Mountain Community College District	4	\$ 245,180	1	\$ 112,284	\$ -
Desert Community College District	7	\$ 1,313,026		\$ -	\$ -
El Camino Community College District	14	\$ 3,052,537	4	\$ 1,223,827	\$ -
Feather River Community College District	6	\$ 262,593	2	\$ 210,005	\$ -
Foothill-DeAnza Community College District	19	\$ 4,434,542	17	\$ 4,234,542	\$ -
Gavilan Joint Community College District	11	\$ 856,312	3	\$ 456,875	\$ -
Glendale Community College District	26	\$ 2,456,669	26	\$ 2,456,669	\$ -
Grossmont-Cuyamaca Community College District	24	\$ 2,980,837	3	\$ 1,341,956	\$ -
Hartnell Community College District	4	\$ 1,156,728	3	\$ 920,224	\$ -
Imperial Community College District	11	\$ 1,106,658	2	\$ 662,168	\$ -
Kern Community College District	19	\$ 3,217,195	4	\$ 779,880	\$ -
Lake Tahoe Community College District	8	\$ 278,170	1	\$ 119,003	\$ -
Lassen Community College District	2	\$ 271,822	2	\$ 271,822	\$ -
Long Beach Community College District	14	\$ 3,324,615	4	\$ 1,862,502	\$ 335,439
Los Angeles Community College District	62	\$ 16,965,757	54	\$ 15,976,651	\$ -
Los Rios Community College District	51	\$ 8,378,644	40	\$ 6,960,350	\$ -
Marin Community College District	6	\$ 668,507	3	\$ 546,337	\$ -
Mendocino-Lake Community College District	11	\$ 462,536	1	\$ 173,496	\$ 10,398
Merced Community College District	24	\$ 1,560,648	12	\$ 961,984	\$ -
MiraCosta Community College District	8	\$ 1,725,121	2	\$ 1,046,999	\$ -
Monterey Peninsula Community College District	9	\$ 1,086,433	6	\$ 882,876	\$ -
Mt. San Antonio Community College District	3	\$ 4,949,772	2	\$ 3,929,543	\$ -
Mt. San Jacinto Community College District	11	\$ 1,832,069	4	\$ 691,421	\$ -
Napa Valley Community College District	11	\$ 903,176	6	\$ 441,699	\$ -
North Orange County Community College District	15	\$ 5,701,379	5	\$ 3,078,735	\$ -
Ohlone Community College District	14	\$ 1,301,960	5	\$ 293,269	\$ -
Palo Verde Community College District	5	\$ 298,703	1	\$ 88,824	\$ -
Palomar Community College District	7	\$ 2,982,348	1	\$ 1,937,058	\$ -
Pasadena Area Community College District	17	\$ 3,678,639	11	\$ 2,920,708	\$ -
Peralta Community College District	13	\$ 3,045,162	7	\$ 2,254,729	\$ -
Rancho Santiago Community College District	15	\$ 4,714,095	2	\$ 1,026,409	\$ -
Redwoods Community College District	5	\$ 643,236	2	\$ 349,150	\$ 104,090
Rio Hondo Community College District	12	\$ 2,045,263	2	\$ 1,109,793	\$ -
Riverside Community College District	24	\$ 4,482,777	10	\$ 2,861,935	\$ -
San Bernardino Community College District	14	\$ 2,419,894	6	\$ 1,663,927	\$ -
San Diego Community College District	51	\$ 6,915,578	11	\$ 3,087,278	\$ -
San Francisco Community College District	11	\$ 4,100,711	7	\$ 2,401,500	\$ 82,402
San Joaquin Delta Community College District	14	\$ 2,491,611	7	\$ 1,263,174	\$ -
San Jose/Evergreen Community College District	13	\$ 2,039,519	4	\$ 1,035,205	\$ -
San Luis Obispo County Community College District	10	\$ 1,306,369	1	\$ 16,258	\$ -
San Mateo County Community College District	10	\$ 2,965,449	4	\$ 1,207,246	\$ -
Santa Barbara Community College District	4	\$ 2,206,701	1	\$ 422,436	\$ -
Santa Clarita Community College District	13	\$ 2,524,792	9	\$ 1,643,880	\$ -
Santa Monica Community College District	6	\$ 3,506,669	2	\$ 2,563,373	\$ -
Sequoias Community College District	9	\$ 1,488,453	5	\$ 719,566	\$ -
Shasta-Tehama-Trinity Joint Community College District	8	\$ 1,137,505	4	\$ 94,803	\$ -
Sierra Joint Community College District	11	\$ 2,382,460	3	\$ 1,362,206	\$ -
Siskiyou Community College District	7	\$ 419,475	1	\$ 92,574	\$ -
Solano Community College District	8	\$ 1,264,457	3	\$ 552,010	\$ -
Sonoma County Junior College District	19	\$ 3,034,847	11	\$ 2,114,052	\$ -
South Orange County Community College District	7	\$ 4,374,619	3	\$ 1,793,701	\$ -
Southwestern Community College District	17	\$ 2,496,977	3	\$ 751,300	\$ -



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District	Total Number of Projects Approved	Total Amount of Encumbered Prop 39 Funds	Total Number of Projects Not Closed Out	Total Prop 39 Funding Encumbered for Projects Not Closed Out	Prop 39 Funds Available from Project Savings
State Center Community College District	13	\$ 4,547,957	2	\$ 1,914,406	\$ -
Ventura County Community College District	19	\$ 4,165,175	12	\$ 2,459,989	\$ -
Victor Valley Community College District	4	\$ 1,513,028		\$ -	\$ -
West Hills Community College District	7	\$ 847,058	3	\$ 494,639	\$ -
West Kern Community College District	8	\$ 419,922	2	\$ 207,437	\$ -
West Valley-Mission Community College District	10	\$ 2,375,442	1	\$ 330,000	\$ -
Yosemite Community College District	12	\$ 2,695,789	7	\$ 1,718,326	\$ 74,668
Yuba Community College District	24	\$ 1,217,837	9	\$ 758,750	\$ 5,121
<b>TOTALS</b>	<b>972</b>	<b>\$ 184,904,000</b>	<b>422</b>	<b>\$ 106,264,512</b>	<b>\$ 612,118</b>



**TO:** Chief Business Officers  
Facilities Directors

**FROM:** Carlos Montoya, Director  
Facilities Planning Unit

**RE:** FY 2018-19 Scheduled Maintenance and Special Repairs Program 5-Year Plan

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On October 1, 2018, the 2018-19 Scheduled Maintenance and Special Repairs Program 5-Year Plan (SMSR 5YP) will be due to the Chancellor's Office for review. For the current 2018-19 SMSR 5YP, the 2018-19 Project Funding Proposals (PFPs) are now the first year of the 5-Year Plan, with a 4-year planning horizon. Since the 2018-19 PFPs are the first year of the plan, the deadline for 2018-19 PFPs submissions has been extended to align with the submission of SMSR 5YP in FUSION 2. The SMSR 5YP submission is communicated to the Department of Finance annually to advocate for future funding, therefore it is important the information is up to date.

#### **FY 2018-19 PFP and SMSR 5YP Submissions**

PFPs are now included in district's SMSR 5YP in the FUSION 2 Scheduled Maintenance module. Districts are now able to convert projects from its SMSR 5YP into PFPs without duplication of data entry. This enhancement was a component of the new Scheduled Maintenance module that became available in FUSION 2 on October 30, 2017.

#### **Subsequent FY PFP and SMSR 5YP Submissions**

Districts' SMSR 5YPs and PFPs submissions will now be due to the Chancellor's Office on the same day. After the 2019-20 Budget Act has been approved by the Governor, the Chancellor's Office will release a memo with the Physical Plant and Instructional Support district allocations, block grant certification form with instructions, and expenditure of funds guidelines. On October 1, 2019, the SMSR 5YP and 2019-20 PFPs will both be due.

For additional instruction on how to prepare the SMSR 5YP and any PFP in FUSION 2, please refer to the 2018 [Physical Plant and Instructional Support Guidelines](#). If you have any questions, please contact Ronnie Slimp at (916) 324-8901 or [rslimp@cccco.edu](mailto:rslimp@cccco.edu).