

**Facilities Working Group Meeting**

January 27, 2020 – CAADO  
Conference Room 334A  
2:00p.m. – 3:30p.m.

**AGENDA**

- I. Welcome and Call to Order
- II. Approval of Minutes
- III. Facilities Planning Updates
  - A. Facilities Master Plans Updates
  - B. Five (5) Year Capital Construction Plans
  - C. Five (5) Year Scheduled Maintenance
  - D. Facilities Conditions Assessment
  - E. RCCD Potential Student Housing
  - F. Board/Administrative Policies
  - G. Staffing Support
  - H. Sustainability Initiatives
  - I. Total Cost of Ownership
  - J. Long-Term Capital Facilities Program
  - K. Energy Usage Data
  - L. RFQ for CM, Architect, Engineer Services
- IV. Project Updates
  - A. Master Project List/Calendar
  - B. Capital Projects Status Report
  - C. Scheduled Maintenance Projects
  - D. Sustainability Projects
- V. Maintenance and Operations Updates
  - A. Key/Access Control Upgrade – Update
  - B. District-wide Alternate solution – Drinking Water
  - C. Other M&O
- VI. Other
  - A. District Strategic Planning Council
  - B. Parking/Traffic Study, RCC
  - C. Norco College Fuel Cell

## **FACILITIES WORKING GROUP**

*January 27, 2020 CAADO –  
 Conference Room 334A  
 2:00 p.m. – 3:30 p.m.*

### **MEETING MINUTES**

#### **MEMBERS AND ATTENDEES:**

Name	Title	Present YES/NO
<b>Nathaniel Jones</b>	Moreno Valley College - Vice President Business Services	YES
<b>Michael Collins</b>	Norco College – Vice President Business Services	YES
<b>Steven Marshall</b>	Norco College – Director of Facilities M&O	YES
<b>Chip West</b>	Riverside City College – Vice President Business Services	YES
<b>Robert Beebe</b>	Riverside City College – Director of Facilities M&O	NO
<b>Martin Morozowsky</b>	Riverside City College – Interim Assistant Director of Facilities M&O	YES
<b>Majd Askar</b>	District – Director of Business Services	YES
<b>Hussain Agah</b>	District - Associate Vice Chancellor, FPD	YES
<b>Mehran Mohtasham</b>	District - Director of Capital Planning	YES
<b>Bart Doering</b>	District – Facilities Development Director	YES
<b>Myra Nava</b>	District – Facilities Planning Specialist, Support Services	YES
<b>Janna Accomando</b>	District - Facilities Planning Specialist, Accounting	YES
<b>Evelyn Ault</b>	District – FPD (Recorder)	YES

#### **I. CALLED TO ORDER**

A. By Hussain Agah

#### **II. APPROVAL OF MINUTES**

1. Motion to Approve December 16, 2019 Meeting Minutes by Morozowsky. Second by Mohtasham.

#### **III. FACILITIES PLANNING UPDATES**

##### **A. Facilities Master Plans Updates**

1. **MVC:** College’s facilities master plan (FMP) was BOT approved in June 2019. College continues to work on the educational master plan with the intent to go to the BOT in May or June 2020 with the facilities master plan as a comprehensive master plan. The Ben Clark Training Center will be treated as a separate chapter in the comprehensive master plan. There are no changes to the priority list. Jones will share an update at the February 25 Facilities Working Group meeting.
2. **NC:** College’s facilities master plan (FMP) was BOT approved in June 2019 with comments (removing student housing and middle college). The FMP will not go to the BOT.

3. **RCC:** In September 2019, college re-engaged Gensler to update the 2018 FMP to provide Phase (I) and (II) projects with programming requirements and develop project budgets. Gensler presented the final drawings for the college committee for review in January 2020. A tentative priority list and a JCAF for each project was provided to FPD in mid-January 2020. The college will conduct Strategic Planning meetings in the month of February 2020 and provide a final prioritized list to FPD by the deadline date of February 28, 2020. FPD and the college continue working on the total project budget.
4. The BOT, the Chancellor and the public requested a certified project list that includes the college's prioritized project lists and project amount. A handout of the draft Prioritized Project List was provided to the group. The document will be public under Measure A Information on the District website, including project descriptions. Agah provided changes from Prop 51 that will be on Prop 13.

**ACTION:**

- FPD and the colleges will provide comments on the draft Prioritized Project List.

**B. Five (5) Year Capital Construction Plans**

1. FPD met with the three colleges on January 6, 2020 to determine next year's strategies. The 5Yr CCP will align with the college's FMPs. ALMA Strategies and FPD met with each college on January 14 and 15, 2020 to determine their own 5Yr CCP and discuss potential IPP/FPPs. The outcome of the meetings are as follows:
  - i. **RCC:**
    - a) New FPP - Cosmetology since Life Science/Physical Science was already approved
    - b) Potential IPPs - MLK, Bradshaw, Quad and Performing Arts Complex Phase II.
  - ii. **MVC:**
    - a) Pending FPP – Library Learning Center, if approved Biological/Physical Science will move to an FPP.
    - b) Potential IPPs – Kinesiology, Athletics, resubmit Ben Clark Training Center Education Center Building Phase II, and Visual Performing Arts Center.
  - iii. **NC:**
    - a) Pending FPP - Center for Human Performance and Kinesiology. If not approved it will not be resubmitted and the Library Learning Resource Center will be submitted.
    - b) Potential IPPs - STEM Phase II, Student Services Welcome Center, Social & Behavioral Science Phase I and Center for Human Performance and Kinesiology.
2. An architect will be engaged to put the FPPs together for the colleges. FPD recommends one architect for all three colleges. FPPs need to be finalized by April 2020. All IPPs will be prepared by ALMA Strategies.
3. RCC Life Science/Physical Science FPP was submitted years ago and is now included in the Governor's budget for 2020/2021. RCC and District will secure an architect in April 2020 to be ready when the DF-14 form is received in mid-July from the State. The first submittal is due in December 2020.
4. The State has not finalized the revised scoring methodology. The call letter could be received late, in February 2020.
5. FPD is working with RCCD Ed Services and ALMA Strategies to update and capture the FTES and FTEF in FUSION by college, identifying off-campus and on-campus.

**ACTION:**

- NC and MVC will discuss engaging Cannon Design to prepare FPPs.
- RCC will provide a list of committee members to FPD for the selection of the architect for Life Science/Physical Science FPP.
- FPD will provide the colleges with the revised list to capture the generated FTES and FTEF.

**C. Five (5) Year Scheduled Maintenance & Instructional Supplies**

1. The IS report was submitted to the State on December 13, 2019. No comments were received.

**ACTION:**

- None

**D. Facilities Conditions Assessment**

1. Agah stated that the facilities conditions assessment built in FUSION is outdated and hard to track and manage, and the District is looking for different solutions.
2. Nava stated there is a way to look at the State's assessment schedule to see which colleges will be looked at within that year. The assessments are done every 3 – 5 years, the last was completed in April 2017. The colleges are due for another assessment within the next year or two.

**ACTION:**

- Nava will relay the information to the colleges when the notice is received from the Foundation.

**E. RCCD Potential Student Housing**

1. Agah stated a proposal was submitted to the City of Riverside for potential student housing near the new library. The developer, Overland Pelican Riverside (OPR), submitted the proposal to the city and named RCCD as the main beneficiary of the project. OPR/RCCD is the only proposal for the project under a proposed P3 (Public Private Partnership) arrangement with OPR. If the District is selected there will be a market study to determine how many beds will be needed district-wide, and what would be the best rent price for students. The student housing will be for all three colleges. The City interview occurred on August 28, 2019. The proposal was accepted by the evaluation committee and will move to the next level through the City Development Committee in February 2020. If approved by the development committee it will go to the City Council.
2. Agah stated Brailsford and Dunlavey were selected from six consultants that were interviewed who specializing in P3 in higher education setting.
3. The housing demand analysis will be done in March 2020 by Scion Advisory Services. The study will rely on student data received from the colleges.

**ACTION:**

- None

**F. Board/Administrative Policies**

1. Agah and Brown will review the second draft of the BP/AP for Land Use Development, Public Private Partnership and Real Estate Management with the new General Council when that position is filled. RCCD is working with legal to develop a policy for P3.
2. Askar reviewed policies and submitted changes to Brown.

**ACTION:**

- Askar will work with Agah to ensure agreement between departments regarding the changes to the BP/AP's.
- The BP/AP changes will be brought to the Facilities Working Group to provide their comments on the existing draft.

**G. Staffing Support**

1. Staffing levels will be determined if/when the Measure A bond passes. Hiring Facilities Development Directors dedicated for each college is the best approach as discussed last year. A plan will hopefully be provided by March 2020.

## H. Sustainability Initiatives

### 1. CCCC'O BOG Policy:

- i. Agah shared the California Community College Chancellor's Office Board of Governors: Climate Action, Sustainability Policy includes Renewable energy, LEED Certified Building, Carbon Neutrality, Energy Conservation Measures, Waste Management, Recycling, etc. The State issued a new BOG policy regarding sustainability and wants all of the community colleges to adopt that policy. The existing policy was adopted by BOT in 2010.

### 2. Solar Planning Initiative:

- i. A district-wide solar planning initiative is being developed at the Chancellor's request. The committee has been formed, the first meeting was on November 22, 2019. A consultant will be hired to provide technical and financial advice. The RFQ/P advertised on November 15, 2019. (7) Seven proposals were received. Electronic copies were forwarded to the Committee. The committee's ranking scores were completed by November 27, 2019. Three (3) consultants, DLR Group, Willdan, and ARUP were selected and interviewed on January 13, 2020. The initiative will be funded through the District.
- ii. A meeting with Askar and the college VPs to discuss strategy and negotiations with the top two companies is scheduled for January 27, 2020. The goal is to negotiate the price.
- iii. The chosen vendor and the Solar Plan is scheduled to be presented to the February 21 District Strategic Planning Council (DSPC), the March 2 Chancellor's Committee meeting, and the Regular BOT meeting on March 17, 2020. After the winning proposer is selected and BOT approved they will begin to work with the district team to develop the solar master plans at each college which could take four to five months. Hopefully a plan will be done by July 2020.

#### **ACTION:**

- None

## I. Total Cost of Ownership

1. Agah stated that the district will be working with the colleges to develop a TCO prototype that will be applicable to all of the colleges. The TCO prototype is a requirement for Accreditation as well as for the Bond. It will capture all utilities, maintenance, custodial and grounds. Moving forward the TCO will include language to capture architectural services. The process is ongoing. Agah requested thoughts from the colleges:
2. Jones stated there are three issues to solve when discussing TCO:
  - i. Setting standards for future buildings, re: grounds, custodial, utilities, etc.
  - ii. Operating expenses and the mechanism of how that information gets built into the budget.
  - iii. The approach to dealing with the deferred maintenance that is already at a back-log due to inadequate funding.
3. Agah stated that if, or when, the Bond passes, there will be some money for each college for possible deferred maintenance.
4. Jones inquired if the TCO includes the O&M and personnel portion and suggested developing a matrix or standard benchmark so that when the Board is approving the development of a new facility there will be some correlation to staffing needs to maintain it.
5. There are APPA standards in place to maintain custodial and grounds staffing levels. The colleges need to decide what level of the standards to put in place.
6. BFS has been discussing the funding of potential new positions.

#### **ACTION:**

- Mohtasham will assemble a TCO task force to begin developing steps.

## J. Long-Term Capital Facilities Program

1. Agah has met with the college VPs to review the Long Term Capital Facilities Program (LTCFP) document for feedback. The document is scheduled to go through several shared governance processes: DBAC (District Budget Advisory Council), DSPC (District Strategic Planning Council), and Chancellor's

Cabinet. The LTCFP will be presented to the District Budget Advisory Council (DBAC) on February 21, to the District Strategic Planning Council (DSPC) on February 21, to the Chancellor's Cabinet meeting on February 24, to the Chancellor's Cabinet meeting on March 2 and to the Regular BOT meeting on March 17, 2020. BF&S has set aside some funds for Solar Initiative.

2. The LTCFP will include the following strategic facilities planning initiatives:
  - i. Sustainability Plan (SP) – Districtwide
  - ii. Aerial Topography Mapping Survey (ATMS) – College-specific
  - iii. Underground Utilities Mapping and Conditions Assessment (UMCA) and Infrastructure Program (UIP) – College-specific
  - iv. Integrated Energy Plan (IEP) – College-specific
  - v. Owner Program Requirement (OPR), District Standards (DS), and Colleges Building Design Guidelines (CBDG) – Districtwide with College-specific
  - vi. California Environmental Quality Act (CEQA) Campus Program Environmental Impact Reports (EIR) – College-specific
  - vii. ADA Transition Plan, Accessibility Compliance and Wayfinding College-specific
  - viii. Information Technology Infrastructure Plan (ITIP) – Districtwide with College-specific
  - ix. Safety and Security Plan (SSP) – Districtwide with College-specific
  - x. Comprehensive Facilities Conditions Assessment (FCA) –College-specific
  - xi. Project Management Information System (PMIS)
  - xii. Procurement Strategies and Project Alternative Delivery Systems Assessment
3. The process is ongoing. No new details.

## **K. Energy Usage Data**

1. There are no tools, dashboard or platform to calculate each college's energy usage. The information is being entered manually by Nava in an excel spreadsheet. Mohtasham provided data comparing the college's use by year. FPD is looking into an energy information and analytical platform that allows each college to check water, gas, electric and solar usage. No new details.

### **ACTION:**

- Mohtasham will provide cost information to the colleges.

## **L. RFQ for CM, Architectural, Engineering Services**

1. An RFQ process to qualify a list of CM, Architects and Engineers went to BOT on November 13, 2018. The RFQ stated "...the District will continue to pre-qualify new interested firms on an as-needed basis". Purchasing receives many requests to be added to that list and increasing the pool would help if/when the bond passes.
2. Purchasing asked the Facilities Working Group the following:
  - i. Keep the current list and qualify more vendors/firms?
    - a Yes, after establishing a process for adding to an existing prequalified list.
  - ii. Do an RFQ for CM first?
    - b Yes, to include a distinction between CM Agency and CM Multi-Prime
3. To meet the April 21 BOT timelines purchasing would have to email The Press Enterprise and email the invitations by Feb 3.
4. RFQs for Engineering Services would need to be broken out by specific discipline.
5. The colleges Faculty, students and administrators would be engaged at the point of choosing a vendor/firm from the prequalified list at the time it is project specific.
6. The process of selecting a firm needs to be consistent and transparent. The BP says anything under \$10,000 select one, anything over \$10,000 up to the bid threshold, get three quotes. This RFQ is related to professional services and does not fall under that policy, however, Purchasing takes it to the Board if it is over the threshold.

**ACTION:**

- Askar will send a CM RFQ template and the timeline to the Facilities Working Group.

#### **IV. PROJECT UPDATES**

##### **A. Master Projects List/Calendar**

1. FPD and Purchasing are discussing the viability of changing the procurement numbering format. The proposed change will enable a project to be tracked in its entirety even when crossing fiscal years, will identify the college that the project is for, and different procurements (contractor classification/professional services) for the project. The current bid numbers are sequential based on the fiscal year, which makes it hard to track for multi-year capital outlay project. The new process has not been finalized. Not discussed.

**ACTION:**

- None

##### **B. Capital Projects Status Report**

Doering reported on the following:

1. **RCC:**

- i. **RCC Greenhouse Project:** The project will be two phases and will have a separate Public Works portion that will be bid. New DSA requirements to review the greenhouse structure for accessibility will add cost to the project. The project is on hold with DSA. Doering devised a new plan to bid the project, saving \$152,000 by not using KYA. An agreement with Conley's Greenhouse Manufacturing and Sales has been processed. The plans have been sent to the architect for review but they do not meet the required ADA requirements, per DSA. The architect is still coordinating these requirements with Conley to get resolved by the end of January. Once resolved the plans can be submitted with the architect plans to DSA. Once DSA approved the project will be bid. FPD has provided updates to Faculty, when DSA confirmation is received an email with the project status will be sent to everyone.

**ACTION:**

- None

2. **MVC:**

- i. **Student Services Welcome Center Project:** The CEQA document went to the November 19 BOT. There was a meeting with Southern California Gas (SCE) on November 1, 2019 to determine what needs to be approved. FF&E has been reviewed with Faculty and was approved and sent to the architect. The plans are scheduled to go to DSA on February 13, 2020, FPD hopes to receive approval the same day.

**ACTION:**

- None

- ii. **BCTC Training Platform Facility Project:** The bids were opened on October 24, 2019. The overall project budget is over budget by over \$650K. The bids and the project budget were discussed at the meeting with Holt Architects, Tilden-Coil on October 31, 2019. The board report to augment the project budget went to the BOT and was approved on December 10, 2019. Purchasing issued a Notice to Proceed (NTP) on January 10, 2020. Contractor submittals for architect review are being received by Tilden-Coil. Grading is complete, utilities are being installed.

**ACTION:**

- None

- iii. **BCTC Education Center Building (Phase I):** The project is in the Design Phase. Progress meetings will be held at the BCTC site every two weeks. The architect's estimate included additional costs and was based on the schematic level design, it was about \$2 million over the project budget. The college requested a revised estimate, SVA reviewed costs with the college and the district with a follow-up meeting on February 5, 2020. SVA provided a proposal for an Agreement Amendment No. 1 for furniture. The geological report is approved, work began on January 25, 2020. Topographical report has been received. Part of the TOPO consultant is to determine the set-backs for the utilities and roads. The college is exploring the use of all-inclusive restrooms at the facility. These types of concepts will be discussed while working on the District standards.

**ACTION:**

- None

- iv. **Organic Chemistry Lab:** The project is designed to address MVC losing students due to absence of organic chemistry labs; students take these classes at other CCDs and never come back to MVC. FPD provided the college with an estimated project budget of about \$2 million. The college does not have a funding source for the project but agrees to move forward with feasibility studies and architect proposals. The project is on hold.

**ACTION:**

- None

3. **Norco:**

- i. **Veterans Resource Center Project:** Plans and specs were approved by DSA. DTSC approved the revised plans and their comments will be included in the CEQA document. The CEQA document (IS/MND) has been BOT approved and filed with the County. It will be listed for 30 days for public comment. The constructability review occurred on November 18, 2019 with the architect and Tilden-Coil. There is \$1 million being re-allocated from Work Force Development for the project. The current project estimate is over budget according to projects architect. Tilden-Coil has been hired to conduct a constructability review. The timeline for bidding has been pushed to February or March 2020 because the CEQA document has to be included in the bid documents. The district/college met with Tilden-Coil and architect on December 17, 2019 to discuss validation of the project estimates, constructability review comments, and options to lower the project cost. The CEQA document will go to the February 18, 2020 BOT meeting. Once complete Dudek will file with the County of Riverside.

**ACTION:**

- None

- ii. **Early Childhood Center Project:** The College received a \$5.0 million State Grant to support the planning of the development of the ECEC at NC. The State Appropriation report identified \$5.0 million in Schedule (1) to support the planning and development of the center. The Chancellor and Vice Chancellors reached out to the City Legislators and approved ECEC at Stokoe in lieu of NC site. The Stokoe Center was renovated many years ago and is still maintainable. In 2004 the District entered into a 40 year real estate agreement for the space. The college completed the Instructional Program plan that will drive the project's modernization phase. The first phase will be IT, A/V, and FF&E, for a potential four month construction period. The project remains on hold to allow the Alvard Unified School District's Board and Superintendent the time to review the project and agree on program requirements. An RFQ/P was issued for an architect with a deadline to submit proposals on November 21, 2019. The site walks that were scheduled for Tuesday, November 19, 2019 and were canceled. FPD will reengage as soon as the decision is made. The project is still on hold, no new details.



**ACTION:**

- None

- iii. **Sport Field Turf Replacement project:** Installation date is February 24, 2020. The project will go to DSA for the accessibility component. HGA Architect has been engaged. The path of travel is being funded by the college. \$495K funded by Measure C.

**Action:**

- None

## 2. Scheduled Maintenance Projects Updates

### 1. Doering:

- ii. **MVC:** Accessibility, ADA Upgrades, Parking Lot B project: The project is complete. The Notice of Completion (NOC) went to the December 10, 2019 BOT.
- iii. **RCC:** Elevator replacement: The architect is working to revise the plans and submit to DSA for access only.
- iv. **NC:** ADA Scheduled Maintenance, Parking Lot B&D project: The Notice to Proceed was issued in December 2019, the project is scheduled to begin in January 2020. The Schedule of Values was received late. The contractor Cinbad was issued the Notice of Award. The project began January 13, 2020, the contractor is two weeks behind.

**ACTION:**

- None

### 2. Current Outstanding Projects:

- i. **MVC Elevator Modernization:** The project kick-off meeting has occurred. All MVC Scheduled Maintenance projects will be complete when the two Elevator Modernization projects are done. SGH Architect has been working on the drawings and DSA access only approval. Still waiting for SGH for update.
- ii. **MVC File Alarm Upgrades:** the funding source is Measure C. currently the project is in the design and planning phase. SGH architect has been engaged and working on the drawing and DSA approval.

**ACTION:**

- None

- iii. **RCC Elevator Renovations SM17/18:** Went out to bid, the bids came in well above the project's budget. As a result Ceramic/Art elevator tower (one of the four elevator modernizations) has been eliminated but it will be demolished as part of the Master Plan upgrades. There are remaining funds from the Parking Lot ADA project that will be reconciled to see if the extra funds will cover the elevators renovations. The project will be bid again. SGH Architect is working to revised the drawings/bid documents.
- iv. **Math & Science and Nursing Boiler Replacement SM 17/18:** Capital Project from has been sent to the district with bid documents, waiting for purchasing department to post it. Anticipated finish date: July 2020.
- v. **ECS HVAC Replacement/Upgrade SM18/19:** Completed in December 2019.

**ACTION:**

- None.

- vi. **NC:** One elevator at Student Services will be upgraded for 19/20. An architect has been engaged. The plans are being developed. A general contractor will be hired then it will go to DSA for approval. Not discussed.

**ACTION:**

- None

### **3. Sustainability Projects**

1. Mohtasham stated RCC will add an additional 10 EV Charging Stations through EV Connect on the campus for a total of 13. The new stations will be paid for with one-time funding. There is also a request to add charging stations at the District office. Mohtasham recommended discussing this at the Parking Committee meeting before moving forward. The services will be charged back to the consumer after the college works with the CTA and CSEA. Not discussed.

**ACTION:**

- Morowzowsky will send ChargePoint information for the billing information to Marshall.

2. RCC is working to implement a wireless irrigation system that will eliminate labor hours and create more efficiency in maintaining the campus-wide irrigation system. The college is working with IT to determine if the system is compatible with their network system and are verifying the system meets District Standards. Not discussed.

**ACTION:**

- None

## **V. MAINTENANCE AND OPERATIONS**

### **A. Key/Access Control Upgrade – Update**

1. Collins stated NC met with the vendor Assa Abloy. The next step is to build the hierarchy key logic. NC has been working with MVC and RCC to understand what the universal doors look like and determine if MVC and RCC should come online now or in the future. This is only for legacy key systems, not access control systems. NC have begun upgrading their door cylinders. The three colleges will work together to develop a District Standard. MVC and RCC have provided all of their key counts to NC to move forward with building the legacy key system and hierarchy key logic. NC continues to coordinate with Assa Abloy to establish the base-line cost and met again the week of January 20, 2020. Assa Abloy indicated there are about 2,500 locks district-wide. The Medeco keying system will capture the different types of locksets and keyways needed. The hierarchy will be built starting with a doubling of the door requirements, taking into account the growth at all colleges, off-site locations and the district office. There is a data base for the different system that Assa Abloy strongly recommends rather than their in-house system. Training will be provided through a Webex, all colleges will be included. A consultant will be hired then the system will be bid, owner-purchased and installed. Pinning will be done at the factory.

**ACTION:**

- Build the legacy key system and hierarchy key logic.

### **B. District-wide Alternate solution – Drinking Water**

1. The Chancellor is requesting a filtered water system, the District is considering a bid for a districtwide water filtration system. If a bid process occurs it could include a machine that does coffee and ice as well as water. Askar inquired if the colleges want to get rid of the Sparkletts service and stated the reason not to do it is related to Risk Management, the bottles are heavy and could cause potential injury. Not discussed.

2. Marshall stated there are some locations without a water source to hook up a machine like that. Not discussed.
3. Askar requested an inventory of water solutions on the three campuses and provide a rationale regarding the need for water system at the colleges. Not discussed.

**ACTION:**

- Askar is reviewing the District's current initiatives including Drinking Water.

**C. Integrated Waste Management**

1. An RFP for Integrated Waste Management was drafted a few years ago but it was not approved by everyone. It can be looked at again. The goal is to consolidate with all colleges. The benefit is the economy of scale as well as the recycle programs. The RFQ/P is in review. Not discussed.

**ACTION:**

- Askar will send a draft of the RFQ/P to the colleges after the District reviews.

**VI. OTHER**

**A. District Strategic Planning Council (DSPC)**

1. The Strategic Plan was approved by the committee at the August 29, 2019 meeting. Approximately 35 people were in attendance. The committee includes CTA, Faculty Association, Academic Senate, CSEA, college Presidents, college VPs, some who are members and some who are guests. The Strategic Plan was worked on for almost a year. Part of the planning is to develop 5 different areas. One area is Resources and under that is Facilities. The Chancellor and SPC want to make all of the sub-committees shared governance that will include Faculty, CTA, CESA and a student representative. The direction is to make the Facilities Working Group a shared-governance committee. It would be beneficial to discuss the 5 Year Scheduled Maintenance Plan, the 5 Year Capital Construction Plan, updates to Space Inventory, and changes to Comprehensive Master Plan with the stakeholders at a separate meeting that occurs less frequently. The regular project updates and operational aspects of the meeting would be discussed at the monthly meeting. A draft of the plan was reviewed by AVC Brown and was sent to the Facilities Working Group on January 27, 2020.

**ACTION:**

- Agah requested feedback of the plan from the group.

**B. Parking/Traffic Study, RCC, & Districtwide**

1. RCC will conduct a parking utilization study at the downtown parking structure and Fox theater overflow parking to address staff and faculty parking capacity concerns. All of the classes need to be in session to complete the survey. It is being recommended that students can park in staff parking spaces at certain times of the day which would free up more spaces for student parking. Four consultants were contacted to submit proposals to conduct the survey Monday – Thursday, March 9-12, 2020.

**ACTION:**

- None

**C. Norco College Fuel Cell**

1. NC is paying Doosan \$120,000 a year to maintain a Fuel Cell at the college and keep it running efficiently. Last year it missed the target emissions threshold. As a result, Southern California Edison (SCE) ended the incentive plan at a loss of a large amount of money. SCE has only one year left for the incentive plan and will probably not be able to capture \$350,000 in incentives.

2. The District, NC and SCE met on November 22, 2019 to discuss the issues. Not discussed.

**ACTION:**

- None

**D. Facilities Use Fees**

1. Dr. Collins requested information or history related to Facilities Use/Rental Fees.
2. Dr. Jones stated NC has not done anything with those fees recently and is unaware if the fees are at a credible market rate.
3. Dr. West stated RCC has been working to update their fees. Some rates are high, others are not high enough. The update includes pulling together a list of comparable rates and to share with the group and take to the BOT for consideration to change the rates.
4. Dr. Collins stated there is a BP that governs the rates and asked if each college has its own rates.
5. Dr. West stated each facility and classroom has its own rates that are separate fee structures for the type of facility. Some do not have a structure, ie: Culinary and it is not rented.

**ACTION:**

- Dr. West will schedule a meeting with Dr. Collins and Dr. Jones to discuss fee structures.

*End of Meeting Minutes-*