

Facilities Working Group Meeting

February 25, 2020 – CAADO
Conference Room 334A
8:00a.m. – 9:30a.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/Instructional Supplies
 - 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
 - M. Southern California Edison Rate Increase
- 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

February 25, 2020 CAADO –
 Conference Room 334A
 8:00a.m. – 9:30a.m.

MEETING MINUTES

MEMBERS AND ATTENDEES:

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

I. CALLED TO ORDER

A. By Hussain Agah

II. APPROVAL OF MINUTES

1. Motion to Approve January 27, 2019 Meeting Minutes by Mohtasham. Second by Beebe. Motion approved.

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 shared an update at the February 25 FWG meeting stating that there is a new draft that was received a week ago and is being reviewed. The only change to the FMP is determining the location for housing. The comprehensive master plan will be submitted to the BOT at the end of August 2020.

ACTION:

- None

2. **NC:** College's facilities master plan (FMP) was BOT approved in June 2019. The FMP will not go to the BOT. DLR delivered the final draft to the college on February 24, 2020.

ACTION:

- Dr. Collins will send the link to the final draft of the FMP to Agah and Mohtasham. The link is also posted on the NC website.

3. **RCC:** In September 2019 the 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 conducted Strategic Planning meetings in the month of February 2020 and provided a final prioritized list to FPD by the deadline date of February 28, 2020. FPD and the college continued working on the total project budget. The college received the cost estimate JCAF 32 from Gensler for the parking structure and the police building. The latest version is still being revised and the college is waiting for feedback as well as information regarding the Cosmetology Building. The parking building was over \$100 million, \$93,000 per space.

ACTION:

- Mohtasham will send the FPP requirements from ALMA for the Cosmetology Building to Gensler.

4. The district unified FMP's prioritized projects list "preliminary" was posted under the District website, including project descriptions and conceptual budgets. The priority lists for each college was coordinated with VPBs.
5. The district-wide prioritized projects list has not been established yet. However, the 5YCCP will prioritize these projects for the SCO plan.

ACTION:

- Ault will send the links for the Unified FMPs Project List and Unified FMPs Project Descriptions to the group. They are posted on FPD's website.

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 approved and will be issued. The programming with the stakeholders is complete, Gensler will provide the information to ALMA.
- 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. Cannon Design has been engaged to meet with the stakeholders and provide the programming. The college, ALMA and the stakeholders have three meetings confirmed to discuss the programming.
- 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. Cannon Design has been engaged to meet with the stakeholders and provide the programming.

The college, ALMA and the stakeholders have three meetings confirmed to discuss the programming.

- b) Potential IPPs - STEM Phase II, Student Services Welcome Center, Social & Behavioral Science Phase I and Center for Human Performance and Kinesiology.

2. 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 by June 2020 to be ready when the DF-14 form is received by 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 worked 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. The list was provided to the colleges.

ACTION:

- Mohtasham will contact Jones' administrative assistant regarding the three meetings with NC stakeholders and ALMA.

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. No new details.

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 the latest assessments was completed in April 2017. The colleges are due for another assessment within the next year or two. Nava is waiting for notification. Usually they are done every 3 – 5 years.

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. 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.
3. The Chancellor has been advocating for funding for student housing. The goal is to conduct a district-wide on and off-campus feasibility study after accreditation, focusing on RCC to see if student housing is needed, how many beds, and what the affordable rate would be to the students.
4. Jones requested that the study also look at the required support services and resources that come with on and off campus student housing. It changes the operational dynamics of the institution and impacts the broader operation and requested resources are planned to deal with the cost of potential liabilities.

5. Agah stated the general idea is to have a property manager and no additional burden on colleges.
6. A student survey will be conducted using the student's email. Jones requested the colleges have the opportunity to review the survey to ensure the range of questions are appropriate and the data is useable and reliable.

ACTION:

- Agah to share the students housing city proposal.

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.

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. The chosen vendor, DLR Group, and the Solar Plan was presented to the February 21 District Strategic Planning Council (DSPC). It will go to the March 2 Chancellor's Committee meeting, and the Regular BOT meeting on March 17, 2020. The process could take four to five months and the district hopes to have a plan done by July/August 2020. There will be a kick-off meeting with all stakeholders. The colleges have recommended using the existing committee.

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. 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.
4. 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.
5. West stated RCC's Accrediting group requested additional documentation with regards to TCO. It will come up when they meet with the District. RCC has a template from 2015 forward that was used for TCO. They specifically wanted to know what the staffing model is.
6. Collins stated that NC has a TCO calculator that takes into consideration the APPA standards. For new construction NC has to make sure a total TCO for the building is in the design phase.
7. West suggested a standardized model of a TCO calculator should be used across the district using the same matrix.

ACTION:

- Mohtasham will assemble a TCO task force to begin developing steps if/when the bond passes. If the bond does not pass a different solution can be arranged.

J. Long-Term Capital Facilities Program

1. Agah presented the plan document to the 2/21 DSPC (District Strategic Planning Council), and 2/24 Chancellor's Cabinet. The LTCFP will be presented to the Committee BOT meeting on March 2, 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. A District-wide Sustainability Plan Steering Committee will be chaired by faculty from the colleges, and co-chaired by an FPD subject matter expert.
4. When the LTCFP is BOT approved FPD will begin developing districtwide plans.

ACTION:

- West will speak to Tonya Huff to be a part of the District-wide Steering Committee.

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. Updates regarding Energy Use Data are combined with Item M, Southern California Rate Increase.

ACTION:

- Mohtasham will provide cost information to the colleges.

L. RFQ for CM, Architectural, Engineering, and Environmental Services

1. CM, Architects and Engineers RFQ 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.
3. CM services RFQ advertisement went on February 3 meeting the April 21 BOT timelines. Architectural RFQ to be issued meeting May BOT.
4. 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.
5. The Facilities Working Group agreed to continue with the RFQ process by reviewing qualifications and will pre-qualify the firms without conducting interviews.
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:

- The FWG to develop a process for selecting professional consultant in alignment with the District BP/AP and best practices.

M. Southern California Rate Increase

1. Mohtasham attended Southern California Edison (SCE) workshop and met with their representative to discuss the proposed rate increase for NC and MVC. rate changes are due to three major factors:
 - i. General Rate Case (GRC) Attrition Year Authorized Revenue Requirement.
 - ii. Year-end Balancing Revenue Account Adjustments
 - iii. Wildfire Mitigation (AB 1054) and Pathway Efforts (AB 2045)
2. A 5% rate increase is expected by the end of April 2020 and an additional 3% increase by the end of 2020.
3. Norco College and FPD are working with SCE to figure out the best course of action for fuel cell issue and SCE tariff.

ACTION:

- Mohtasham will send a detailed email to the group that includes SCE's Rate Update

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.
2. Nava reminded the group that they are supposed to use the Project Summary Form at the initiation of any project at their college. There are projects that have already begun without the form being submitted. Purchasing is receiving emails from other department heads wanting to start projects without submitting the forms.

ACTION:

- Nava will send an email reminder to the FWG to continue using the form and requesting the form be sent to other departments.

B. Capital Projects Status Report

Doering reported on the following:

1. RCC:

- RCC Greenhouse Project:** The project is at DSA for back-check comments. DSA approval is expected on March 3, 2020, once received the project will proceed to the bidding phase.

ACTION:

- None

2. MVC:

- Student Services Welcome Center Project:** The project is at DSA back-check comments. FF&E has been reviewed with Faculty and was approved and sent to the architect. The plans went to DSA on February 13, 2020, DSA is not scheduling a time for final review.

ACTION:

- None

- BCTC Training Platform Facility Project:** The project is currently under construction. Grading is complete, utilities are being installed. The project is 2 weeks ahead of schedule. The block wall is up. There is an issue with Western Municipal Water District (WMWD) who contacted the architect to change from a 6" line to a 10" line. That does not meet the code requirement. The architect contacted the structural engineer to verify the information, the engineer provided the correct calculations and determined that the fire department put the wrong flow on the plans. The issue has been corrected and resubmitted to WMWD.

ACTION:

- None

- BCTC Education Center Building (Phase I):** The project is in the Design Phase. 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. 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. The project is starting to get behind schedule. FPD needs a response from the architect related to the budget issue and needs to meet with Jones to discuss VE items.

ACTION:

- None

- 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. Not discussed.

ACTION:

- None

3. Norco:

- i. **Veterans Resource Center Project:** Plans and specs were approved by DSA. The current project estimate is over budget (\$1.0 - \$1.4 million) according to projects architect and Tilden-Coil third party independent estimate. The CEQA document went to the February 18, 2020 BOT meeting and the CEQA process is complete, Dudek can now file with the County of Riverside and the schedule can be put in place. The project is on hold pending funding sources.

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 Alvord 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. Dr. Green has been working with the Alvord Superintendent, however, 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. The college and Askar have been working to finalize the board report for March 17 BOT.

ACTION:

- None

C. Scheduled Maintenance Projects Updates

1. MVC:

- i. **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 continues to work on the drawings to receive DSA access only approval. Still waiting for SGH for update.
- ii. **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. Not discussed.

2. Norco:

- i. **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. Cinbad will come back to remove concrete that was poured incorrectly then sealcoat. The punchlist will be performed on February 26, 2020.

- ii. **Student Services Elevator: 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.

3. **RCC:**

- i. **RCC Elevator replacement:** The architect is working to revise the plans and submit to DSA for access only. The college hopes to get the final paperwork to the District this week.
- ii. **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. Not discussed.
- iii. **RCC Math & Science and Nursing Boiler Replacement SM 17/18:** Capital Project Summary form was sent to the district with bid documents. The job walk occurred and bids are due February 26, 2020. Anticipated finish date: July 2020.
- iv. **Gomez ADA Phase 2 Campus Improvement Project:** The project is in the last phase, at approximately 25%. FPD will meet with the college to coordinate the remaining items. Westbert+White Architects have been engaged. FPD sent the City of Riverside an email identifying the areas they are responsible for. The attorney will ask the courts for a two year extension to complete the project.

D. **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. Not discussed.

ACTION:

- Build the legacy key system and hierarchy key logic.

B. District-wide Alternate solution – Drinking Water

1. Askar stated the Chancellor is requesting a filtered water system, the District is considering a bid for a districtwide water filtration system.

ACTION:

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

C. Integrated Waste Management

4. 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. Facilities Planning and Development Council (FPDC) was presented and approved on the February 21 DSPC. The FWG will be a shared governance body. Task force(s) will be developed to focus on specific items like Student Housing Initiative and Solar Planning Initiative and will report back to the FPDC.
2. West proposed that the FPDC meetings along with DBAC, ITSC, and potentially HR meetings, be coordinated all on one day, potentially on the first Monday of every month.

ACTION:

- The VPs agreed to reach out to Brown/Mills to meeting on one day.

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. Another survey will be done districtwide to assess the viability of students parking on staff assigned parking during certain hours of the day. A purchase order will be issued to Kimley-Horn to complete the studies at the three colleges. FPD coordinated with the colleges and District police.

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.

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-