

Facilities Working Group Meeting

April 28, 2020 – CAADO
Zoom Conference Call
9:00a.m. – 10:30a.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 Construction Plans & Capital Outlay Proposals
 - C. Physical Plant/Instructional Supplies
 - D. Space Inventory (SI)
 - E. Facilities Conditions Assessment
 - F. Student Housing Initiatives
 - G. Board/Administrative Policies
 - 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. Division of the State Architects **(NEW)**
- 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. **Others**
 - A. District Strategic Planning Council
 - B. Parking Surveying Studies
 - C. Expected student surge and lab needs after COVID-19 opening **(NEW)**

FACILITIES WORKING GROUP

*April 28, 2020 Zoom Conference Call
9:00a.m. – 10:30a.m.*

MEETING MINUTES

MEMBERS AND ATTENDEES:

Name	Title	Present YES/NO
Nathaniel Jones	Moreno Valley College - Vice President Business Services	NO
Brian Adair	Moreno Valley College – Interim Director of Facilities M&O	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 March 23, 2020 Meeting Minutes by Morozowsky. Second by Mohtasham.

ACTION:

- Motion approved

III. CURRENT CONSTRUCTION DURING COVID-19

1. Agah discussed the emergency issues, the projects and the changes in the environment due to COVID-19. FPD has been in contact with legal counsel to determine the direction with regards to current construction environment. Construction has been identified as essential per the Governor’s Order in March 19th and can continue as long as the industry adheres to CDC and OSHA guidelines. Construction vendors and consultants were notified that the projects will proceed, they were requested to adhere to the guidelines.
2. The colleges have had a lot of maintenance & operations and capital projects are moving forward. RCC had a job walk last week with good turnout.

3. Agah inquired if the group has heard of any issues in the Community Colleges.
4. Doering stated no big issues, some contractors in L.A. did not show up but that was it.

ACTION:

- The District continues to connect with other districts and industry to seek feedback and updates.

IV. FACILITIES PLANNING UPDATES

A. Facilities Master Plans Updates

1. **MVC:** College's facilities master plan (FMP) was BOT approved in June 2019. The comprehensive master plan (educational and facilities) 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.

- i. Collins stated the final report was completed before accreditation and was provided to the accreditation team, everything is done.

ACTION:

- None.

3. **RCC:** Gensler provided an update to the 2018 FMP for Phase (I) and (II) projects with programming requirements and project budgets (JCAF-32). The latest version is still being revised and the college is waiting for feedback as well as information regarding the Cosmetology Building. Not discussed.

ACTION:

- None

4. **District Unified FMPs:** 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.

ACTION:

- None

5. The district-wide prioritized projects list has not been established yet. However, the 5YCCP will prioritize these projects for the SCO plan. Links to the Unified FMPs Project List and Unified FMPs Project Descriptions was provided to the group.

ACTION:

- None

B. Five (5) Year Construction Plans & Capital Outlay Proposals

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.
2. The normal due date to the State Chancellor's Office is July 1, 2020. It was extended to August 1, 2020 due to COVID-19. Since July BOT is dark FPD will still submit to the June 16, 2020 BOT.
3. FPD continues to work with the colleges to develop the 5 Yr CCP and IPP/FPPs and will receive the final deliverables from Cannon Design and ALMA Strategies. The target date of May 15, 2020 will be met to present to the District Strategic Planning Committee (DSPC).

ACTION:

- Finalize the plan by May 15, 2020

The outcome of the planning meetings are as follows:

- i. **RCC:**
 - a) New FPP – Cosmetology was developed by Gensler. The FPP is almost completed, all information has been received as well as feedback from the staff and faculty. The Life Science/Physical Science reconstruction was approved and will potentially be funded this year, still waiting to hear back from SCO in May revised budget.
 - b) Developed IPPs according to the college priority list and feedback: 1. Visual Arts Complex (Phase I); 2. Advanced Technology; 3. MLK Modernization.
- ii. **MVC:**
 - a) Revised FPP for 2020 submission –Library Learning Resource Center, remove two programs, Bookstore and Food Services that were not supported by the State. Cannon Design and ALMA Strategies should finalize it this week, then it will go to the stakeholders. The consultants are working on a Phase II to allow those two programs to move forward.
 - b) Developed IPPs according to the college priority list and feedback: 1. Biological & Physical Sciences; 2. Kinesiology, Athletics; 3. Ben Clark Training Center Education Center Building Phase II; 4. Fine & Performing Arts Complex.
- iii. **NC:**
 - a) Pending Approval FPP - Center for Human Performance and Kinesiology is waiting for State Chancellor Office approval. The Library Learning Resource Center and Student Services will be submitted for 2020 FPP and will include the Student Services Center. Cannon Design met with the stakeholders and provided programming.
 - b) Developed IPPs according to the college priority list and feedback: 1. STEM Phase II; 2. Student Services Welcome Center; 3. Social & Behavioral Science Phase I.

4. RCC Life Science/Physical Science FPP was approved last year 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.
5. The State has not finalized the revised scoring methodology. The call letter could be received late, in February 2020.
6. 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:

- Finalize all IPPs and FPPs by May 15, 2020.

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

1. There is few PFPs that are still not closed out. No new details.

ACTION:

- Nava to provide an update.

D. Space Inventory (SI)

1. The IS report was filed with the State Chancellor's Office (SCO) in December 2019.

ACTION:

- Nava will prepare emails to send in early May to request any space inventory changes at each college

E. 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 were 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. No new details.

ACTION:

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

F. Students Housing

1. RCCD Potential Student Housing with City of Riverside

- i. 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. If approved by the development committee, it will go to the City Council.
- ii. The housing demand analysis was scheduled to be done in March 2020. The study will rely on student data received from the colleges. The study is on hold due to COVID-19.
- iii. 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.
- iv. Agah stated the general idea is to have a property manager and no additional burden on colleges.
- v. 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:

- No action

2. Districtwide Student Housing Initiative

- i. Agah stated that 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.
- ii. On March 12, 2020, Brown, Agah and Mohtasham conducted a site walk at each college to determine consensual budgets and locations for the student housing. NC agreed on the location by the Veterans Center. For RCC the parking lot across from the college is being considered, as well as the Press Enterprise and Central Middle School. NC's master plan identifies a middle school for a potential location on Dr. Steinback's recommendation, however, Jones suggests taking the middle school out as an option. The study was originally planned to be shared with the college VPs and Presidents but the initiative is on hold for now.
- iii. West indicated there was an internal conversation only regarding the potential use of the Press Enterprise facility. The college has not contacted them.
- iv. Agah has a draft report for the VPs based on the meeting last month that includes some data collected from the consultant, Brailsford & Dunleavy.
- v. RCC's Leadership team is in early conversations regarding the student homeless as it relates to the student housing initiative.

ACTION:

- No action

G. 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. No new details.

ACTION:

- The BP/AP changes will be brought to the FPDC to provide their comments on the existing draft.

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. No new details.

ACTION:

- None

2. Solar Planning Initiative:

- i. The chosen vendor, DLR Group, and the Solar Plan was approved by BOT 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.
- ii. Agah suggested providing the faculty stakeholders with a few calendar options and give them the opportunity to join the kick-off meeting. If they are not available FPD, DLR and the colleges can continue with the planning.
- iii. Collins suggests determining if the work does not need to include the faculty then they can be brought in at a later time to discuss the results and would prefer to know West's thoughts on the subject. Jones agreed and would like to have options.
- iv. Mohtasham stated there was a delay in visiting the campuses due to COVID-19. Looking into the bills and have received some feedback from DLR. Information is being gathered to provide to RPU so they can complete their report. FPD is waiting for guidelines on scheduling job walks.
- v. Marshall stated the site inspection can be scheduled and will not be a problem and inquired what type of end result is being considered like parking lot coverage and if we want to incorporate this onto the campuses in proper areas to create shade on the walkway or courtyard areas.
- vi. Mohtasham stated they are looking at the potential areas. Then they will request feedback and provide the plan.

ACTION:

- Mohtasham will contact DLR to begin scheduling the site inspection and set up a meeting with the colleges and FPD.

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.
- Not discussed.

ACTION:

- FPD will assemble a TCO task force to begin developing steps to develop the matrix.

J. Long-Term Capital Facilities Program

1. The LTCFP was BOT approved on March 17, 2020. A budget has not yet been identified for the plan, however, the identification of the top 3 sustainability initiatives should still be worked on.
2. Agah state that the District-wide Sustainability Plan Steering Committee will be chaired by faculty from the colleges, and co-chaired by an FPD subject matter expert
3. Agah is working on getting funding mainly for the Sustainability Plan, Underground Utilities mapping program and Integrated Energy Plan. They are mission critical for a potential future bonds and for the colleges. When the funds are available and approved the colleges will be engaged to form the committee and hire the consultant.
4. Agah inquired if the group feels something else should be included, none were proposed.

ACTION:

- None

K. Energy Management

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.
2. 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)
3. A 5% rate increase is expected by the end of April 2020 and an additional 3% increase by the end of 2020.
4. Mohtasham has not received feedback and will follow up with the representative to see if there are any increases or any changes to the strategy. At the time of the request there was no impact due to COVID-19.

ACTION:

- Mohtasham will provide information regarding the strategies.

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.
2. 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.
3. The Facilities Working Group agreed to continue with the RFQ process by reviewing qualifications and will pre-qualify the firms without conducting interviews.
4. 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.
5. Fourteen submissions for CM services RFQs were received by the April 13, 2020 due date and were accepted by email. A questionnaire was included to identify the CM Multi-Prime from Agency CM Agency.
6. Nava sent the information to the committee along with an Excel spreadsheet for scoring. The deadline to submit scoring is May 11, 2020.
7. Collins inquired if the CM contractors already on the list will remain. Agah stated they will.
8. A new RFQ for Architectural Services was issued last week and will go to the June 16 BOT. Also an RFQ for Environmental Services will be issued probably next fiscal year. There is no pool to choose from for that service at this time.

ACTION:

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

M. Division of the State Architects

1. Agah provided a DSA regulations update regarding IR A-22 and IR A-9 for School Site Improvements and Project Exception. Even if a project does need not go to DSA as "exempt" we still have to comply with Title 24 and CA Building Code regardless of project size. Example: The sun shade project at MVC BCTC was \$16,000. It was not a DSA project but we wanted to get the structural stamp on it to protect the district and make sure it is designed, engineered and built under a structural engineer certified in the State of California.

V. PROJECT UPDATES

A. Master Projects List/Calendar/Capital Project Summary Form

1. Nava received a Capital Project Summary Form from Beebe and will forward it to Agah and Mohtasham for review. It is for the RCC Sports Facility.

ACTION:

- None

B. Capital Projects Status Report

Doering reported on the following:

2. RCC:

- i. **RCC Greenhouse Project:** The project received DSA approval and currently at bidding phase. The bids received were over-budget as the low bidder had to pull out and the project will be re-bid. The new job walk is scheduled for May 7, 2020. The bid opening is scheduled for May 20, 2020.

ACTION:

- Approval of the general contractor's contract in June 16 BOT.

3. MVC:

- Welcome Center Project:** FF&E has been reviewed with Faculty and was approved and sent to the architect. The project is out to bid, the bid opening is scheduled for May 14, 2020. Cost proposals for IOR and special inspections services will be received today, April 28, 2020 and will be reviewed with the committee and will go to the June BOT.

ACTION:

- Approval of the primes' contracts in June 16 BOT.

- BCTC Training Platform Facility Project:** The project is currently under construction. The project is on schedule.. 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 issue has been corrected and resubmitted to WMWD. A meeting is scheduled with Holt Architect regarding the finalized cost with WMWD, it is now over \$74,000 for connection and inspection services fees.

ACTION:

- Finalize WMWD contract and submit the fees.

- BCTC Education Center Building (Phase I):** The project is in the Design Phase. FPD continues to work with the architect on their estimate which included additional costs and was based on the schematic level design, it was about \$2 million over the project budget. SVA Architects provided value engineering options and pending college decisions from Jones to resume the design efforts. The value engineering was presented to the college and the architect will keep reviewing the costs and keep the project within \$8.3 million.

ACTION:

- Finalize VE options and bring the project back to budget.

- 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 still on hold.

ACTION:

- None

4. NORCO:

- Veterans Resource Center Project:** Plans and specs were approved by DSA. The current project estimate is over budget (\$1.2 -\$1.4 million) according to projects architect and Tilden-Coil third party independent estimate. The project is still on hold pending funding sources. The college produced a report, received feedback and is responding now.

ACTION:

- If FPD can receive feedback by the end of May 2020 the project can go to the August BOT.

- 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 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 (4) month construction period. 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.

ACTION:

- None

- iii. **Sport Field Turf Replacement Project:** The project went 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. Installation is complete. DSA approval was received and Purchasing is getting ready to bid out the ADA portion then the concrete work will be bid.

ACTION:

- None

C. Scheduled Maintenance Projects Updates

1. MVC:

- i. **Elevator Modernization:** The funding source is Measure C and other resources. The project is currently under construction. Amtech has started installation at MVC.
- ii. **File Alarm Upgrades:** The funding source is Measure C. Currently the project is in the design and planning phase. The Architect is preparing to send the plans to DSA for approval and then bid the project. SGH architect was on site last week and will have something next week to submit to DSA.

1. NORCO:

- i. **ADA Scheduled Maintenance, Parking Lot B&D Project:** The project is currently at the close out phase, final punch walk was supposed to be performed on Thursday, April 30, 2020. The concrete pour was rescheduled to Wednesday, April 29. The sign will possibly be installed on Friday, May 1, 2020.
- ii. **Student Services Elevator:** The 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.

2. RCC:

- i. **RCC Elevator Modernizations SM17/18:** SGH Architect worked to revise the drawings and bid documents. The project was bid again, the job walk occurred and bids are being opened on April 29, 2020
- ii. **RCC Math & Science and Nursing Boiler Replacement SM 17/18:** The Notice to Proceed (NTP) was given to the contractor, they are procuring the equipment and will need 6 weeks to receive it. The intent is to have the project done by the end of June. Mohtasham stated there is 0% financing incentives from So Cal Gas for boiler replacements, \$5 million per campus, but since there is scheduled maintenance funds to be used this project won't qualify. Future projects can be submitted to the gas company for review and to request financing with 0% interest rate.
- iii. **Gomez ADA Phase 2 Campus Improvement Project:** The project is in the last phase to address the 25% remaining items. Westberg+White Architects has 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. The architect is going through the planning stage, is looking at costs to stay within budget and will provided a rough schedule. They will evaluate all items remaining to include the site survey.
- iv. **RCC Temporary Activation of LS/PS Labs:** On Friday, April 24, 2020 Agah and Mohtasham had a conference call with West and Beebe regarding the reactivation of LS/PS for lab space. It

will be about two years before the project can be started after design, DSA and bid processes. The State was contacted by email to inquire about any restrictions in bringing temporary classrooms on line. A campus visit to follow.

D. Sustainability Projects

1. **RCC EV Charging Stations:** RCC will add an additional 10 EV Charging Stations through EV Connect on the campus for a total of 13. 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. The college is expecting the EV stations to be delivered and installation to be completed after the COVID-19 issue is over, however, it needs to be done between now and June 30 to stay within the purchase order dates.
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.

VI. 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. 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 economies-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.

VII. 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. FPD is in the process of getting representatives for membership from the academic senate and CSEA. Faculty are being recommended by their president and they will be included in these meetings.

ACTION:

- The VPs agreed to reach out to Brown/Mills to suggest meeting on the same day as other district meetings.

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 in staff assigned parking spaces during certain hours of the day.. A draft report was received from Fehr & Peers for the downtown survey that was conducted February 26 and 27 from 8a.m. to 6p.m. the results indicates that 96% of the parking at the CAADO structure occurs between 8:30 and 9:30a.m. until 2:30p.m. At the Fox Parking Structure in the 100 spaces the study revealed expired or missing parking permits. The consultant provided four recommendations, one is to install digital signage to show how many spaces are filled, especially at CAADO. The consultant recommended changing the hours of some of the classes to later in the evening to free up spaces during the day. That recommendation would require more security and maintenance in the evening. Combining the Fox and CAADO studies indicates occupancy is not going above 89%. Improving the parking structure by adding more signage instead of making any changes or policy changes. The report was provided to the college and campus police for review and to provide any recommendations. The district-wide study from Monday – Thursday from 8a.m. to 8p.m. at the colleges is on hold until students are back on campus.

ACTION:

- None

C. Expected Student Surge and Lab Needs After COVID-19 Opening

1. Agha discuss the physical distancing and how it will impact the behavior in our facilities. Not aware if a plan has been brought up yet. If students return and they have to maintain social distancing how will it impact our occupancy. Classrooms are designed for 40 students, what does that mean in the future with social distancing. RCC is looking for labs and the options will be looked at. The district wants to make sure we don't break the state social distancing rules.

ACTION:

- Access RCC

D. 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. Not discussed.

ACTION:

- None

E. Facilities Use Fees

1. Collins requested information or history related to Facilities Use/Rental Fees.
2. Jones stated NC has not done anything with those fees recently and is unaware if the fees are at a credible market rate.
3. 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. Collins stated there is a BP that governs the rates and asked if each college has its own rates.
5. 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. Not discussed.

ACTION:

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

F. Contract Legal Language Amidst COVID-19 Situation

1. FPD has been working with Purchasing to include some legal language as it relates to COVID-19 when issuing NTPs, invitation to bid and NTA to serve the best interest of the district in the event that construction needs to be halted. Not discussed.

End of Meeting Minutes-