Facilities Development Council Minutes
Thurs., November 14, 2013, 3:00 p.m.
E-112

MEMBERS

<table>
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<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
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<tr>
<td>Alfred Muñoz, Vice President Chair</td>
<td>Management</td>
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<td>Joseph Reyes, Director</td>
<td>Management, Facilities</td>
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<td>Matt Coombs, Vice President</td>
<td>Management, Info Tech &amp; Resources</td>
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<td>John Anderson, Instructor, Advanced Technology</td>
<td>Faculty</td>
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<td>Mary Davis, Instructor, Nursing</td>
<td>Faculty</td>
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<td>Paul Casey, Director, DSPS/EOPS</td>
<td>Categorical Programs</td>
<td>X</td>
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<td>Alma Arriaga, HR Specialist</td>
<td>Confidential Staff</td>
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<td>Tina Summers, Accounting Assistant-Cashier</td>
<td>CSEA</td>
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Others

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<th>Name</th>
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<tr>
<td>Brian Lofman</td>
<td>Dean of Institutional Planning &amp; Effectiveness</td>
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CALL TO ORDER & INTRODUCTIONS
Meeting called to order at 3:09 p.m.

Quorum not present - minutes from the October 10, 2013 meeting will be carried over to the December meeting agenda.

ACTION ITEMS

1. **Chevron Energy Efficient Lighting Upgrade:**
   Due to passage of Prop 39, the college has funding available for projects. Currently, the college is guaranteed $236,000 for the current year, however, funding over the next four years is not guaranteed. Joseph provided an overview of the LED retrofit lighting project for all three HCCD sites; the projected cost is $368,000 which reflects $63,000 “out of pocket” for the college. Return on investment is 1.5 years; saving about $40,000 a year in energy savings. Al stated the $63,000 would come from fund 41, not the general fund. Further, Joseph stated that the Board has approved the installation of safety cameras in the parking structure. There will be ten cameras on each of the first and second floors and eight on the third floor. The cameras are high definition and have facial and license plate recognition. One month is recorded and after the month is over, the camera re-records over itself. Signage
will be added so people are aware there is video surveillance in the parking structure. The cost for the cameras is $89,000. It is hoped that with the addition of the video cameras and upgraded lighting, there will be a drop in vandalism and an increase in the safety and security of individuals on campus.

2. **Facilities Master Plan:**
   Joseph Reyes
   The Board approved an agreement with Lionakis which is the same firm that was used for the design of the Science Building. The previous master plan expired in 2011. This process will take approximately 6-8 months and is projected to cost $141,000. Lionakis will meet with several programs/groups to discuss where the most growth is needed and what the college needs to do to meet those needs. Town hall meetings will be held so the community’s input can also be heard. Al added that the city of Salinas is beginning their twenty year master plan for growth and there is interest in the land surrounding the Alisal campus property. The master plan will definitely impact this council; there will be several meetings.

3. **Science Building:**
   Joseph Reyes
   Bids were opened on Tuesday, 11/12/13 and the numbers came in a little higher than originally projected. Next steps are being vetted. Al said an alternative would be to reject all bids and re-bid the project and Joseph added that would extend the bid opening date until January. Discussion followed.

4. **Security Cameras in Parking Structure:**
   Joseph Reyes
   This item was included in agenda item #1, above.

5. **Draft BPs/Aps 6520 and 6700:**
   Alfred Muñoz
   6520 is related to protection of assets of the District and 6700 is related to District facilities use and replaces what is currently in place. 6700 is going to Cabinet on Tuesday, 11/19/13. Discussion related to current facilities use policy ensued.

   Paul then asked if HR is still handling FOBs; Al responded that ideally Maintenance would be handling but currently the college does not have the staff to do it. Through program review, we can identify the best place to handle FOBs.

6. **Security RFP/RFQ:**
   Alfred Muñoz
   A RFQ will be going out in December and the hope is to receive responses by the end of January. Al has been contacted by security agencies who want to schedule meeting times. Trustee Freeman has brought up the issue of security – he would like to see armed guards on campus. Al pointed out that is a very big cost to do so.

**INFORMATION/DISCUSSION/PRESENTATIONS**

1. n/a

**OTHER ITEMS/BRIEF ANNOUNCEMENTS**

1. Al said he will be sending an email to the members who have not attended meetings pointing out the importance of their attendance.

2. Matt said that the laptops slated for use in E-112 council meetings acquired a virus and are being cleaned. He hopes that they will be in place the week of 11/18/2013.

3. Brian suggested that it might prove valuable to have a discussion to fine tune goal 4B and 4D. Al agreed that it should be on each month’s agenda.

**NEXT MEETING(S)**
- December 12, 2013
- February 13, 2014

**ADJOURNMENT**
Alfred Muñoz
Meeting adjourned at 4:27 p.m.

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**Hartnell College Mission Statement**
Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.