



# Minutes

**Committee Name:** Facilities Committee

**Date:** 21 October 2020

**Time:** 10:00 – 11:00am

**Location:** Virtual “ZOOM”

**Present:** Cody Pauxtis, Penny Talley, Deanna Campbell, Frank Timpone, Lisa Stephens, Scott Cameron, Daniel Reed, Kristie Nichols

**Absent:**

**Non-members in attendance:** James Markham

1. **Call to Order** - 10:04am
2. **Approval of Agenda** - Agenda approved with no changes.
3. **Approval of Minutes and Action Items** - Minutes approved from 9/16/20 with no changes. Cody provided an update on the following action items.

**3.1 Cody will work with IT to create an M&O email or link for students to be able to report facility issues.** Action pending 9/16, waiting on Mike Campbell to create link.

**3.2 Cody will follow up with the PIO Office to share information on School Dude access and reporting in an upcoming newsletter.** Action pending 9/16, waiting on Mike Campbell to create link.

## 4. Agenda Items

**4.1 School Dude Status:** Cody presented School Dude work order status from July 1 - Oct 21. There were 174 work orders closed in an average of 13.31 days.

**4.2 Measure J Project Update:** Cody and Daniel provided Measure J Project updates on the following:

- Lecture Center is receiving a new sound system, carpet, and paint, approximately \$400,000 in upgrades to be completed by 12/31/20. These upgrades were not included in the Main Building remodel.
- The new metal frame M&O building has a projected start of February 2021 with a completion date of March 2022.



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- The gym modernization will be phased in over the next few years. The roofing should be completed by early November. They are replacing the big roll up door in the back of the gym with a motorized door for safety measures. Gym upgrades include new paint, branding, flooring, and sound system.
- The PE Outdoor Complex will include new club houses, bleachers, and track. This project is in the design stages and has been shared with the President and Vice Presidents.
- The college wide water landscape conservation assessment should be completed this year. The architect is making an assessment of the grounds for future projects.
- Solar inverter upgrades have been completed. The system has been down since 2008. These upgrades should increase production and help offset costs.
- Bishop parking lot has been completed and is ready for closeout within the next couple weeks.
- Earthquake repairs should be closed out by the end of December. Contractors will be on site the first week or two in November to replace the speckled flooring in the main building. The flooring installed did not meet manufacture specs. A campus notification will be sent out prior to repairs.

**4.3 How to Spend Covid Money:** Cody discussed the CARES Act funding and how he would like to maximize the spending before the end of December. Cody has researched different types of cleaning equipment with his custodial staff. They received a vendor presentation on products and equipment. The vendor went over different types of cleaning machines and products based on our operations. Cody discussed the equipment, costs and efficiency with the committee. The committee had no objections to the proposed items.



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Lisa Stephens inquired about installing touchless soap and sink fixtures. Cody will look into this further. He mentioned the air dryers we used in the past are not sanitary and require batteries to operate.

***Action: Cody will research touchless soap and sink fixture replacements under COVID.***

Deanna would like touchless water bottle fillers for the drinking fountains at Mammoth. Bishop is currently using bottled water due to well water issues.

***Action: Cody will provide retrofit touchless water bottle fill stations for Mammoth drinking fountains.***

Cody would like to use COVID funds to hire temporary custodians to help with COVID sanitation. He would like to hire one full-time or two part-time custodians. The temporary custodians would be cleaning high touch and traffic areas. The committee supports hiring temporary custodians.

**4.4 Annual Unit Plan:** Cody shared his Annual Unit Plan with the committee. He discussed the strategies, initiatives and staffing that he has identified in his plan.

Lisa Stephens provided an update on the downsizing of our KRV site. The current lease is up December 31 and we have entered into a new lease in a business complex across the street from the post office. KRV will focus on distance education, online programming, high school dual enrollment and adult education. All employees will continue with the same extension but the phone number may change. A moving company will assist with the move and relocation. Cody reported the new building will receive new carpet, paint, and nice furniture that was previously used in the modulars. The plan is to open on December 14, 2020.

**4.5 Budget:** On agenda for November meeting.

**4.6 Open remarks / New business:** Cody and Chad Houck completed a job walk in downtown Bishop of the leased property for adult education. Grant funding will be used to lease and remodel the space. A new roof will be



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installed by the owner of the property. Cody will provide pictures of this new space and the concept drawings of the new sports complex.

***Action: Cody will share pictures of the Bishop adult education building and the new sports complex for the Ridgecrest campus.***

## 5. Review of Action Items

***5.1 Cody will work with IT to create an M&O email or link for students to be able to report facility issues.*** Action pending 9/16, waiting on Mike Campbell to create link.

***5.2 Cody will follow up with the PIO Office to share information on School Dude access and reporting in an upcoming newsletter.*** Action pending 9/16, waiting on Mike Campbell to create link.

***5.3 Cody will research touchless soap and sink fixture replacements under COVID.***

***5.4 Cody will provide retrofit touchless water bottle fill stations for Mammoth drinking fountains.***

***5.5 Cody will share pictures of the Bishop adult education building and the new sports complex for the Ridgecrest campus.***

## 6. Future Agenda Items

**6.1** Completed 2021/2022 Budget and summarize anything missed in AUP.

**6.2** Campus clean up initiatives.

## 7. Future Meeting Dates

Nov 18, 2020 10:00 AM

Dec 16, 2020 10:00 AM

Jan 20, 2021 10:00 AM

Feb 17, 2021 10:00 AM

Mar 17, 2021 10:00 AM

Apr 21, 2021 10:00 AM

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## 8. Adjournment

Meeting Chair:

Recorder: