



Agenda

Committee Name: Facilities Committee

Date: November 17, 2021

Time: 1:00 – 2:00pm

Location: Virtual “ZOOM”

Committee Charge: In collaboration with district facilities team members and the college, and its departments, to develop plans to identify, prioritize, integrate, acquire, and maintain the facilities and infrastructure of the college. The Facilities Committee assists with the development of long-term plans for supporting the space needs and the capacity for growth of the college in support of the educational master plan, institutional priorities as expressed in strategic goals, and integrated annual plans.

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Minutes from 10/20/21 and Action Items:**
- 4. Agenda Items**
 - 4.1 Key checkout and Key cards:**
 - Online Form & Signature
 - o Break down what classrooms each key opens on form.
 - Physical pickup from M&O building or ESCC.
 - New employees would receive School dude training and inputted into school dude as a requester at time of key pickup.
 - Would start this July 1 (2022/2023 semester).
 - Thoughts, concerns, please share with your groups and bring feedback to next meeting.
 - **Need to evaluate what keys people have, can we stream line this.**
 - 4.2 Alarm System Upgrade:**
 - Use of Key card to enter building after hours.



Agenda

- Only certain doors would be authorized after hours (11pm-6am). Such as the bridges, below the bridges, main entrance to the LRC, Front and rear door of the Gym, etc.
- All employees would have a card, and no need to arm or disarm the system.
- Thoughts, concerns, please share with your groups and bring feedback to next meeting.
- What will the schedule be, and how will be publish that schedule.
- Need to make sure people understand the is nights and weekends...
- What is the backup plan if things don't work, how can people access.

4.3 M&O Update on AUP.

4.4 Measure J Project Update: Daniel Read

4.5 Covid Money: getting last of furniture quotes and starting outside teaching space "scope of work".

4.6 Open remarks / New business:

5. Review of Action Items

6. Future Agenda Items

- 6.1 Further Discussion Future Key Program
- 6.2 Further Discussion on Alarm system
- 6.3 M&O Program review and Employee and Student survey questions.
- 6.4 Discussion on how employees can submit projects to M&O via a formal request that can route for approvals year-round.

7. Future Meeting Dates -

- Wednesday 15 December 2021
- Wednesday 19 January 2022

8. Adjournment

Meeting Chair:

Agenda

Recorder:

