



**MJC FACILITIES / CAPITAL CONSTRUCTION ADVISORY
COMMITTEE**

**January 22, 2009
10:00 a.m. to 12:00 p.m.
Founders Hall - Room 123**

AGENDA

ACTION ITEMS

Meeting Summary from December 11, 2009. *

DISCUSSION ITEMS

1. Additions to agenda
2. Report on Plant Disease
3. Measure E Project Updates:
 - West Campus - Loop Road and Utility Infrastructure
 - Library / LRC
 - Central Plant Building
 - Science Community Center
 - Allied Health Building
 - Student Services Building
 - Founders Hall Modernization and Swing Space
 - High Tech Center
 - Softball Complex
 - Ag Projects
 - Art Building
 - Patterson Educational Site
4. MJC Measure E Budget
5. Reallocation of Measure E Project Funds Update
6. Scheduled Maintenance Projects – update from Facilities and other members
7. Next Meeting – January 22, 2010 from 10:00 am to 12:00 pm - Founders Hall 123

*Indicates handout



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Patterson Educational Site

5. Reallocation of Measure E Project Funds Update

6. Scheduled Maintenance Projects – update from Facilities and other members

7. Next Meeting – February 19, 2010 from 8:00 am to 10:00 am – **SIERRA 235, MJC WEST**

*Indicates handout

Modesto Junior College
Facilities/Capital Construction Advisory Committee

Meeting Summary
December 11, 2009
9:00am – 11:00am
Founders Room 110

Present: Mark Anglin, Melissa Beach, Donna Blagg, Mark Boddy, Tobin Clarke, Becky Crow, William Kaiser, Dave Keener, Matt Kennedy, Maurice McKinnon, Ken Meidl, Audrey Mills, Tim Nesmith, Mark Newton, Marie Otaya, Sherri Suarez, Mike Sundquist, Sandy Vanwey, Ken White, Gary Whitfield, John Zamora

ACTION ITEMS:

MEETING SUMMARIES FROM October 9, 2009 and November 13, 2009 – Minutes were unanimously approved by all members present.

DISCUSSION ITEMS:

1. ADDITIONS TO AGENDA

A. Laurel Tree Removal – Tim Nesmith reported the Laurel Tree by the Auditorium is being removed due to root rot disease in the soil. There have been other tree removals in that area due to this disease so he passed out information recommending types of trees that are disease-resistant and suggested we pick out trees to replant there. There are many mature trees along Morris and now would be a good time to recycle by removing some older trees and planting new 'disease resistant' trees to avoid possibly losing several trees at the same time, should they become diseased. Dale Pollard is aware of the situation on working on it with Tim N.

2. JEREMY MICHAEL LINUX LAB NAMING OPPORTUNITY PROPOSAL – Ken White passed out the Jeremy Michael Linux Lab proposal. Jeremy Michael was a former MJC student and very passionate about computers going on to be a Computer Systems Administrator/Programmer and he was killed by a motorcycle. His parents Chris and Lisa Kelley would like to donate \$135,000 for the 'Jeremy Michael Kelley Linux Lab' which would rename the portion of the Linux area of the current MAGIC Computer Lab and this lab would be held in the future High Tech Center. The hope is that funds from Measure E and this donation would support the project. The fund will continue to grow over time as the parents are encouraging their family members to continue contributing to the fund. The proposal was already approved by the Campus Development Committee. Mark Anglin made the recommendation that the Facilities/Capital Construction Advisory Committee approve and move this proposal forward through the process. Sandy Vanwey seconded the motion and the motion was approved by a unanimous aye vote.

3. MEASURE E PROJECT UPDATES

A. West Campus – Loop Road and Utility Infrastructure

The plaza area between Science Community Center and Allied Health was presented to the Board of Trustees at the December meeting. The second increment of Infrastructure project is going into the Construction Document phase (CD's). The designer team will be reviewing on an ongoing basis. This project is scheduled to go to DSA (Division of State Architect) early next year.

B. Library / IRC

Tobin Clarke reported her group has chosen the interior building design and are ready to present the plans to Kitchell and begin work with the architects. She has concerns on the swing space regarding Library staff. She said that Kitchell thinks East staff can move to the West Campus Library and that is not possible due to lack of space. If the project could be completed in one summer (2011) this plan could possibly work. She will discuss it further with her group. Tobin reported the Technology Services will have lease space until 2013 and then will have no place to go and she is concerned because there has been no conversation on what to place them. She mentioned a possibility of the Library basement for staff but would still need additional space for storage of all the extra computers. She said it would be great if we can keep the Ninth Street rental place for this.

C. Central Plant Building

The Central Plant was bid. By sharing faculty space we are keeping the cost down and increasing efficiency over the lifetime. They are saving energy by sharing the space between Allied Health and the Science Community Center. The original estimate was \$5 million and the bid came in at \$3.6 million; thus, a huge cost savings. The Central Plant building will be located beyond the Softball field's center field.

D. Science Community Center

They are still waiting for DSA approval and all signatures should be received in the next couple weeks. They are presently waiting for the Fire Marshall's approval. One member asked if there was any information yet regarding the IT Building placement; however, that is not a contract item at this time.

E. Allied Health Building

The Allied Health committee is now working on their FF&E and Donna Blagg invited all present to come out on Tuesday, 12/15/09 to view the furniture samples.

F. Art Building

Tim N. is working with the architect regarding the ventilation safety hazard in the Art Building and will give a status report at our next meeting.

G. Student Services Building

No report at this time. Plans are at DSA awaiting approval.

H. Founders Hall Modernization and Swing Space

Ken W. reported they are still planning to be out after the spring semester and hopeful DSA will approve the plans. We will know by March 2010 if this is the plan. We are only getting a replacement of 50% offices and 75% classroom space. They are relocating some labs to other permanent buildings; for example, the Office Administration Center will temporarily relocate to Classroom Annex while another lab will move into Electronics 114. The Dean's offices in Founders Hall will move to Journalism and Journalism is moving to Art 105. The plan is to replace Electronics parking lot staff parking spaces to Stoddard.

I. High Tech Center

On hold as of now for other projects to be completed.

J. Softball Complex

Bill Kaiser reported the outfield fence is being installed, concrete is being poured and they are on target for February; ready to go March 1, 2010. Additional funds for restrooms were approved.

K. Ag Projects

Mark A. reported the Ag housing project is almost 100% complete with a move-in date of 12/21/09. Appliances arrive next week and the new houses are beautiful. The Beef and Sheep units are moving along with most of the concrete flooring poured and they are erecting the frame of the shed in the next two weeks. A completion date of next Spring is still on target. The majority of concrete has been poured for the Ag Pavilion. We will see the framework going up early next year, most likely a bit ahead of schedule and the Ag committee is starting to look at FF&E for the Pavilion.

L. Patterson Educational Site

There was a meeting held last week and they are presently in the planning stage. The proposal has been submitted for an Economic Development Federal grant to receive 1.4 million for the infrastructure. The project is on hold until receiving those funds and is on target to open January 2011.

4. MEASURE E BUDGET – Gary Whitfield passed out the Measure E program budget showing the original budget in 2007 compared to the present cost in 2009. The Student services project is \$3 million higher than originally planned; the Softball Complex is \$820,000 higher; the interim housing Swing Space is \$2 million higher, but with many projects coming in under bid, we now have a College Contingency fund over \$2 million that we did not have in 2007. Matt Kennedy pointed out a couple over-budgeted bids on buildings right now, adding we might end up with more savings on the Student Center and Morris remodel (possibly \$300,000.) Sandy Vanwey said she has watched Delta College's construction of their Science building very closely, as they had \$25 million in excess after all of their project completions.

After the completion of the new Student Services building there will be a period where staff move into the new building vacating the bottom floor of the Morris Building; to be completed in phases.

5. REALLOCATION OF MEASURE E PROJECT FUNDS UPDATE – The proposal came from our subgroup which brought direction from our past President to consider and get approval from the Facilities Committee. Mark A. suggested we look at each project independently considering the whole scope of that project. Ex: you have a

\$3.5 million savings, but we have other items that should be added back in, not new items. He does not think we should take project underbid, pull the money and jeopardize that project. Things happen and there will always be change orders when dealing with construction and/or remodels. He suggested we first look at the entire project and all its needs and depending how much under bid, maybe we should only hold funds until the project is completed. He suggested we make a decision on how much money should be held back and for how long. Ex: how much do we hold back for unforeseen needs the first year and how much do we release the next year for other projects. Ken W. made a brief statement regarding the lengthy discussion and confusion. He said it seems we have these three predicaments.

- Underfunded projects come to Facilities Committee for additional funding
- Properly funded projects
- Handling of excess funds from completed projects

He then suggested we:

- Compile needs of each project
- Identify other needs not at forefront of thinking to complete the entire project
- Committee continue to refine its recommendation

The confusing part is the handling of excess funds. Gary W. recommended the Reallocation subgroup (Donna Blagg, Mark Anglin, Sandy Vanwey, Ken White and Brian Larson) re-word the document to include everything it needs then meet with him to revise and use the exact proper wording once and for all. The reason for confusion is the document has never been worded quite right. Ken W. suggested the document should state at what point during the project the group should analyze all this information on how much to set aside, release, hold, etc. He then questioned if it is possible now for information on each project to be compiled and studied. Sherri S. recommended that we solidify the process and procedures now while Ken W. is interim President so the process will already be in place when we hire our new President.

6. SCHEDULED MAINTENANCE PROJECTS – Update from Facilities and Other Members – Tim N. reported they are working on the heating and air issues in the Student Center and still completing the roof enclosure. The scoreboard and lighting are underway to being completed. The inverter back-up lighting for Sierra and Yosemite Halls is up for bid. The gym will be closed down this summer for the HVAC project.

VI. NEXT MEETING

January 22, 2010, 9:00am – 11:00am, Founders Room 110.

Action Item:

- Scan Report on Plant Disease and email to Facilities Committee. Add Art Building back to agenda standing item.

WHO: Melissa Beach

WHAT: Scan Report on Plant Disease and email to Facilities Committee. Add Art Building back to agenda standing item.

WHEN: 12/11/09

Action Item:

- Reallocation subgroup meet, revise document wording and schedule meeting with Gary Whitfield.

WHO: Donna Blagg, Mark Anglin, Sandy Vanwey, Ken White and Brian Larson

WHAT: Reallocation subgroup meet, revise document wording and schedule meeting with Gary Whitfield.

WHEN: 1/15/2010

MEETING ADJOURNED

Following the bid award an evaluation period will take place to determine the financial status of a project. The evaluation process will include the President or designee, project committee, facility director, and program management team, which will be referred to as the Evaluation Team hereafter. The Evaluation Team will determine:

- If a project is underfunded to complete its original intent and scope. Projects that are deemed underfunded will have their project committee submit a request for additional Measure E funds as described below.
- If a project is properly funded to complete its original intent and scope. The Evaluation Team will pursue all uncompleted needs to fulfill the original intent and scope of the project. The project will maintain an agreed upon reserve fund through an occupation period, not to exceed one year. The reserve fund will be determined by the Evaluation Team.
- If the original intent and scope of the project can be financially met with clear and obvious excess of funds as determined by the Evaluation Team, a written recommendation from the project committee chair will be forwarded to the President or designee that a reasonable amount of funds may be reallocated to the college contingency fund, the amount to be agreed upon by the Evaluation Team. The project will maintain an agreed upon reserve fund through an occupation period, not to exceed one year. The reserve fund will be determined by the Evaluation Team.

Monies will not be pulled from a Measure E project if its original intent and scope have not been fulfilled. Once the occupation period and the original intent and scope of the project have been met, as determined by the Evaluation Team, a written recommendation will be made by the project committee chair to the Facilities Capital Construction Committee that any remaining funds may be reallocated to the College Contingency Fund.

The funds to be reallocated will be available for projects that submit a "Request of Measure E Funds". Deadlines will be announced for "Requests of Measure E Funds" and requests will be submitted to the MJC Vice President of College and Administrative Services. Requests will be rated by the Facilities/Capital Construction Advisory Committee and a recommendation will be forwarded to the MJC President for consideration.

- Highest priority will be given to current MJC Measure E Projects where budgeted funds were not sufficient to complete the scope and original intent of the project.
- If funds are available and all Measure E Projects are completed, then funds will become available to new projects. All new projects will follow the procedures for requesting Measure E funds, as described above.

The MJC President's recommendation will be shared with the MJC Facilities/Capital Construction Advisory Committee prior to the decision being brought to College Council.

Revised 9/15/09 – 9/22/09 – 10/7/09-12/4/09-12/11/09- 1/15/10