

SAN MATEO COUNTY  
**COMMUNITY**  
 COLLEGE DISTRICT

# Meeting Agenda

**FACILITIES PLANNING, MAINTENANCE AND OPERATIONS**  
 Skyline College CIP President's Cabinet Agenda

Date:	Start:	End:	Next Meeting:	Prepared by:
April 6, 2018	9:30am	11:00am	April 20, 2018	CSF

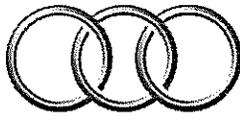
Purpose:	Location:
SKY CIP3 Strategic Planning Meeting	SKY President's Office

Attended By	
Regina Stanback-Stroud, President (RSS) Angelica Garcia, VPSS (AG) Eloisa Briones, VPAS (EB) Cherie Colin, DMC&PR (CC) Jennifer Taylor-Mendoza, VPI (JTM)	José Nuñez, FPO (JN) Chris Strugar-Fritsch, FPO (CSF) John Doctor, SKY (JD) Glenn Claycomb, Swinerton (GDC)

Item	Description	Action By	Due Date	First Noted	OPN/CLO
<b>NEW BUSINESS</b>					
30.0	<b>Fireside Furniture replacement</b> - Funding source needs to be confirmed Steelcase can provide a report on the study they performed MM to schedule a mtg with Cabinet	MM		04/06/18	
30.1	<b>College Entrance Electronic Signage</b>	MM/LR		04/06/18	
30.2	<b>Pac Heights Security Measures</b>	GC/CT		04/06/18	
30.3	<b>Update Campus Signage Wayfinding Maps with SKY B1 move to B19; Lot L; SKY B12N</b>	RG/MM /LR			
<b>CIP PROGRAM</b>					
1.0	<b>Building 12N</b> - Foundation work began 3/6/18 - Occupy: 9/2019 - Project cost: \$42,000,000 - Power shutdown to B7, 8, 9, 10, 11 next Monday 3/26 & Tuesday 3/27	PW / GDC		4/27/15	OPN
1.1	<b>Building 1N</b> - Design Development - Vacate B1: 12/2018 – 1/2019 - Start constr: 4/2019 - Occupy: 6/2021 - Project cost: \$175,000,000 - Further discussions on AJ/Paralegal completed resulting in loss of one classroom and moving faculty offices to West Wing.	GDC / PH		4/27/15	OPN

1.1a	<b>Boiler Plant</b> <ul style="list-style-type: none"> <li>- MEP, IT, Security final page-turners: 4/17/2018</li> <li>- Architectural final presentation: 4/20/2018</li> <li>- DSA submittal: 4/26/2018</li> <li>- Start constr: 9/17/2018</li> <li>- Operate: 5/2019</li> </ul>	GDC		3/7/18	OPN
1.3	<b>Building 14 (Loma Chica)</b> <ul style="list-style-type: none"> <li>- Replace windows, renovate play yards, upgrade path of travel (including some restrooms)</li> <li>- Bids due: 4/11/2018</li> <li>- Start constr: 5/28/2018</li> <li>- Play yards in 3 phases, complete 1/7/2019</li> <li>- Project cost: \$3,000,000</li> </ul>	GDC			OPN
1.4	<b>Building 19 (Pacific Heights) Swing Construction</b> <ul style="list-style-type: none"> <li>- Discuss Legal and AJ program spaces</li> <li>- Contract awarded to Rodan Construction</li> <li>- Vacate: 5/2018</li> <li>- Start GAP &amp; Ship/Rcvg constr: 4/16/2018</li> <li>- GAP &amp; Ship/Rcvg occupy: 7/5/2018</li> <li>- Start swing constr: 5/26/2018</li> <li>- Occupy: 12/17/2018</li> <li>- Project cost: \$3,700,000</li> <li>-</li> </ul>	GDC			OPN
1.5	<b>Oceana High School Swing Space</b> <ul style="list-style-type: none"> <li>- SMCCCD board approved lease. JUHSD board to approve</li> <li>- In design. Meeting with dean and faculty 4/2/2018.</li> <li>- Construction June 2018 – November 2018</li> <li>- Swing in December 2018 – January 2019</li> <li>- Logistics for students/faculty moving between Skyline and Oceana</li> <li>- Janitorial by SMCCCD</li> <li>- Project capital cost: \$340,000</li> <li>- Lease cost: \$70,200/yr.</li> <li>- Operating costs: TBD; EB talking with Jose about resource allocation funds</li> </ul>	EB / GDC			OPN
6.1	<b>Classroom Security Door Hardware</b> <ul style="list-style-type: none"> <li>- Phase 3: Panic bars. All but 1 door completed, which is on backorder and expected here in early May.</li> <li>- Phase 4: ACAMs doors to be fitted with “lockdown button”. Bids rejected; being reprocured by District (Check double doors in Library for automatic close/lock; Sim to fire doors?)</li> <li>- District/Campus training on what/how to operate various systems. Who? PSD? Verify with Jose.</li> </ul>	PH / WL		1/13/16	OPN
11.1	<b>STEM Center</b> <ul style="list-style-type: none"> <li>- B7 floor 3:</li> <li>- The ROM is ~ \$900K</li> <li>- Design Document in progress and expect to be completed by the end of April, 18.</li> <li>- Submittal to DSA on May; bid in September/October</li> <li>- Construction is anticipated to start during Winter break, 2018 and complete in about 3 months.</li> </ul>	TL/GA	Fall '18		OPN

	- Develop swing/move mgmt. plan – MM/TL/EB				
12.3	<b>CTTL Move to SKY B5</b> <ul style="list-style-type: none"> <li>- Construction in phases 1/2018 – 11/2018</li> <li>- Start final phase construction: 9/2018</li> <li>- Occupy: 12/2018</li> <li>- Phase 1 construction completed during the Winter Break 2017</li> <li>- Phase 2 design is complete and construction is planning to start during summer 2018 once GAP is vacated. <ul style="list-style-type: none"> <li>o Confirmed floorplan and MEP with Dean Houpis</li> </ul> </li> <li>- VPI looking to explore more options for space</li> <li>- VPI circle back with Group 4, Dean and explore needs v. wants and comeback with recommendations</li> <li>- Keep current design plan until further notice</li> </ul>	TL/GA		10/14/16	OPN
12.5	<b>Communications Plan</b> <ul style="list-style-type: none"> <li>- Periodically update communications plan.</li> <li>- Campus Forum: Late April</li> </ul>	CC		2/22/17	OPN
19.0	<b>Building 4 Cooling</b> <ul style="list-style-type: none"> <li>- RSS asked JN to explore ways to cool B4</li> <li>- Mech contractor said \$675k HVAC. GDC estimate \$800k total</li> </ul>	JD/GDC			OPN
23.3	<b>B2-129 Promise Scholars Dept</b> <ul style="list-style-type: none"> <li>- Project completion 4/13</li> </ul>	MM			CIO
	-				
29.2	<b>Shipping/Receiving/GAP FFE</b> <ul style="list-style-type: none"> <li>- MM received S/R furniture request (ROM-\$7K) OK to provide new furniture per CSF</li> <li>- MM to schedule a mtg with GAP for list of requests</li> <li>- GAP window to move 7/5-7/12</li> </ul>	MM		03/23/18	OPN
<b>MAINTENANCE &amp; OPERATIONS</b>					
29.3	<b>ELI Move to B2-351</b> <ul style="list-style-type: none"> <li>- Currently in 1-218 (650 sf) Move to 2-351 (565 sf)</li> <li>- 2-351 needs internet and electrical connections for 7 computer workstations and (6) additional electrical wall outlets.</li> <li>- Projector installation</li> <li>- Will use existing furniture</li> <li>- Needs new carpet</li> <li>- Needs new paint</li> <li>- Will go out to bid – rough estimate \$150,000</li> <li>- Need to discuss ELI move out ~ Dec 21?</li> <li>- Can do renovation on Winter Break</li> </ul>	JD			
29.4	<b>7-108C convert conference room to (3) workstations</b> <ul style="list-style-type: none"> <li>- Approved Project Request Form</li> <li>- 167 sf</li> <li>- \$20,000 received a KI quote</li> </ul>	JD			



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# Meeting Agenda

**FACILITIES PLANNING, MAINTENANCE AND OPERATIONS**  
 Skyline College CIP President's Cabinet Agenda

Date:	Start:	End:	Next Meeting:	Prepared by:
April 20, 2018	10:30am	11:15am	May 4, 2018	CSF

Purpose:	Location:
SKY CIP3 Strategic Planning Meeting	CSM 01-244

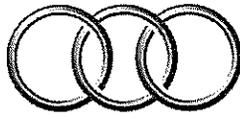
Attended By	
Regina Stanback-Stroud, President (RSS) Angelica Garcia, VPSS (AG) Eloisa Briones, VPAS (EB) Cherie Colin, DMC&PR (CC) Jennifer Taylor-Mendoza, VPI (JTM)	José Nuñez, FPO (JN) Chris Strugar-Fritsch, FPO (CSF) John Doctor, SKY (JD) Glenn Claycomb, Swinerton (GDC)

Item	Description	Action By	Due Date	First Noted	OPN/ CLO
<b>NEW BUSINESS</b>					
30.0	<b>Fireside Furniture Replacement</b> <ul style="list-style-type: none"> <li>- Funding source needs to be confirmed               <ul style="list-style-type: none"> <li>o Breakout pricing by area</li> </ul> </li> <li>- Steelcase can provide an observation report on the study they performed. MM to schedule a Steelcase (SF) showroom mtg. with Cabinet</li> <li>- MM met with EB &amp; JD to confirm areas – 1<sup>st</sup> FL - Fireside, student lounge, corridor, 2<sup>nd</sup> FL - student lounge &amp; corridor</li> </ul>	MM		04/06/18	
30.1	<b>College Entrance Electronic Signage</b> <ul style="list-style-type: none"> <li>- Need to verify funding source</li> <li>- Check Kpinks file for costs and initial info</li> </ul>	MM/RG		04/06/18	
30.2	<b>College Wide Security Measures</b> <ul style="list-style-type: none"> <li>- EAS: Jose has met with IT and this will be part of a college wide project for EAS to improve functionality and add more speakers</li> <li>- Cell phone connectivity: Cherie talk with Bruce Griffin</li> </ul>	GC/CT		04/06/18	
30.3	<b>Construction Notices</b> <ul style="list-style-type: none"> <li>- PMs send info to Cherie and John. PIO will release info to campus and website.</li> </ul>	CSF		04/2018	OPN
	<b>SKY B1N Elevator at Grand Stair</b>	GC			
	<b>ADMIN Justice</b> <ul style="list-style-type: none"> <li>- Option 4 which is Option 3 w/o decreasing classroom</li> </ul>	GC			

	<b>CTTL Options Update</b> - Expanded option selected	<b>TL</b>			
<b>30.4</b>	<b>Pac Heights Relocation (Dec 2018 to Jan 2019)</b> - MM requested for a proposal from G4 to meet with all depts. to confirm furniture layout & any revisions - Met with Career Svcs & Sparkpoint on 4/12. Minor changes on the layout. Requested for modular partitions between staff/counselors	<b>MM</b>	<b>01/2019</b>	<b>04/20/18</b>	<b>OPN</b>
<b>CIP PROGRAM</b>					
<b>1.0</b>	<b>Building 12N</b> - Foundation work began 3/6/18 - Occupy: 9/2019 - Project cost: \$42,000,000 - Power shutdown to B7, 8, 9, 10, 11 next Monday 3/26 & Tuesday 3/27	<b>PW / GDC</b>		<b>4/27/15</b>	<b>OPN</b>
<b>1.1</b>	<b>Building 1N</b> - Design Development - Vacate B1: 12/2018 – 1/2019 - Start constr: 4/2019 - Occupy: 6/2021 - Project cost: \$175,000,000 - Further discussions on AJ/Paralegal completed resulting in loss of one classroom and moving faculty offices to West Wing - Review ADA/elevator at grand stair	<b>GDC / PH</b>		<b>4/27/15</b>	<b>OPN</b>
<b>1.1a</b>	<b>Boiler Plant</b> - MEP, IT, Security final page-turners: 4/17/2018 - Architectural final rendering: 4/20/2018 - DSA submittal: 4/26/2018 - Start constr: 9/17/2018 - Operate: 5/2019	<b>GDC</b>		<b>3/7/18</b>	<b>OPN</b>
<b>1.3</b>	<b>Building 14 (Loma Chica)</b> - Replace windows, renovate play yards, upgrade path of travel (including some restrooms) - Board approval to award: 4/25/2018 - Start constr: 5/28/2018 - Play yards in 3 phases, complete 1/7/2019 - Project cost: \$3,000,000	<b>GDC</b>			<b>OPN</b>
<b>1.4</b>	<b>Building 19 (Pacific Heights) Swing Construction</b> - Contract awarded to Rodan Construction - Vacate: 5/2018 - Start GAP & Ship/Rcvg constr: 4/16/2018 - GAP & Ship/Rcvg occupy: 7/5/2018 - Start swing constr: 5/26/2018 - Occupy: 12/17/2018 - Project cost: \$3,700,000	<b>GDC</b>			<b>OPN</b>
<b>1.5</b>	<b>Oceana High School Swing Space</b> - SMCCCD board approved lease. JUHSD board to approve - In design. Met with dean and faculty 4/2/2018. - Construction June 2018 – November 2018 - Swing in December 2018 – January 2019	<b>EB / GDC</b>			<b>OPN</b>

	<ul style="list-style-type: none"> <li>- Logistics for students/faculty moving between Skyline and Oceana</li> <li>- Janitorial by SMCCCD</li> <li>- Project capital cost: \$340,000</li> <li>- Lease cost: \$70,200/yr.</li> <li>- Operating costs: TBD; EB talking with Jose about resource allocation funds</li> </ul>				
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11.1	<b>STEM Center</b> <ul style="list-style-type: none"> <li>- B7 floor 3:</li> <li>- The ROM is ~ \$900K</li> <li>- Design Document in progress and expect to be completed by the end of April, 18.</li> <li>- Submittal to DSA on May; bid in September/October</li> <li>- Construction is anticipated to start during Winter break, 2018 and complete in about 3 months</li> <li>- Develop swing/move mgmt. plan – MM/TL/EB</li> </ul>	TL/GA	Fall '18		OPN
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12.5	<b>Communications Plan</b> <ul style="list-style-type: none"> <li>- Periodically update communications plan.</li> <li>- Campus Forum: May 1<sup>st</sup>; 2:00 PM; Fireside</li> </ul>	CC		2/22/17	OPN
19.0	<b>Building 4 Cooling</b> <ul style="list-style-type: none"> <li>- RSS asked JN to explore ways to cool B4</li> <li>- Mech contractor said \$675k HVAC. GDC estimate \$800k total</li> </ul>	JD/GDC			OPN
23.3	<b>B2-129 Promise Scholars Dept.</b> <ul style="list-style-type: none"> <li>- Project completion 4/13</li> <li>- AG to confirm TV monitor or projector. Funding source?</li> </ul>	MM			CIO
29.2	<b>Shipping &amp; Receiving/GAP - Pac Heights Relocation</b> <ul style="list-style-type: none"> <li>- Provide all new furniture for permanent space</li> <li>- GAP window to move 7/5-7/12</li> </ul>	MM	8/2018	03/23/18	OPN
30.3	<b>Update Campus Signage Wayfinding Maps with SKY B1 move to B19; Lot L; SKY B12N</b>	RG		03/23/18	

<b>MAINTENANCE &amp; OPERATIONS</b>					
<b>29.3</b>	<b>ELI Move to B2-351</b> <ul style="list-style-type: none"> <li>- Currently in 1-218 (650 sf) Move to 2-351 (565 sf)</li> <li>- 2-351 needs internet and electrical connections for 7 computer workstations and (6) additional electrical wall outlets</li> <li>- Projector installation</li> <li>- Will use existing furniture</li> <li>- Needs new carpet</li> <li>- Needs new paint</li> <li>- Will go out to bid – rough estimate \$150,000</li> <li>- Need to discuss ELI move out ~ Dec 21?</li> <li>- Can do renovation on Winter Break</li> <li>- Drafting a bid for advertisement working with GS</li> </ul>	<b>JD</b>			
<b>29.4</b>	<b>7-108C convert conference room to (3) workstations</b> <ul style="list-style-type: none"> <li>- Approved Project Request Form</li> <li>- 167 sf</li> <li>- \$20,000 received a KI quote</li> <li>- PO is being processed, installation by end of June</li> </ul>	<b>JD</b>			



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**Meeting Agenda**

**FACILITIES PLANNING, MAINTENANCE AND OPERATIONS**  
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Date:	Start:	End:	Next Meeting:	Prepared by:
May 18, 2018	9:00am	11:00am	May 31, 2018	CSF

Purpose:	Location:
SKY CIP3 Strategic Planning Meeting	CSM 01-244

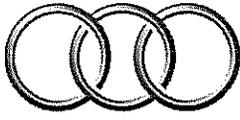
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Item	Description	Action By	Due Date	First Noted	OPN/ CLO
<b>NEW BUSINESS</b>					
Street Light Pole Banners - Who pays?					
B1 DD Presentation - Users – attend page turner?					
<b>CIP PROGRAM</b>					
1.0	<b>Building 12N</b> - Occupy: 9/2019 - Project cost: \$42,000,000 - Power shutdown to B7, 8, 9, 10, 11 Tuesday 5/29 — Friday 6/1 - Lot G closed Tuesday 5/29 - Lot G ADA and staff parking open Saturday 6/9 - Lot G open 7/27 - Vehicle access to B9, 10, 11 closed Tuesday 5/29 — Monday 7/2	PW / GDC		4/27/15	OPN
1.1	<b>Building 1N</b> - Design Development 50% presentation at 5/31 CIP meeting - Vacate B1: 12/2018 – 1/2019 - Start constr: 4/2019 - Occupy: 6/2021 - Project cost: \$175,000,000	GDC / PH		4/27/15	OPN
1.1a	<b>Boiler Plant</b> - DSA submittal: 4/26/2018	GDC		3/7/18	OPN

	<ul style="list-style-type: none"> <li>- Start constr: 9/17/2018</li> <li>- Operate: 5/2019</li> </ul>				
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1.4	<b>Building 19 (Pacific Heights) Swing Construction</b> <ul style="list-style-type: none"> <li>- Construction of GAP &amp; Ship/Rcvg</li> <li>- GAP &amp; Ship/Rcvg occupy: 7/5/2018</li> <li>- Start swing constr: 5/26/2018</li> <li>- Occupy: 12/17/2018</li> <li>- Project cost: \$3,700,000</li> <li>- MM to relocate/store furniture on 5/25</li> </ul>	GDC			OPN
1.5	<b>Oceana High School Swing Space</b> <ul style="list-style-type: none"> <li>- JUHSD board to approve Facilities Preparation Agreement</li> <li>- Final design meeting with faculty and ITS 5/18</li> <li>- Construction June 2018 – November 2018</li> <li>- Swing in December 2018 – January 2019</li> <li>- Logistics for students/faculty moving between Skyline and Oceana</li> <li>- Janitorial by SMCCCD</li> <li>- Project capital cost: \$340,000</li> <li>- Lease cost: \$70,200/yr.</li> <li>- Operating costs: TBD; EB talking with Jose about resource allocation funds</li> </ul>	EB / GDC			OPN
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11.1	<b>STEM Center</b> <ul style="list-style-type: none"> <li>- B7 floor 3:</li> <li>- ROM ~ \$900K;</li> <li>- 50% CD complete</li> <li>- Submittal to DSA on June; bid in October / November</li> <li>- Construction is anticipated to start during Winter break, 2018 and complete in about 3 months</li> <li>- Develop swing/move mgmt. plan – MM/TL/EB</li> </ul>	TL/GA	Fall '18		OPN
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12.5	<b>Communications Plan</b>	CC		2/22/17	OPN

	- Periodically update communications plan.				
19.0	<b>Building 4 Cooling</b> - RSS asked JN to explore ways to cool B4 - Mech contractor said \$675k HVAC. GDC estimate \$800k total	JD/GDC			Hold
29.2	<b>Shipping &amp; Receiving/GAP - Pac Heights Relocation</b> - GAP to receive all new furniture to be installed 7/2 - GAP equipment move 7/5-7/8 - S/R to move wk of 7/9	MM	8/2018	03/23/18	OPN
30.0	<b>Fireside Furniture Replacement</b> - Funding source needs to be confirmed o Breakout pricing by area o Student fund available \$100K - Steelcase can provide an observation report on the study they performed. 6/8 showroom visit to be rescheduled - MM met with EB & JD to confirm areas – 1 <sup>st</sup> FL - Fireside, student lounge, corridor, 2 <sup>nd</sup> FL - student lounge & corridor	MM	Winter break	04/06/18	
30.1	<b>College Entrance Electronic Signage</b> - Need to verify funding source - 2015 budget \$200K for two (2) boards	RG		04/06/18	
30.3	<b>Update Campus Signage Wayfinding Maps with SKY B1 move to B19; Lot L; SKY B12N</b> - B19 office numbers – GDC/CT	RG		03/23/18	
30.4	<b>Pac Heights Relocation (Dec 2018 to Jan 2019)</b> - MM requested a proposal from G4 to meet with all depts. to confirm furniture layout & any revisions - Met with Career Svcs & Sparkpoint on 4/12. Minor changes on the layout. Requested for modular partitions between staff/counselors - MM/GDC coordinate with Jennifer WFD, Job Placement and Hospitality	MM	01/2019	04/20/18	OPN
	<b>B4 Admin Area</b>	MM		5/18/18	OPN
<b>MAINTENANCE &amp; OPERATIONS</b>					
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29.4	<b>7-108C convert conference room to (3) workstations</b> - Approved Project Request Form - 167 sf - \$20,000 received a KI quote	JD			

	<ul style="list-style-type: none"> <li>- PO is being processed, installation by end of June</li> <li>- COLLEGE FUNDED</li> </ul>				
	<b>Portables</b> <ul style="list-style-type: none"> <li>- <b>College Funded - \$450,000</b></li> <li>- Need sizes</li> <li>- One is a 1/1 replacement</li> <li>- One new portable with new utilities</li> <li>- Planned for winter break construction</li> </ul>	<b>JD</b>			



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<b>Date:</b>	<b>Start:</b>	<b>End:</b>	<b>Next Meeting:</b>	<b>Prepared by:</b>
May 31, 2018	1:00pm	3:00pm	July 10, 2018	CSF

<b>Purpose:</b>	<b>Location:</b>
SKY CIP3 Strategic Planning Meeting	SKY 4-343

<b>Attended By</b>	
Regina Stanback-Stroud, President (RSS) Angelica Garcia, VPSS (AG) Eloisa Briones, VPAS (EB) Cherie Colin, DMC&PR (CC) Jennifer Taylor-Mendoza, VPI (JTM)	José Nuñez, FPO (JN) Chris Strugar-Fritsch, FPO (CSF) John Doctor, SKY (JD) Glenn Claycomb, Swinerton (GDC)

Item	Description	Action By	Due Date	First Noted	OPN/ CLO
<b>PRESENTATIONS</b>					
1:00 to 2:30 B1 DD progress presentation by Turner/Snohetta/DLR					
2:30 to 2:45 Electronic Signage Discussion by Robert Gutierrez					
<b>NEW BUSINESS</b>					
32.0					
<b>CIP PROGRAM</b>					
1.0	<b>Building 12N</b> - Occupy: 9/2019 - Project cost: \$42,000,000 - Power shutdown to B7, 8, 9, 10, 11 Tuesday 5/29 — Friday 6/1 - Lot G closed Tuesday 5/29 - Lot G ADA and staff parking open Saturday 6/9 - Lot G open 7/27 - Vehicle access to B9, 10, 11 closed Tuesday 5/29 — Monday 7/2	PW / GDC		4/27/15	OPN
1.1	<b>Building 1N</b> - Design Development 50% presentation at 5/31 CIP meeting - Vacate B1: 12/2018 – 1/2019 - Start constr: 4/2019 - Occupy: 6/2021 - Project cost: \$175,000,000	GDC / PH		4/27/15	OPN
1.1a	<b>Boiler Plant</b> - DSA submittal: 4/26/2018	GDC		3/7/18	OPN

	<ul style="list-style-type: none"> <li>- Start constr: 9/17/2018</li> <li>- Operate: 5/2019</li> </ul>				
<b>1.3</b>	<b>Building 14 (Loma Chica)</b> <ul style="list-style-type: none"> <li>- Replace windows, renovate play yards, upgrade restrooms along path of travel</li> <li>- Start constr: 5/29/2018</li> <li>- Play yards in 3 phases, complete 1/7/2019</li> <li>- Project cost: \$3,675,000</li> </ul>	<b>GDC</b>			<b>OPN</b>
<b>1.4</b>	<b>Building 19 (Pacific Heights) Swing Construction</b> <ul style="list-style-type: none"> <li>- Construction of GAP &amp; Ship/Rcvg</li> <li>- GAP &amp; Ship/Rcvg occupy: 7/5/2018</li> <li>- Start swing constr: 5/26/2018</li> <li>- Occupy: 12/17/2018</li> <li>- Project cost: \$3,700,000</li> </ul>	<b>GDC</b>			<b>OPN</b>
<b>1.5</b>	<b>Oceana High School Swing Space</b> <ul style="list-style-type: none"> <li>- JUHSD approved Facilities Preparation Agreement</li> <li>- Final design meeting with faculty and ITS 5/18</li> <li>- Construction August 2018 – November 2018</li> <li>- Swing in December 2018 – January 2019</li> <li>- Logistics for students/faculty moving between Skyline and Oceana</li> <li>- Janitorial by SMCCCD</li> <li>- Project capital cost: \$340,000</li> <li>- Lease cost: \$70,200/yr.</li> <li>- Operating costs: TBD; EB talking with Jose about resource allocation funds</li> </ul>	<b>EB / GDC</b>			<b>OPN</b>
<b>6.1</b>	<b>Classroom Security Door Hardware</b> <ul style="list-style-type: none"> <li>- Phase 3: Panic bars. All but 1 door completed, which is due to arrive late May.</li> <li>- Phase 4: Contract awarded. Work to be completed by end of summer.</li> <li>- District/Campus training on what/how to operate various systems. Coordinate with PSD and Cherie.</li> </ul>	<b>PH / WL</b>		<b>1/13/16</b>	<b>OPN</b>
<b>11.1</b>	<b>STEM Center</b> <ul style="list-style-type: none"> <li>- B7 floor 3:</li> <li>- ROM ~ \$900K;</li> <li>- 90% CD complete</li> <li>- Submittal to DSA on June; bid in October / November</li> <li>- Construction is anticipated to start during Winter break, 2018 and complete in about 3 months</li> <li>- Develop swing/move mgmt. plan – MM/TL/EB</li> <li>- DSA Plan Review submittal appointment is scheduled on July 9.</li> </ul>	<b>TL/GA</b>	<b>Fall '18</b>		<b>OPN</b>
<b>12.3</b>	<b>CTTL Move to SKY B5</b> <ul style="list-style-type: none"> <li>- Construction in phases 1/2018 – 11/2018</li> <li>- Start final phase construction: 9/2018</li> <li>- Occupy: 12/2018</li> <li>- Phase 1 construction completed during the Winter Break 2017</li> <li>- The ROM of Office space improvements at GAP is about \$100K, The ROM of the Training Room at S&amp;R could range from \$40K-\$60K without the drop ceiling.</li> </ul>	<b>TL/GA</b>		<b>10/14/16</b>	<b>OPN</b>

	<ul style="list-style-type: none"> <li>- Cabinet authorized to start the construction at GAP this summer. Bidding process is underway.</li> <li>- ROM does not include new furniture requested at the last meeting (5/18).</li> </ul>				
12.5	<b>Communications Plan</b> <ul style="list-style-type: none"> <li>- Periodically update communications plan.</li> <li>- Street Light Pole Banners</li> </ul>	CC		2/22/17	OPN
19.0	<b>Building 4 Cooling</b> <ul style="list-style-type: none"> <li>- RSS asked JN to explore ways to cool B4</li> <li>- Mech contractor said \$675k HVAC. GDC estimate \$800k total</li> </ul>	JD/GDC			Hold
29.2	<b>Shipping &amp; Receiving/GAP - Pac Heights Relocation</b> <ul style="list-style-type: none"> <li>- GAP to receive all new furniture to be installed 7/2</li> <li>- GAP equipment move 7/5-7/8</li> <li>- S/R to move wk of 7/9</li> </ul>	MM	8/2018	03/23/18	OPN
30.0	<b>Fireside Furniture Replacement</b> <ul style="list-style-type: none"> <li>- Funding source needs to be confirmed <ul style="list-style-type: none"> <li>o Breakout pricing by area</li> <li>o Student fund available \$100K</li> </ul> </li> <li>- Steelcase can provide an observation report on the study they performed. 6/8 showroom visit to be rescheduled</li> <li>- MM met with EB &amp; JD to confirm areas – 1<sup>st</sup> FL - Fireside, student lounge, corridor, 2<sup>nd</sup> FL - student lounge &amp; corridor</li> </ul>	MM	Winter break	04/06/18	
30.1	<b>College Entrance Electronic Signage</b> <ul style="list-style-type: none"> <li>- Need to verify funding source 2015 budget \$300K for two (2) boards</li> </ul>	RG		04/06/18	
30.3	<b>Update Campus Signage Wayfinding Maps with SKY B1 move to B19; Lot L; SKY B12N</b> <ul style="list-style-type: none"> <li>- B19 office numbers – GDC/CT</li> </ul>	RG		03/23/18	
30.4	<b>Pac Heights Relocation (Dec 2018 to Jan 2019)</b> <ul style="list-style-type: none"> <li>- MM requested a proposal from G4 to meet with all depts. to confirm furniture layout &amp; any revisions</li> <li>- Met with Career Svcs &amp; Sparkpoint on 4/12. Minor changes on the layout. Requested for modular partitions between staff/counselors</li> <li>- MM/GDC coordinated with Jennifer WFD, Job Placement and Hospitality – Decided to use furniture solution to provide offices for additional staff</li> </ul>	MM	01/2019	04/20/18	OPN
	<b>B4 Admin Area</b>  <b>2 small offices/2 small conf. rm. (3ppl) ROM \$200K</b> <ul style="list-style-type: none"> <li>- Dirt walls</li> <li>- Relocate fire sprinklers</li> <li>- Power/data</li> <li>- HVAC</li> </ul> <b>Golda's wall two (2) options</b> <ul style="list-style-type: none"> <li>- 7' glass wall without sliding door</li> <li>- 6' partition with a 1' glass</li> </ul> <b>MM waiting for vendor design and cost proposals</b>	MM		5/18/18	OPN
<b>MAINTENANCE &amp; OPERATIONS</b>					
29.3	<b>ELI Move to B2-351</b>	JD/GDC			

	<ul style="list-style-type: none"> <li>- Currently in 1-218 (650 sf) Move to 2-351 (565 sf)</li> <li>- 2-351 needs internet and electrical connections for 7 computer workstations and (6) additional electrical wall outlets</li> <li>- Projector installation</li> <li>- Will use existing furniture</li> <li>- Needs new carpet</li> <li>- Needs new paint</li> <li>- Will go out to bid – rough estimate \$150,000 (Swing)</li> <li>- Need to discuss ELI move out ~ Dec 21?</li> <li>- Can do renovation on Winter Break</li> <li>- Drafting a bid for advertisement working with GS</li> </ul>	<b>/MM</b>			
<b>29.4</b>	<b>7-108C convert conference room to (3) workstations</b> <ul style="list-style-type: none"> <li>- Approved Project Request Form</li> <li>- 167 sf</li> <li>- \$20,000 received a KI quote</li> <li>- PO is being processed, installation by end of June</li> <li>- COLLEGE FUNDED</li> </ul>	<b>JD</b>			
	<b>Portables</b> <ul style="list-style-type: none"> <li>- College Funded - \$450,000</li> <li>- Need sizes</li> <li>- One is a 1/1 replacement</li> <li>- One new portable with new utilities</li> <li>- Planned for winter break construction</li> </ul>	<b>JD</b>			