

Cuyamaca College Administrative Services

Facilities
January 10, 2005
11 AM
F116

New Business

Draft of Admin Services workshop

Dry run -Friday, January 14 11 AM in TLC

Please fill in your department's part in the handbook. Give to Barbara T by January 11.

Workshop is Tuesday, January 18 at 2:15 TLC

Donation of water would be appreciated

Old Business

Construction Update

Cleaning Fitness Center carpet and backroom

Activities

Event Date	Event	Location	Attendance
1/05/05	Men's Basketball	Gym	20
1/12/05			
1/15/05			
1/07/05	Women's Basketball	Gym	20
1/15/05			
1/22/05			
1/29/05			
1/14/05	Administrators Training Session	Museum	25
1/20/05			
1/19/05	Citizen's Bond Overview	Museum	25
1/24-1/27	Information Table for Barbara Meese	Campus	

Round Table

Next meeting will be a tour of Auto on January 20 at 11 AM

Cuyamaca College Administrative Services

Facilities
January 24
11 AM
F116

New Business

Old Business

Construction Update

Coyote's Den to be move in front of LRC in area where coffee cart was located.

Bookstore to be relocated late February

Preparations for Start of the Semester

Frank will get the Coffee Cart signs from Dave Francis and put up around campus

Frank's hours for week of 1/24/05 are 7:30 to 4 PM to help in Admin Services

Frank to ask the operations crew to check and report the status of the lighting around campus

Operations to power wash\scrub the Coyote's Den patio week of 1/24/05

Grounds to wash/scrub the patio week of 1/31/05

Grounds has been asked to take an aerial picture of Lot 5 on Tuesday 1/25/05

Grounds has been asked to add color (flowers) to the front of both college entrances

Grossmont Admin Retreat will be February 4 in the Water Garden

Arleen would like some pictures of the crews in action to present a slide show

Grounds, Maintenance and Operations has been asked to work together to clean up the area by the warehouse behind the dumpsters

Arleen would like the compound cleaned up over the next several weeks

James Rectenwald's new hours are:

Grounds- Tuesday and Wednesday 6-2:30 PM

Thursday- 6-10 AM

Maintenance – Thursday 10-3:30 PM

Friday – Saturday 7-3:30 PM

Activities

Event Date	Event	Location	Attendance
1/26/05 1/29/05	Women's Basketball	Gym	20
1/20/05	Administrators Training Session	Museum	25
1/24-1/27	Information Table for Barbara Meese	Campus	
2/07/05	Instructional Council meeting	F106	25

Cuyamaca College Administrative Services

Facilities
February 14
11 AM
F116

New Business

Calendar of Events

Landscaping ATC before 3/10

John to provide a budget for installing irrigation

Roof Leak O Bldg

Roofer has been called out to check roof 2/14/05

Old Business

Construction Update

Maintenance to provide a detailed list of hot water tanks and water valves already or needing to be replaced for reimbursement to Scheduled Maintenance Fund

David to provide a quote to seal coat the staff parking lot near Auto

No computer access for Operations (Terry's works)

No update

Automotive Drain

No update

Clean-up of Auto Complex –March 10

Crews continuing to work on clean up

Calendar of Spring Events to follow

Date	Event	Location	Attendance
02/15 & 0/22	Tennis Competition	Tennis Court	
02/15/05	SD County Office of Ed	Museum	65
02/22/05	Gov Board Meeting	Museum	25
02/23/05	Black History Forum	Upstairs LRC	40
02/25/05	High School tour	Campus	25
02/25/05	Income Allocation Task Force	Museum	17
02/25/05	High School Campus Tour	Campus	60

Cuyamaca College Administrative Services

Facilities

February 22, 2005

1:30 PM

New Business

Plants outside 'F' Building

Per John the plants are being watered again by hourly employees

Auto door for Health Services

Will check with Debi Miller the secondary effects of the office in the next year

Kiosk

The kiosk will not be used for outreach purposes

Old Business

Construction Update

Bus stop to begin in the next week and a half

Landscaping ATC before 3/10

John will ask Brad Monroe for plants to use for Grand Opening

Roof Leak O Bldg

David is following up

Automotive Drain

Construction punch list

Clean-up of Auto Complex –March 10

Continuing

Date	Event	Location	Attendance
02/22/05	Tennis Competition	Tennis Court	
02/22/05	Gov Board Meeting	Museum	25
02/23/05	Black History Forum	Upstairs LRC	40
02/25/05	High School tour	Campus	25
02/25/05	Income Allocation Task Force	Museum	17
02/25/05	High School Campus Tour	Campus	60

Cuyamaca College

Administrative Services

Facilities
February 28
11 AM

New Business

Schedule for CIS Women in Technology 4/26/05

Maintenance and Grounds will help with the blue covering

Can bring hourly in to help with covering

Stop-sign for ASCC Fire Road

Sent email to Public Safety asking for their recommendation

Old Business

Construction Update

Bus stop to begin in about 2 weeks

Central Plant to begin in about 5 weeks

Landscaping ATC before 3/10

John has arranged to have plants for OH

Will need operations assistance in returning the plants to OH

Roof Leak O Bldg

Punch list

Clean-up of Auto Complex –March 10

In progress

Cuyamaca College Facilities

Agenda
March 16, 2005
Follow-ups
ASCC Trailer

New Business

Commencement

Striping and Painting Campus

- Sal will provide a map to Public Safety of the areas needing to be painted or striped.

No Smoking Signs

- Patty will contact Ron Knight to follow up regarding the “No Smoking” signs.

Community Events Parking

- Public Safety will designate one row in Lot 2 for public parking for all events.

Impact to College Community – all site email

- Send an all-site email (Barbara T can do this) whenever we are doing work on campus that may impact several people, i.e. closing a parking lot or classroom.

Punch Lists –Crews to sign off on lists

- David Suter provides the punch list, our crew leaders will review, then return to David.

Updating the 3D/I Report

- Any major repairs on campus need to be reported to David (more information to follow regarding the report).

Permission to use Forklift

- Patty will follow up with Sid Wells to find out about the certification of forklift operators.

Old Business

Construction Update

- Central plant-all equipment/material will need to be moved out of the area by April 15.
- The crews will continue to clean up the area.

Schedule for CIS Women in Technology 4/26/05

- No update

Containers for Storage

- David Suter is looking into the possibility of using the OH storage unit.
- Sal will continue to research the cost of a rental and purchase price of a new storage unit.

Cuyamaca College Facilities

Agenda
March 28
F116

New Business

- Replace campus door handles with lever handles
 - Paul to provide the cost to finish the project

Old Business

- Construction Update
 - Food Service move postponed until end of May
 - Central Plant bid opening postponed a week, project tentative to start 2 to 3 weeks after bid opening
- Commencement
 - Grounds and Maintenance have been asked to assist Operations with commencement set up
- Schedule for CIS Women in Technology 4/26/05
 - Parking for event-all students lots no permit needed 5-10pm
- Containers for Storage/Central Plant
 - The group will make a visit to the current containers next meeting to determine which items can be disposed of
 - Containers and Central Plant need to be cleared out by April 15

Activities

DATE	EVENT	LOCATION	ATTENDANCE
3/29/05	Admin Council	Museum	30
3/31/05	Science & Tech Ground Breaking	Main Quad	75
4/01/05	Accreditation Visit	Museum	40
4/7/05	Landscape certification	OH Lawn/Field	200
4/8/05	Math and Science Field Day(Marie Mendoza)	Gym Quad	100
4/14/05	ENVT Advisory Meeting	Museum	30
4/21/05	Student Fine Arts Opening	LRC Patio	300

Round Table

- Work orders have been entered for all other tasks

Arleen asked the crews not to take vacation between April 20 and June 3.

Cuyamaca College Facilities

Agenda
April 11
F106

New Business

Old Business

- Construction Update
- Commencement
 - Checking with Beth Viersen for updates
 - Checking with Robin regarding port-o-potty partitions
- CIS Women in Technology 4/26/05
 - Maintenance and Grounds will help with the tarp. Paul and Sal will come in at 6 am on 4/26 and 4/27 to help.
- Central Plant/Storage Container
 - Containers and Central Plant need to be cleared out by April 20
- 3DI Report
 - Review next week

Activities

Round Table

- There is a soft freeze on all budgets for the next few months. Please check with Arleen before you purchase certain items for your department.

Cuyamaca College Facilities

Agenda
April 18
F106

New Business

- SWACC Report
 - Crews will review and give responses at next meeting
- Gym Floor Re-surfacing
 - Dave DeHaven will follow up with Don Ervin Flooring
 - Patty emailed Troy for additional vendors 4/18/05

Old Business

- Construction Update
 - Bus stop completion due date May 20
 - Central plant due to start in 2 weeks
 - Food Service scheduled to open June 13
- Commencement
 - Partitions for Port-o-potties
 - Arleen will follow up regarding the material to be used for partitions
- CIS Women in Technology 4/26/05
 - Sent email to Michelle Tillman regarding set up for next day's class
- Central Plant/Storage Container
 - Dave DeHaven will follow up on all business related to warehouse storage containers
 - John Heimaster will follow up on all business related to paved awning area behind the warehouse
 - Sal Espiritu will follow up on all business related to power house area
- 3DI Report
 - David Suter to update report next meeting

Round Table

- 4/19/05-Sent Troy Gilson email regarding the Crafters Fence PR. No PO number assigned as of 4/19/05
- Work order was entered to clear items away from warehouse fencing
- Arleen and Dave DeHaven to re-visit storage containers to determine what more will be disposed of
- Patty and Sal to work on covers for blue tarp racks
- Arleen will email Madelaine Wolfe regarding REBRAC furniture and possibly purchasing a container to store furniture

Cuyamaca College Facilities

Agenda
April 25
F116

New Business

- 3DI Report – David
- Hourly Employment – John

Old Business

- SWACC Report
- Construction Update
- Commencement
- CIS Women in Technology 4/26/05
- Central Plant Storage Container-Sal
- Warehouse Containers-Dave DeHaven
- Storage Area Behind Warehouse-John

Round Table

Cuyamaca College Facilities

Agenda
May 2
F116

New Business

- LRC Roof Leak
 - Sal to get quote for roof and drywall repair
- Museum Alarm Code for Public Safety
- Probation Crew – May 11-13 – John H
- Lease with John Deere – John H
 - John gave Arleen a run down of the rent to own leasing option
 - Arleen would like to consider the rent to own option to include a lift and split the cost with Electrical Maintenance

Old Business

- Construction Update
 - Central plant to begin the week of May 2, 2005
 - Fire Road to close the week of May 2, 2005
 - Science Tech bid walk today, two more planned
 - Bus Stop to finish this week
- Commencement
 - Dieter to check if there is enough power available around track

Round Table

Turn in budget and must haves before Tuesday, May 10

John Heimaster to meet Arleen regarding budget – Wednesday, May 4 @ 10:30 am

Sal Espiritu to meet Arleen regarding budget – Wednesday, May 4 @ 2:00pm

Dave DeHaven to meet Arleen regarding budget – Wednesday, May 4 @ 2:30pm

Terry will work 6-2:30pm Saturday, May 7

The operations crew will work 1-9:30pm Saturday, May 7

Arleen would like to have Karl show us all locations of main breakers for campus

Cuyamaca College Facilities

Agenda
May 9
F116

New Business

- Lift?
- Schedule Debut/Reg Kick-off & BBQ

Old Business

- Construction Update
- Commencement
- SWACC

Activities

Round Table

Cuyamaca College Facilities

Agenda
May 16
F116

New Business

- Preparation for the start of construction- Science Technology Mall work order-John
- Hard wiring the overhead projectors
- Lift
- Summer break projects
 - Painting
 - Door Handles
 - Remove extension cords from overhead projectors (D101, D103, E106 G107, R404 and F106 TV)
 - Fill walls on roofs A-G to eliminate bees
 - Additional Hourly Hours

Old Business

- Construction update
- Commencement
 - Preparation for striping and painting campus
 - Remove hammer throw cage from track and field area
- SWACC Report
- LRC Roof Repair
- Gym Floor

Round Table

Cuyamaca College Facilities

Agenda
May 23
F116

Old Business

- Construction Update
- Commencement
- SWACC

New Business

- Use of new equipment for Operations
- Container for Operations by Gafcon Trailer- remove curb, lay down rocks-Sal
- Electrical Maintenance Vehicles in Maintenance Compound
- Gas Cart for Operations

Round Table