COLLEGE OF THE SEQUOIAS
Standing Facilities/ Safety Council
Agenda
February 5, 2014 @ 2:00 PM in LRC 210

<table>
<thead>
<tr>
<th>Members:</th>
<th>Eric Mittlestead (A)</th>
<th>Nancy Schneider (F)</th>
<th>Donnie Charles (C)</th>
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<tr>
<td>Bob Masterson (Chair)</td>
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<td>Robert Urtecho (A)</td>
<td>Derek Morrelli (C)</td>
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<td>Ryan Wullsleger(S)</td>
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Guest: Michael Phenicie

Call to Order:

Information Items:
1. Project Status (Mittlestead)
2. Chemical Hygiene Plan (Urtecho)
3. Above based budget (Masterson/Mittlestead)

Agenda Items:

New Business:
1. Comments on items not on the agenda

Adjournment:
Call to Order:

Information Items:
1. Eric Mittlestead provided an update on the status of construction projects.
2. Dr. Urtecho present the Chemical Hygiene plan for review. Each member was ask to review for recommendations.
3. Eric Mittlestead and Bob Masterson discussed that above based budget request for facilities were reviewed by Eric Mittlestead for accuracy and submitted to VP Admin Services.
4. Michael Phenicie discussed general information on injuries commonly reported at COS.

Adjournment: 2:59 PM
Done, I dropped them off and reviewed them with Omar. I'll bring the other two with me to our meeting next Tuesday.

Eric

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From: Christine Statton  
Sent: Tuesday, January 21, 2014 11:42 AM  
To: Eric Mittlestead  
Cc: Bob Masterson; Omar Gutierrez; Jordan Lamb  
Subject: Re: From Budget Committee - Above-Base Requests

Thank you! If you can submit what you have so far, and follow up with the other two later, that would be great, as we meet this Thursday. Let me know...either way can work.

Thanks again,
CS

Sent from my iPhone. Please disregard typos.

On Jan 21, 2014, at 8:23 AM, "Eric Mittlestead" <ericm@cos.edu> wrote:

Christine, on Friday I spoke with Omar to give him an update of my progress. I am all complete except for 2 Above Base Requests. One requires an estimate for electrical. This is in progress but our electrician has been sick for a few days now. I hope to have this one complete by Friday.

The second ABR is proving to be a bit more challenging. Over the last week, I have left a voice mail and sent an email to the requestor and have had no response. My intent is to submit all of my updates to you when we meet on Tuesday January 28th, but I may have to submit the second one as “unknown” or not viable if I don’t get a response.

Eric

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From: Christine Statton  
Sent: Friday, January 10, 2014 2:02 PM  
To: Eric Mittlestead  
Cc: Bob Masterson; Omar Gutierrez; Jordan Lamb  
Subject: FW: From Budget Committee - Above-Base Requests

Hi Eric – I was wondering if there is any way to get this back to us by early Feb, or even earlier (Jan 20th) if possible?

We stated Feb 15th originally, but I am noticing that the budget committee’s work and rankings need to be completed by Feb 15th. We will then send our rankings on to DGS.

Let me know what you think, thanks!
From: Omar Gutierrez  
Sent: Wednesday, December 11, 2013 9:50 AM  
To: Eric Mittlestead; Bob Masterson  
Cc: Christine Statton; Karen Pauls; Jordan Lamb; Sandi Macrae  
Subject: From Budget Committee - Above-Base Requests

Hello Facilities/Safety Council Chair(s);  

Attached you will find the Above-Base requests, being forwarded to you by the Budget Committee, as a formal request for technical and feasibility assessment of each request. Please also verify the cost estimate (reasonableness).

Please have the requests back, with the results of your assessment, to the Budget Committee Chairs by February 15, 2014.

The requests being sent to you are summarize below, there are nine in total.

- Carpet in Counseling Office  
- Paint Counseling Office  
- Food lab Gas ranges (Division says this will require a T-Line for the gas lines, and they have the budget, though we are not sure of cost.)  
- High Jump Pit (Also verify DSA and/or safety requirements)  
- Sewing Machines & Sergers (outlet and electrical capacity)  
- Welding – Lincoln C300 (outlet and electrical capacity; placement of equipment)  
- Springboard (Also verify DSA and/or safety requirements)  
- Athletics Tuff Shed (Verify DSA if necessary)  
- Engine Lathe (outlet and electrical capacity; placement of equipment)

Thank you.

NOTE: At the time of this email, both Mr. Mittlestead and Mr. Masterson are out of the office. I am CCing Jordan Lamb and Sandra Macrae.

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Omar, they did not go through the council this year. As Bob was in the process of scheduling a special meeting, I was getting clarification on what our role was related to the requests. When we found out that our role was very technical in nature and was related to feasibility, codes and budgets, we felt that it the responsibility should rest more on the my shoulders since no one on the council has the expertise to fulfill these technical responsibilities. It was our intent to review these with the council at the next meeting, but then Christine requested that we expedite the review of the requests and return them to you asap. So in short, the council has never seen them.

To sum it up, the council will not have the expertise to review these items in the future and I could probably use a few more weeks to go through the process, especially as the numbers of requests grow.

Eric

-----Original Message-----
From: Omar Gutierrez
Sent: Tuesday, January 28, 2014 9:40 PM
To: Bob Masterson; Eric Mittlestead
Subject: Above base process

Hello.
I wanted to have your opinion on how above base requests were implemented through the facilities and safety council this year.

I am interested in finding out any difficulties in the process.

I would like to know if you have any techniques or advice on how to improve the process.

Thanks.

Omar G