

Nov College Council recommends to President

### Facilities Project Request (FPR) – Grossmont Facilities Committee

**SECTION 1 – Condensed Summary:** This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: Matt Calfin

Phone Extension: 7390

Department/Program: Learning and Technology Resources (LTR)

Date: 4-14-2019

Brief Project Name: Learning Commons

Project Number: **FPR 19.001**

(Brief phrase identifying need such as "Foreign language lab space expansion")

(Facilities Director fills this in)

Project Location (building/room number): 70 and the Library

1. Project Description (please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):

The Learning Commons has two distinct goals. First, it is to transform LTR spaces for enhanced collaboration among students and faculty. In addition, the Learning Commons is to support Grossmont College's strategic goals of Engagement and Retention by providing resources and that enhance student success. A workgroup composed of students, staff, and faculty have been meeting since January 2019. Focus group research was conducted to determine the needs of the space. Attached is a concept draft drawing based on focus group research.

2. The project relates to or involves: (check all that apply):

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of the layout of a shared space
- Other (i.e., health/safety – please explain): \_\_\_\_\_

3. State briefly how this project affects students and how many will be directly affected: The Learning Commons will create enhanced collaborative space for students to meet with other students and faculty. Students have requested additional space to meet for group projects and have additional tutoring sessions as well.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): As mentioned above, the Learning Commons supports the Strategic Goals of Engagement and Retention.

5. List the other departments, programs, or services that may be impacted by this project: Outside of the LTR staff and faculty, the BOT, Math Department, ATC, the ESL department, and other faculty located in Building 70 will be impacted. Many of the staff and faculty have contributed to the focus group research.

6. Estimated Cost (if known): not known Potential/Recommended funding source: Block Grant

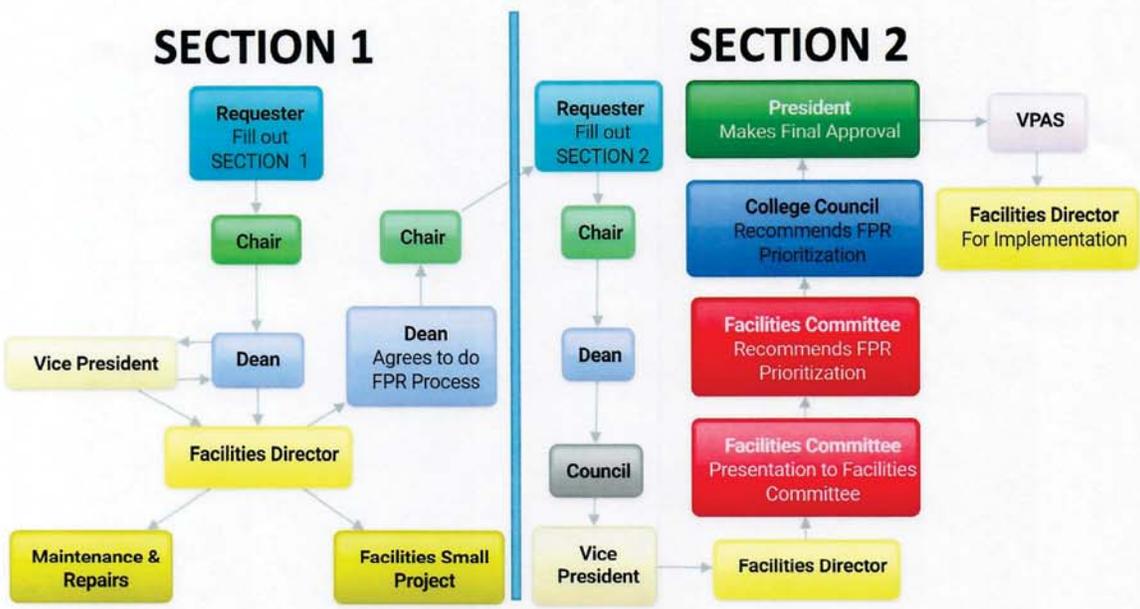
7. When is this project needed? Spring and Summer 2019

Chair/Supervisor (print name & signature): Matt Calfin *Matt Calfin* Date 4-14-2019  
 Dean/Director (print name & signature): Matt Calfin *Matt Calfin* Date 4-14-2019  
 Vice President (print name & signature): *[Signature]* Date 4-23-2019  
 Facilities Director (print name & signature): *[Signature]* Date 5-23-19  
Digital signed by Loren Holmquist Date: 2019.05.24 09:32:27 -07'00'



If it is determined by the signatures above that the project should go through the FPR process, then the requester will fill out SECTION 2 for the Facilities Committee.  
 (Refer to FPR Process Flowchart)

## (FPR) Facilities Project Request - FLOWCHART



**STEP 1** Fill out SECTION 1 Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

**STEP 2** Fill out SECTION 2 Facilities Project Request (FPR) form after SECTION 1 signatures are completed.  
 NOTE: The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

**STEP 3** The Facilities Committee may ask for a brief presentation/Q&A.

### FPR TIMELINE FOR 2019

Mar 15 Facilities Director sends out FPR form to the campus  
 Facilities Committee: 3-15-19

- April 3** Requester turns in **SECTION 1** to their Chair/Supervisor
- April 12** Dean turns in **SECTION 1** to Facilities Director with signatures from Chair/Supervisor, Dean/Director, and VP
- May 24** Vice President turns in **SECTION 2** to Facilities Director (If Approved) with signatures from Chair/Supervisor, Dean/Director, and VP along with the Council (AAC, ASC, SSC) review date
- June, July & August** - No Facilities Committee meeting -
- Aug 19** Facilities Director sends out FPR reports and scorecards to the Facilities Committee
- Sept 4** First Facilities Committee meeting after summer and the start of the FPR prioritization
- Nov 6** Facilities Committee recommends FPR prioritization to College Council
- Nov** College Council recommends to President

**Facilities Project Request (FPR) – Grossmont Facilities Committee**



**Complete this section ONLY when notified to do so by your Dean/Director**

(Refer to FPR Process Flowchart)

FPR

# \_\_\_\_\_

**SECTION 2** - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings, photos, or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact: \_\_\_\_\_

Phone Extension: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Date: \_\_\_\_\_

Brief Project Name: \_\_\_\_\_

Project Number: **FPR 19.001**

*(Brief phrase identifying need such as "Foreign language lab space expansion")*

*(Facilities Director fills this in)*

Project Location (building/room number): \_\_\_\_\_

1. Project Description *(please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):*

\_\_\_\_\_

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** \_\_\_\_\_
- **Building/structure modification or new construction:** \_\_\_\_\_
- **Electrical, mechanical, plumbing:** \_\_\_\_\_
- **Extensive labor/time for Facilities/Maintenance staff:** \_\_\_\_\_
- **Landscape/outdoor project:** \_\_\_\_\_
- **New furniture (not for individual offices):** \_\_\_\_\_
- **Reconfiguration of furniture:** \_\_\_\_\_
- **Reconfiguration of the layout of shared space:** \_\_\_\_\_
- **Other (i.e., health/safety – please explain):** \_\_\_\_\_

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented?

\_\_\_\_\_

4. Describe where this project has been planned for and attach documentation *(i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan):*

5. Describe the impact on other departments, services or programs if this project is completed:

6. Describe how this project meets sustainability and accessibility principles:

(Sustainability = minimal environmental impact. Accessibility = promotes maximum independence and integration for students with disabilities)

7. Provide a cost analysis of the project:

- a) What is the cost impact of this project - are the costs one-time or ongoing? How so?
- b) What are the projected long-term costs?
- c) What is the 'life expectancy' of the project?
- d) What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)

8. Describe the timeline for the project (Is the project urgent – how so?):

**ALL signatures are required to proceed to the Facilities Committee**

Chair/Supervisor (print name & signature): \_\_\_\_\_ Date 6/5/2019

Dean/Director (print name & signature): \_\_\_\_\_ Date 6/5/2019

AAC Review Date 6/3/2019     ASC Review Date \_\_\_\_\_     SSC Review Date \_\_\_\_\_

Vice President (print name & signature): \_\_\_\_\_ Date 6/5/2019

Facilities Director (print name & signature): \_\_\_\_\_ Date 9/2/19

**ALL signatures are required to proceed to College Council**

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to the President of the College**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Convener of College Council

**Signature is required to proceed to the President of the College**

Project Approved

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_  
President of Grossmont College

# FPR Director's Report

Date 9/9/2017 FPR# 19.001

Project Name: Learning Commons

Description Furniture & Equipment

Dean: Eric Klein

Ph# 2390

Email Eric.Klein@gcccd.edu

Contact: Eric Klein

Ph# 2390

Email Eric.Klein@gcccd.edu

DEPARTMENTS	COST	COMMENTS
GC Facilities	\$0	
Dist. Facilities	\$0	
Dist. IS	\$0	
AV	\$0	
Inst. Ops		
FUSION		

<b>TOTAL ESTIMATE COST</b>	\$0	Including Public Works & Engineering
<b>POSSIBLE COST REDUCTION</b>	\$0	
<b>TOTAL COST WITH REDUCTION</b>	\$0	

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

- (1) CONSTRUCTION IMPACT ON STUDENTS/STAFF
- (2) CONTINUAL IMPACT ON FACILITIES/OPS
- (3) CONSTRUCTION IMPACT ON FACILITIES/OPS
- (4) PROJECT PHYSICAL FEASIBILITY
- (5) DIRECTOR'S RECOMMENDATION
- (6) COST FEASIBILITY
- TIME TO COMPLETE
- (7) PROJECT START/FINISH FEASIBILITY

## NOTES

Impact Score	0 through 4 (0= lowest, 4= highest)
Feasibility Score	0 through 4 (0= lowest, 4= highest)
Public Bid	yes
DSA	yes
Gafcon	yes
Proj. Manager	Gafcon
In-House	no
Contractor	yes
Join Projects	yes

<b>Impact Notes</b>	
<b>Additional Notes</b>	

19.002

### Facilities Project Request (FPR) – Grossmont Facilities Committee

**SECTION 1 – Condensed Summary:** This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: Pat Murray

Phone Extension: 7316

Department/Program: Allied Health and Nursing

Date: 3/21/2019

Brief Project Name: Upstairs Lobby Blinds

Project Number: 19.002

(Brief phrase identifying need such as "Foreign language lab space expansion")

(Facilities Director fills this in)

Project Location (building/room number): \_\_\_\_\_

1. Project Description (please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):  
Install Blinds for students and meetings conducted in the lobby.

2. The project relates to or involves: (check all that apply):

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of the layout of a shared space
- Other (i.e., health/safety – please explain): improving learning environment

GROSSMONT COLLEGE  
FACILITIES DEPT.

APR 2 2019

RECEIVED

3. State briefly how this project affects students and how many will be directly affected: The morning and and afternoon sunlight impacts the study lobby in such a manner that it is difficult for students to see or read computer screens. There are blinds installed above, but not below when the light is at its most intense.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): This need was not anticipated before the impact to the area was so high for gatherings.

5. List the other departments, programs, or services that may be impacted by this project: Nearly every division utilizes this lobby area for gatherings. I counted over 1000 persons effected just by counting the 'events' booked from July 2018 to current. DAILY more than 100 student utilize this space for study and that would bring the average impacted number to 12,000 in an 8 month period. I have attached a photo and print outs from Resource 25.

6. Estimated Cost (if known): I have 4 bids lowest cost is ~\$7,000  
1370604 UGF Nursing

Potential/Recommended funding source:

7. When is this project needed? ASAP

Chair/Supervisor (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director (print name & signature): Domenica Oliveri / Domenica Date 3/21/19

Vice President (print name & signature): \_\_\_\_\_ Date 3.28.2019

Facilities Director (print name & signature): \_\_\_\_\_ Date 5/23/19

Digitally signed by Loren Holmquist  
Date: 2019.05.24 09:28:51 -07'00'

# Facilities Project Request (FPR) – Grossmont Facilities Committee



**Complete this section ONLY when notified to do so by your Dean/Director**

(Refer to FPR Process Flowchart)

FPR# 19.002

**SECTION 2** - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings, photos, or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact: Pat Murray

Phone Extension: 7316

Department/Program: Allied Health and Nursing

Date: 5/28/2019

Brief Project Name: 34 Upstairs Lobby Blinds

Project Number: \_\_\_\_\_

(Brief phrase identifying need such as "Foreign language lab space expansion")

(Facilities Director fills this in)

Project Location (building/room number): 34-206

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):  
To provide early morning and late afternoon glaring light management and mobility/flexibility of lobby use

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** \_\_\_\_\_
- **Building/structure modification or new construction:** Installation of blinds
- **Electrical, mechanical, plumbing:** \_\_\_\_\_
- **Extensive labor/time for Facilities/Maintenance staff:** \_\_\_\_\_
- **Landscape/outdoor project:** \_\_\_\_\_
- **New furniture (not for individual offices):** \_\_\_\_\_
- **Reconfiguration of furniture:** \_\_\_\_\_
- **Reconfiguration of the layout of shared space:** \_\_\_\_\_
- **Other (i.e., health/safety – please explain):** \_\_\_\_\_

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented?

The morning and afternoon sunlight impacts the study lobby in such a manner that is difficult for students to see or read computer screen. Currently, there are blinds above, but no below when the light is at its most intense.

4. Describe where this project has been planned for and attach documentation (*i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan*):

This need was not anticipated before the impact to the area was so high for gatherings.

5. Describe the impact on other departments, services or programs if this project is completed:

All students are welcome in our lobby. Additionally, all departments request to use the space for formal and informal gatherings.

6. Describe how this project meets sustainability and accessibility principles:

(Sustainability = minimal environmental impact. Accessibility = promotes maximum independence and integration for students with disabilities)

Lowers energy cost by keeping the hot sun out.

7. Provide a cost analysis of the project:

- a) What is the cost impact of this project - are the costs one-time or ongoing? How so?
- b) What are the projected long-term costs?
- c) What is the 'life expectancy' of the project?
- d) What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)

did get 5 estimates for blinds with the low cost coming in under \$8,000

8. Describe the timeline for the project (Is the project urgent – how so?):

This project could be completed before the Spring 2020 semester - blinds can be installed anytime and furniture can be ordered quickly.

**ALL signatures are required to proceed to the Facilities Committee**

Chair/Supervisor (print name & signature): \_\_\_\_\_ Date 6/4/2019

Dean/Director (print name & signature): \_\_\_\_\_ Date 6/4/2019

AAC Review Date 6/3/2019     ASC Review Date \_\_\_\_\_     SSC Review Date \_\_\_\_\_

Vice President (print name & signature): \_\_\_\_\_ Date 6/4/2019

Facilities Director (print name & signature): \_\_\_\_\_ Date 9/2/19

---

**ALL signatures are required to proceed to College Council**

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

---

**ALL signatures are required to proceed to the President of the College**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Convener of College Council

---

**Signature is required to proceed to the President of the College**

Project Approved

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

President of Grossmont College

Facilities Committee: 3-15-19 Page 5

# FPR Director's Report

Date 9/9/2017 FPR# 19.002

Project Name: 34 Lobby Blinds

Description Blinds for 34 1st & 2nd floor lobby

Dean: 0

Ph# 0

Email 0

Contact: Pat Murry

Ph# 0

Email Pat.Murray@gcccd.edu

DEPARTMENTS	COST	COMMENTS
GC Facilities	\$10,000	
Dist. Facilities	\$0	
Dist. IS	\$0	
AV	\$0	
Inst. Ops		
FUSION		

<b>TOTAL ESTIMATE COST</b>	\$13,500	Including Public Works & Engineering
<b>POSSIBLE COST REDUCTION</b>	\$0	
<b>TOTAL COST WITH REDUCTION</b>	\$13,500	

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

<b>(1) CONSTRUCTION IMPACT ON STUDENTS/STAFF</b>	2
<b>(2) CONTINUAL IMPACT ON FACILITIES/OPS</b>	1
<b>(3) CONSTRUCTION IMPACT ON FACILITIES/OPS</b>	1
<b>(4) PROJECT PHYSICAL FEASIBILITY</b>	4
<b>(5) DIRECTOR'S RECOMMENDATION</b>	4
<b>(6) COST FEASIBILITY</b>	4
<b>TIME TO COMPLETE</b>	1 week
<b>(7) PROJECT START/FINISH FEASIBILITY</b>	4

## NOTES

<b>Impact Score</b>	0 through 4 (0= lowest, 4= highest)
<b>Feasibility Score</b>	0 through 4 (0= lowest, 4= highest)
<b>Public Bid</b>	yes
<b>DSA</b>	yes
<b>Gafcon</b>	yes
<b>Proj. Manager</b>	Gafcon
<b>In-House</b>	no
<b>Contractor</b>	yes
<b>Join Projects</b>	yes

<b>Impact Notes</b>	
<b>Additional Notes</b>	

### Facilities Project Request (FPR) – Grossmont Facilities Committee

**SECTION 1 – Condensed Summary:** This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: Craig Milgrim, CoChair Biology

Phone Extension: x7337

Department/Program: Biology

Date: 20Mar19

Brief Project Name: Biology Department Teaching Garden

Project Number: **FPR 19.004**

*(Brief phrase identifying need such as "Foreign language lab space expansion")*

*(Facilities Director fills this in)*

Project Location (building/room number): Adjacent to Building 30/30A-Greenhouse

1. Project Description *(please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):*  
Create a new teaching garden adjacent to Building 30 & 30A. Area is currently occupied by standard ground cover. Space would be used to grow plants for use in Bio 110, 120 & 240. See attached map and project description

2. The project relates to or involves: (check all that apply):

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of the layout of a shared space
- Other (i.e., health/safety – please explain): \_\_\_\_\_

3. State briefly how this project affects students and how many will be directly affected: This area would provide living specimens of plants being studied in in Bio 110, 120 & 240. These classes serve approximately 2500 students per academic year

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): This project has been in the planning stages since 2017. It is part of the Biology Department's Unit Plan (see attached copy of plan from Trac Dat)

5. List the other departments, programs, or services that may be impacted by this project: This area could potentially be used by Physical Sciences.

6. Estimated Cost (if known): \_\_\_\_\_ Potential/Recommended funding source: \_\_\_\_\_

7. When is this project needed? As soon as possible.

Chair/Supervisor (print name & signature): Craig Milgrim Date 3/20/19

Dean/Director (print name & signature): Cay Kelley Date 4/4/19

Vice President (print name & signature): \_\_\_\_\_ Date 4-4-2019

Facilities Director (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Digitally signed by  
Loren Holmquist  
Date: 2019.05.24  
09:57:07 -0700

## Facilities Project Request (FPR) – Grossmont Facilities Committee



**Complete this section ONLY when notified to do so by your Dean/Director**

(Refer to FPR Process Flowchart)

FPR# \_\_\_\_\_

**SECTION 2** - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings, photos, or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact: Craig Milgrim/Sharon Farley

Phone Extension: x7337

Department/Program: Biology

Date: 29May2019

Brief Project Name: Biology Department Teaching Garden

Project Number: \_\_\_\_\_

*(Brief phrase identifying need such as "Foreign language lab space expansion")*

*(Facilities Director fills this in)*

Project Location (building/room number): \_\_\_\_\_

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):

Create a new teaching garden adjacent to Building 30 & 30A. Area is currently occupied by standard ground cover.

Space would be used to grow plants for use in Bio 110, 120 & 240. See attached map and project description

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** \_\_\_\_\_
- **Building/structure modification or new construction:** \_\_\_\_\_
- **Electrical, mechanical, plumbing:** Convert current watering system to drip system
- **Extensive labor/time for Facilities/Maintenance staff:** Removal of existing ground cover and plants. Replacing watering system with drip system.
- **Landscape/outdoor project:** Remove existing ground cover and plants, replace with specific plants provided and paid for by Biology Department. Biology department faculty and staff will maintain once established.
- **New furniture (not for individual offices):** \_\_\_\_\_
- **Reconfiguration of furniture:** \_\_\_\_\_
- **Reconfiguration of the layout of shared space:** \_\_\_\_\_
- **Other (i.e., health/safety – please explain):** \_\_\_\_\_

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented?

This area would provide living specimens of plants being studied in in Bio 110, 120 & 240. These classes serve approximately 2500 students per academic year. Students, especially those with mobility challenges will not be able to access materials required for classes beyond isolated classroom examples and pictures

4. Describe where this project has been planned for and attach documentation (*i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan*):

This project has been in the planning stages since 2017. It is part of the Biology Department's Unit Plan (see attached copy of plan from Trac Dat)

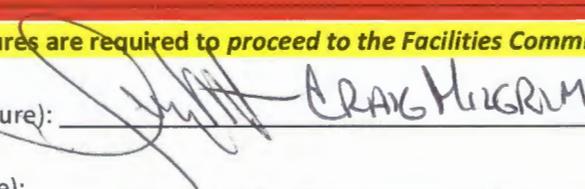
5. Describe the impact on other departments, services or programs if this project is completed:  
This area could potentially be used by Physical Sciences and Culinary arts (see attached plan)

6. Describe how this project meets sustainability and accessibility principles:  
(Sustainability = minimal environmental impact. Accessibility = promotes maximum independence and integration for students with disabilities)  
Existing plants ARE NOT DROUGHT TOLERANT. Watering system is designed to maintain landscaping. New water system will reduce overall water use. Many new plants will be drought tolerant varieties.

7. Provide a cost analysis of the project:  
a) *What is the cost impact of this project - are the costs one-time or ongoing? How so?*  
b) *What are the projected long-term costs?*  
c) *What is the 'life expectancy' of the project?*  
d) *What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)*  
Cost is impossible to estimate since it mostly involves labor. Cost of replacement of watering system is dependent on what is currently in place. ALL COSTS FOR PLANTS AND ONGOING MAINTENANCE WILL BE DONE BY BIOLOGY DEPARTMENT FACULTY AND STAFF

8. Describe the timeline for the project (*Is the project urgent – how so?*):  
This project was first proposed in 2017.

**ALL signatures are required to proceed to the Facilities Committee**

Chair/Supervisor (print name & signature):  CRAIG MURGUM Date 5/29/19

Dean/Director (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

AAC Review Date \_\_\_\_\_  ASC Review Date \_\_\_\_\_  SSC Review Date \_\_\_\_\_

Vice President (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Facilities Director (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to College Council**

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to the President of the College**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

7. Provide a cost analysis of the project:

- a) *What is the cost impact of this project - are the costs one-time or ongoing? How so?*
  - b) *What are the projected long-term costs?*
  - c) *What is the 'life expectancy' of the project?*
  - d) *What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)*
- \_\_\_\_\_

8. Describe the timeline for the project (*Is the project urgent – how so?*):

\_\_\_\_\_

**ALL signatures are required to proceed to the Facilities Committee**

Chair/Supervisor (print name & signature): \_\_\_\_\_ Date 6/5/2019

Dean/Director (print name & signature): \_\_\_\_\_ Date 6/5/2019

AAC Review Date 6/3/2019       ASC Review Date \_\_\_\_\_       SSC Review Date \_\_\_\_\_

Vice President (print name & signature): \_\_\_\_\_ Date 6/5/2019

Facilities Director (print name & signature): \_\_\_\_\_ Date 8-25-19

**ALL signatures are required to proceed to College Council**

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to the President of the College**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

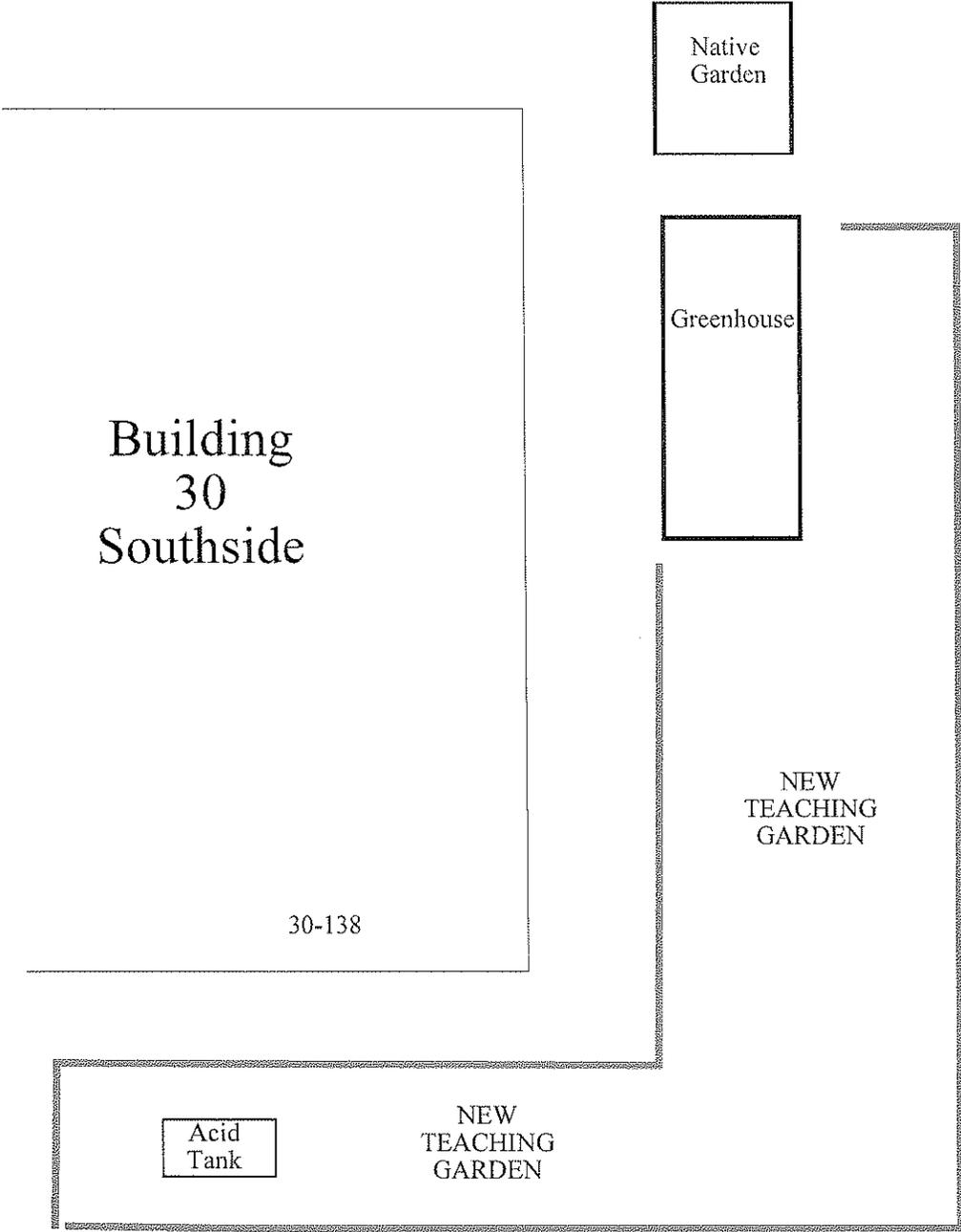
Convener of College Council

**Signature is required to proceed to the President of the College**

**Project Approved**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

President of Grossmont College



DRAFT PLAN  
BIOLOGY TEACHING GARDEN  
11 October 2017 - REVISED

Background

In Fall 2017, Biology submitted a Facilities request to convert landscaping vegetation around the Greenhouse and south of Building 30 near acid tank cover.

At the request of Dean Cary Willard, we are providing some guidelines for this project to assist the Facilities Committee in evaluating the project and estimating the cost

General Features

- Drip watering system to allow for customized watering schedules for plant species
- Soil preparation to provide appropriate environment for plant species
- Ability to partition space to organize species
- Depending on the plant species, shading may be required.
- Maintenance of plants would be provided by technical staff, faculty and students.
- Maintenance of watering system by GC Grounds department.
- In conjunction with Culinary Arts, some portion of the space may be devoted for a vegetable and herb garden to provide ingredients for Culinary Arts classes. The latter portion would be maintained by Culinary Arts

Partial List of Plant Species: This garden will provide plant species for Biology 240 (majors Biology), Biology 120 and Biology 110 (both transfer courses). The following is a partial, wish list of plant species. Final decisions would be made based on available space.

- At least one species of palm tree, something small is preferred, such as Mediterranean fan palm or if we want a more native species, California fan palm
- Two or more needle-leaved conifer species, particularly Pinyon pine, Torrey pine, and Italian stone pine (source of commercial pine nuts)
- At least two scale-leaved conifer species, such as California juniper, Incense cedar, Italian cypress, or any landscaping juniper
- Ginkgo (we have the tree already)
- At least one species of cycad that is not a “sago palm”
- At least one species of touch plant (Mimosa)
- At least one more species of horsetail besides the one we already have on campus
- A club moss, Lycopodium sp.
- Sunflowers

Please contact us if you have further questions or need additional information.

Main contact person: Craig Milgrim, CoChair Biology

Prepared with input from:

- Sharon Farley – Senior Tech
- Bonnie Ripley – Faculty, Lead Bio 240
- Michael Golden – Faculty, Lead Bio 110
- Virginia Dudley – Faculty – Teaching Gardens coordinator

Submitted to Dr. Cary Willard

10 October 2017

Craig Milgrim

- Home
- Planting Unit
- Annual Planning
- Unit Plan
- Planning Results
- Reports
- Documents

Assignment

**Goal 07: RESOURCES - Develop and maintain an exceptional learning environment** Description: Develop open areas around Greenhouse and the west side of Building 30 with plants species for Biology 120 and Biology 110 laboratory activities.

Rationale: Continue to provide live materials for students to use in laboratory activities. (Active)

\* **Measurable Outcome(s) (required):** Completion of activities

\* **Implementation Plan (required):** 1. Work with Grounds Department (Ken Emmons) to remove all plants in space adjacent to Greenhouse and contiguous areas on West Side of Building 30.

2. Work with Grounds Department (Ken Emmons) to plan appropriate drip watering system

3. Select and purchase (using Department fund) appropriate plants

The area immediately adjacent to Greenhouse is currently under development. Department personnel have met with Ken Emmons on a plan to removed planting and install irrigation system. Some plants have already been purchased by the Biology Department and are being maintained in the Greenhouse

**Other Depts Involved/Impacted (click ? for more info):**

**Institutional Plan Best Supported (click ? for more info):**

**Year Activity Originally Started (click ? for more info):** 2014-2015

**Next Year For Which This Activity Is Planned:** 2015-2016

**Resources Needed From College? ("?" FOR SPECIFICS):** Yes (Fill out sections below)

**Experimental or Innovative Approach (click ? for more info):**

**Outreach, External Partnerships and Community Ties (click ? for more info):**

**Response to Legislative Mandate/Initiative or Licensing Requirement (click ? for more info):**

**Anticipated Benefits &/or Negative Consequences (click ? for more info):**

**Resources Request Detail (click ? for more info):** The area immediately adjacent to Greenhouse is currently under development. Department personnel have met with Ken Emmons on a plan to removed planting and install irrigation system. Some plants have already been purchased by the Biology Department and are being maintained in the Greenhouse

The costs will depend on the bid being sought by Ken Emmons

**Technology Detail (click ? for more info):**

**Other Factors (click ? for more info):**

**Prepared by:** Craig Milgrim

**IRC USE ONLY:**

**Date Added:** 10/14/2014

**Active:** Yes

Related Documents

Assignment

# FPR Director's Report

Date 8/28/2019 FPR# 19.004

Project Name: Biology Teaching Garden

Description Trees and Plants

Dean: Cary Willard

Ph# 0

Email 0

Contact: Craig Milgrim

Ph# 0

Email 0

DEPARTMENTS	COST	COMMENTS
GC Facilities	\$12,000	
Dist. Facilities	\$0	
Dist. IS	\$0	
AV	\$0	
Inst. Ops		
FUSION		
Contractor	Possibly. \$14,500	

<b>TOTAL ESTIMATE COST</b>	\$15,600	Including Public Works & Engineering
<b>POSSIBLE COST REDUCTION</b>	\$0	
<b>TOTAL COST WITH REDUCTION</b>	\$15,600	

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

<b>(1) CONSTRUCTION IMPACT ON STUDENTS/STAFF</b>	1	
<b>(2) CONTINUAL IMPACT ON FACILITIES/OPS</b>	2	
<b>(3) CONSTRUCTION IMPACT ON FACILITIES/OPS</b>	4	
<b>(4) PROJECT PHYSICAL FEASIBILITY</b>	3	
<b>(5) DIRECTOR'S RECOMMENDATION</b>	4	As long as within Director's parameters
<b>(6) COST FEASIBILITY</b>	3	
<b>TIME TO COMPLETE</b>	2 Months	
<b>(7) PROJECT START/FINISH FEASIBILITY</b>	2	

## NOTES

<b>Impact Score</b>	0 through 4 (0= lowest, 4= highest)
<b>Feasibility Score</b>	0 through 4 (0= lowest, 4= highest)
<b>Public Bid</b>	No
<b>DSA</b>	No
<b>Gafcon</b>	No
<b>Proj. Manager</b>	No
<b>In-House</b>	Maybe
<b>Contractor</b>	Maybe
<b>Join Projects</b>	No

<b>Impact Notes</b>	Drawing provided by the Biology Department may need to be adjusted for feasible working area. The resquest calls for several trees but some areas are not feasible due to either underground utilities, too close to buildings, and too close to sidewalks. Ongoing impact of budget and labor to Grounds Department include irrigation, pest control, and arborist. Faculty and students are not allowed to do arborist or pest control work due to liability and required certifications.
<b>Additional Notes</b>	See attached Director's Report Exhibit A for reference. Trees will need to be pre-approved by the Facilities Director before any planting of trees or changes of trees. More smaller plants and less tress may be the solution. Above cost includes a full utility survey of underground utilities to mark out their locations. "Pot-holing" (dig to find utilities) may also be needed to verify.

Samples of trees that are listed in the Facilities Project Requested

Mediterranean Fan Palm



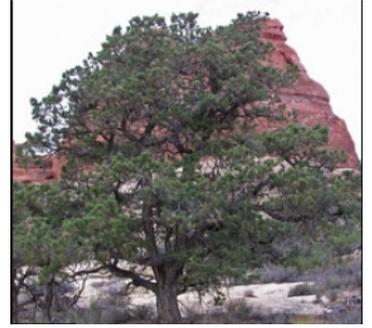
CA Fan Palm



Needle-leaved Conifer



pinion pine



torry pine



italian stone pine



califonia juniper



Incense cedar



Italian Cypress



Ginkgo Tree



Cycad



Mimosa



Horestail



Club Moss



lycopodium sp



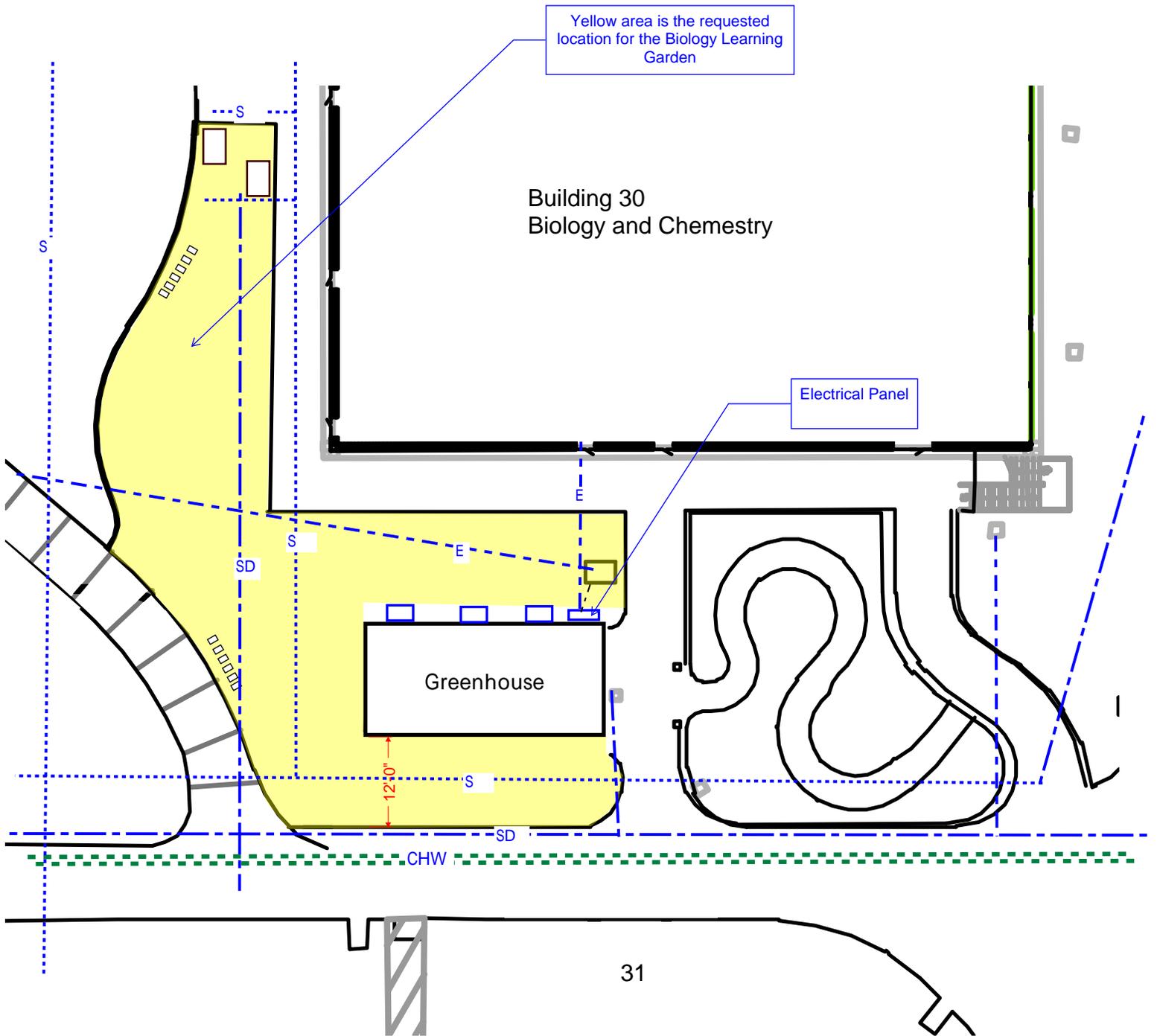
Sunflower





# Underground Utilities

S = Sewer  
SD = Storm Drain  
E = Electrical



NOTE: The yellow area has several underground utilities. Tree roots need to be taken into consideration along with sidewalks and foundations. Also a large tree canopy needs to be evaluated so that it is not too close to the first and second floor of the build.

## Facilities Project Request (FPR) - Grossmont Facilities Committee SECTION

1- **Condensed Summary:** This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: Susan Berry

Phone Extension: 7236

Department/Program: Student Affairs/ Gizmo's Kitchen

Date: 3/23/19

Brief Project Name: Walk-in Student Food Pantry

(Brief phrase identifying need such as "Foreign language lab space expansion")

Project Number: FPR 19.005

(Facilities Director fills this in)

Project Location (building/room number):     

1. Project Description (please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):  
In 2017 the State of CA awarded Grossmont College a statewide grant to address student food insecurities. To that end, Gizmo's Kitchen, the student food pantry, was launched. Due to space limitations Gizmo's Kitchen offers pre-packaged bags of food as well as toiletry kits. Donations are received and bags and kits are assembled in 60-206 (Common Ground) and given to students from Student Health Services. Storage space is extremely limited in the small space and results in some items sitting in the Common Ground until space is available for storage. Additionally, assembling the bags and kits takes considerable space and results in a lack of programming space and crowding in the Common Ground. Due to the limited storage, items to be purchased from either the Food Bank or Retail often cannot be purchased in bulk. This limited storage also results in the Student Engagement Coordinator having to make more trips off-site to ensure proper supply levels, while balancing the ability to walk in the space. To further address food insecurity CalFresh Workshops are offered in Common Ground, but again, overcrowding in the space does not allow for the frequency of sign-ups and confidentiality we would desire for our students. In just one year of operation, we have already outgrown our current location (Please see the attached data). Based on survey responses from Gizmo's Kitchen users, the next phase of growth would be offering fresh food (fruits, vegetables, etc.) as an option. We are now working on hosting a fresh food market once or twice a month where students can pick up a bag of produce, breads, and potentially eggs. Safe and sanitary space would allow this to become a routine offering. In order to better grow and serve the needs of students and the campus community we must have a separate location for the food pantry which will also allow us to expand community partnerships and offer basic need services as well as fresh foods and a community garden. The high usage of the food pantry has shown a need for its own space which hopefully in the future we will be able to have a walk in food pantry where students can choose their own food which is important especially to meet both cultural and dietary needs. As we continue to tackle this issue we need to start building for long term capacity and focus on growing this program.

2. The project relates to or involves: (check all that apply):
- [g] Audiovisual, computers, data, software or phones
  - [g] Building/structure modification or new construction
  - [Z] Electrical, mechanical, plumbing
  - [D] Extensive labor/time for Facilities/Maintenance staff
  - [g] Landscape/outdoor project
  - [g] New furniture (not for individual offices)
  - [D] Reconfiguration of furniture
  - [D] Reconfiguration of the layout of a shared space
  - [D] Other (i.e., health/safety-please explain):

3. State briefly how this project affects students and how many will be directly affected: Gizmo's Kitchen directly impacts students. Since being open we have served well over 4,000 meals and this year has been exceptionally busy. Students also have the opportunity to volunteer for the food pantry as well as learn about the efforts that Grossmont College is doing. Please see the attached data regarding student usage.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): Strategic Plan and Program review. The recommendations from the program review which I have attached to this document.
5. List the other departments, programs, or services that may be impacted by this project: The Grossmont College community will be impacted by this project in a positive way because of the way it serves the needs of our students and allows for the ability to participate and collaborate as an entire community.
6. Estimated Cost (if known): \_\_\_\_\_ Potential/Recommended funding source: Grossmont College was awarded a grant from the state of california to help assist with student food insecurities.
7. When is this project needed? ASAP

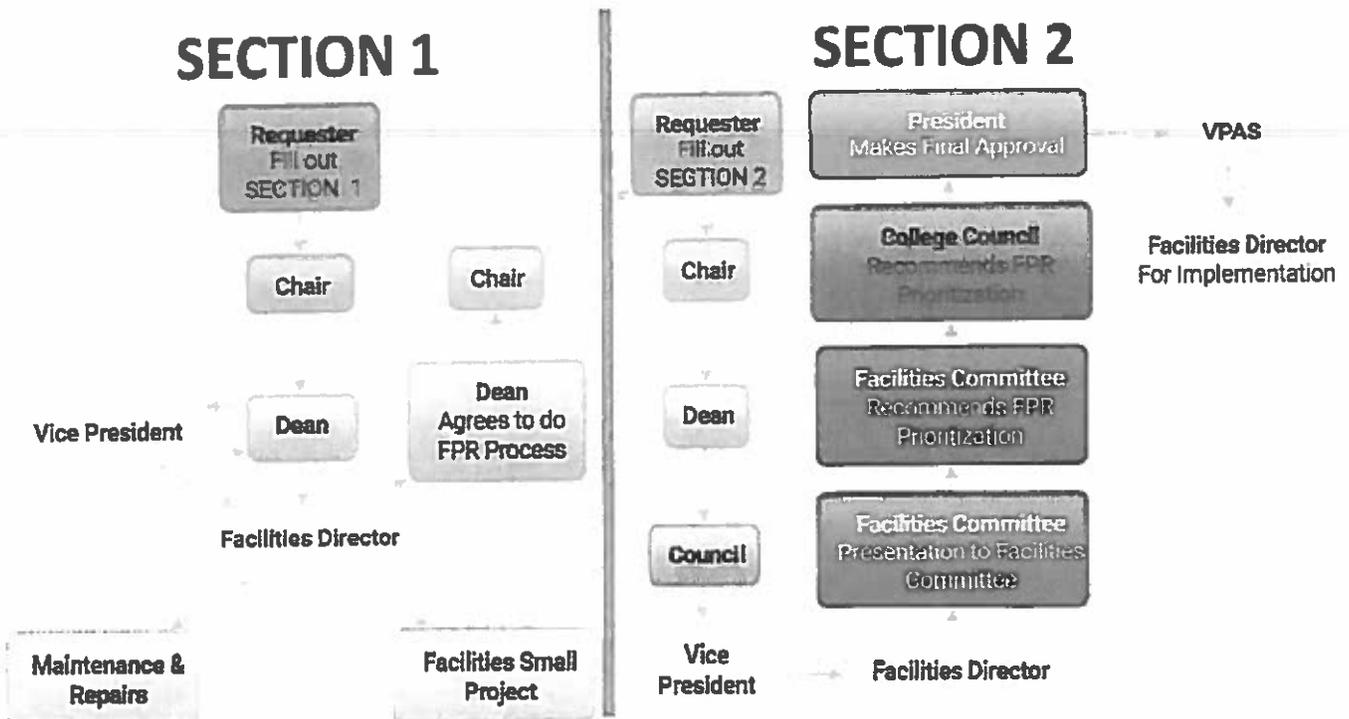
Chair/Supervisor (print name & signature): S. Berry Date 4/10/19  
 Dean/Director (print name & signature): [Signature] Date 4/10/19  
 Vice President (print name & signature): [Signature] Date 4/10  
 Facilities Director (print name & signature): [Signature] Date \_\_\_\_\_

Digitally signed by Loren Helmreich  
Date: 2019.05.24 08:38:37-0700



If it is determined by the signatures above that the project should go through the FPR process, then the requester will fill out SECTION 2 for the Facilities Committee.  
 (Refer to FPR Process Flowchart)

## (FPR) Facilities Project Request - FLOWCHART



**STEP 1** Fill out **SECTION 1** Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

**STEP 2** Fill out **SECTION 2** Facilities Project Request (FPR) form after SECTION 1 signatures are completed. **NOTE:** The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

**STEP 3** The Facilities Committee may ask for a brief presentation/Q&A.

## FPR TIMELINE FOR 2019

**Mar 15** Facilities Director sends out FPR form to the campus

**April 3** Requester turns in **SECTION 1** to their Chair/Supervisor

**April 12** Dean turns in **SECTION 1** to Facilities Director with signatures from Chair/Supervisor, Dean/Director, and VP

**May 24** Vice President turns in **SECTION 2** to Facilities Director (If Approved) with signatures from Chair/Supervisor, Dean/Director, and VP along with the Council (AAC, ASC, SSC) review date

**June, July & August** - No Facilities Committee meeting -

**Aug 19** Facilities Director sends out FPR reports and scorecards to the Facilities Committee

**Sept 4** First Facilities Committee meeting after summer and the start of the FPR prioritization

**Nov 6** Facilities Committee recommends FPR prioritization to College Council  
College Council recommends to President

### Facilities Project Request (FPR) - Grossmont Facilities Committee

● Complete this section **ONLY** when notified to do so by your Dean/Director

(Refer to FPR Process Flowchart)

FPR#

**SECTION 2** - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings, photos, or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact:

Susan Berry ext 7236

Department/ Program:

Student Affairs/ Student

Engagement Gizmo's Kitchen

student food pantry

Brief Project Name: \_\_\_\_

*(Brief phrase identifying need such as "Foreign language lab space expansion")*

Project Location (building/room number): \_\_\_\_\_

Phone Extension:

Date:

Project Number: \_\_\_\_

*(Facilities Director fills this in)*

1. Project Description *(please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):*

This project will focus on developing a walk in student food pantry where students can access fresh foods, pick foods that are conducive to their dietary needs. As well as allow for on-going basic needs services to be provided such as cal-fresh enrollment workshops, affordable housing information, affordable mental health information, WIC, fresh produce, cooking workshops, etc.. Gizmo's kitchen served over 4100 meals in one academic year. The walk in food pantry will need refrigeration, working vents, office equipment such

as desks and computers, furniture, and shelving.

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** Will need phones and a tv for programming needs. Computers to register students for basic needs services
- **Building/structure modification or new construction:** A new walk in food pantry is needed on this campus. The current space is no longer adequate for the needs of the student food pantry
- **Electrical, mechanical, plumbing:** Water will be needed and rest rooms working as well as the refrigeration

- Extensive labor/time for Facilities/Maintenance staff: Helping to set up the shelving and ensuring the refrigeration is working as well as the water and helping to move furniture to the space and move the food pantry items over to the space
- Landscape/outdoor project: \_\_\_ \_
- New furniture (not for individual offices): Office desk, chairs, couches, computer stations, and a television
- Reconfiguration of furniture: \_\_\_ \_
- Reconfiguration of the layout of shared space: \_\_\_ \_
- Other (i.e., health/safety- please explain): \_\_\_ \_

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented? This project will impact the entire campus because it will allow for Gizmo's Kitchen to extend its services to not only students who are single but also students who have families. We will also be able to be open later to serve our evening students. This will also allow for students, staff and faculty to volunteer by helping keep the pantry organized and allow for regular donation drop off and expand the selection of food we currently provide to our students. The food pantry is open to all students on campus.
4. Describe where this project has been planned for and attach documentation (i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan): The project is being planned to take up the vacant space in the quad near the 50s building. It is where the smoothie shop was which was run by Sodexo.
5. Describe the impact on other departments, services or programs if this project is completed: The impact could be increased traffic in the area and possibly noise due to programming.
6. Describe how this project meets sustainability and accessibility principles:  
(Sustainability = minimal environmental impact. Accessibility = promotes maximum independence and integration for students with disabilities) This project meets accessibility due to the access of food and basic needs services. Also sustainability due to not wasting food which food waste is one of the top 5 reasons for climate change. We will be educating the community about food waste and hunger issues.
7. Provide a cost analysis of the project:
- a) What is the cost impact of this project - are the costs one-time or ongoing? How so? This would be a one-time cost since the food pantry works on getting consistent donations
  - b) What are the projected long-term costs? Electricity, Water, heat
  - c) What is the 'life expectancy' of the project? As long as there is hunger there will be a food pantry
  - d) What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other) General Funding and Equity
8. Describe the timeline for the project (Is the project urgent- how so?): Urgent. We are hoping for this space to be open by the end of Fall 2019 because the need is great.

ALL signatures are required to proceed to the Facilities Committee

Chair/Supervisor (print name & signature): Susan B Date 8-27-19

Dean/Director (print name & signature): [Signature] Date 9/3/19

AAC Review Date      D ASC Review Date      D SSC Review Date

Vice President (print name & signature): [Signature] MARSHA GABAE Date 9/4/19

# FPR Director's Report

Date 9/9/2017 FPR# 19.005

Project Name: Gizmo Kitchen

Description Walk-In Food Pantry

Dean: Sara Varghese

Ph# 0

Email 0

Contact: Susan Berry

Ph# 7236

Email 0

DEPARTMENTS	COST	COMMENTS
GC Facilities	\$0	
Dist. Facilities	\$0	
Dist. IS	\$0	
AV	\$0	
Inst. Ops		
FUSION		

See notes below for cost

<b>TOTAL ESTIMATE COST</b>	\$0	Including Public Works & Engineering
<b>POSSIBLE COST REDUCTION</b>	\$0	
<b>TOTAL COST WITH REDUCTION</b>	\$0	

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

<b>(1) CONSTRUCTION IMPACT ON STUDENTS/STAFF</b>	1	Noise nearby classrooms
<b>(2) CONTINUAL IMPACT ON FACILITIES/OPS</b>	2	Added sq' of cleaning and maintenance
<b>(3) CONSTRUCTION IMPACT ON FACILITIES/OPS</b>	4	
<b>(4) PROJECT PHYSICAL FEASIBILITY</b>	4	*Existing modular building to use
<b>(5) DIRECTOR'S RECOMMENDATION</b>	4	*This is the best space for this kind of program
<b>(6) COST FEASIBILITY</b>	4	*Existing modular building to use
<b>TIME TO COMPLETE</b>		six months or more
<b>(7) PROJECT START/FINISH FEASIBILITY</b>	2	Depends on final SOW

## NOTES

<b>Impact Score</b>	0 through 4 (0= lowest, 4= highest)
<b>Feasibility Score</b>	0 through 4 (0= lowest, 4= highest)
<b>Public Bid</b>	maybe
<b>DSA</b>	maybe
<b>Gafcon</b>	maybe
<b>Proj. Manager</b>	Loren or Gafcon
<b>In-House</b>	yes
<b>Contractor</b>	maybe
<b>Join Projects</b>	no

<b>Impact Notes</b>	*The proposed <u>Existing Modular</u> is the one in the 500s complex area that Sodexo currently uses. Sodexo will be moving to a new location on campus. This project could cost \$15,000 to \$150,000. \$15,000 to move in with basic function only. \$150,000 for what the department wants it to grow into. These are gestimate numbers.
<b>Additional Notes</b>	The Facilities Committee can prioritize based on location, need of program growth, feasibility of using existing modular building. Then the College Council can determine how much money to give to this project as a budget to build a SOW (Scope of Work).

# Facilities Project Request (FPR) – Grossmont Facilities Committee

**SECTION 1 – Condensed Summary:** This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: Jeff Lehman

Phone Extension: 7341

Department/Program: Chemistry

Date: 4/14/2019

Brief Project Name: Science Club Amateur Repeater

Project Number: **FPR 19.006**

*(Brief phrase identifying need such as "Foreign language lab space expansion")*

*(Facilities Director fills this in)*

Project Location (building/room number): Roof of Building 30

1. Project Description *(please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):*  
Amateur repeater on the roof of Building 30. This project requires a place to place hardware of approximately 2'x2'x2'. This location needs power, and a data connection. This location would need to be out of the weather. Additionally, the location would require a length of coax cable to connect it, to a suitable outdoor location to mount an antenna of approximately 3'-6' in length. Given earlier projects in this location, it is my guess that this project could be accommodated with little to no reconfiguration or alteration.

2. The project relates to or involves: (check all that apply):

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of the layout of a shared space
- Other (i.e., health/safety – please explain): \_\_\_\_\_

3. State briefly how this project affects students and how many will be directly affected: Students will be actively involved in the construction and configuration of the hardware. It will be a Science Club project.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): This project is not associated with a particular plan or department. All of the hardware is currently in possession of the Science Club. We just need a space, power, data, and a place to mount the antenna.

5. List the other departments, programs, or services that may be impacted by this project: I think we could easily co-locate with the existing HVAC and water treatment equipment on the roof of Building 30.

6. Estimated Cost (if known): \$0.00 Potential/Recommended funding source: \_\_\_\_\_

7. When is this project needed? Summer 2019 or Fall 2019

Chair/Supervisor (print name & signature): Diana Vance Date April 15, 2019

Dean/Director (print name & signature): Allyson Jay Wood Date 4.18.19

Vice President (print name & signature): \_\_\_\_\_ Date 4.22.2019

## Facilities Project Request (FPR) – Grossmont Facilities Committee



Complete this section **ONLY** when notified to do so by your Dean/Director

(Refer to FPR Process Flowchart)

FPR# \_\_\_\_\_

**SECTION 2** - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings, photos, or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact: Jeff Lehman

Phone Extension: 7341

Department/Program: Chemistry/Science Club

Date: 8/27/2019

Brief Project Name: Amateur Radio Repeater on Building 30

Project

Number: \_\_\_\_\_

(Brief phrase identifying need such as "Foreign language lab space expansion")

(Facilities Director fills this in)

Project Location (building/room number): Roof of building 30

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):

This project would create a space with necessary power, data, and antenna connection that would allow members of the Science Club to install an amateur radio repeater. This device would require space to place a computer "rack" type structure of about 2'x2'x4'. This location would require power, data, and a space to route coax cable to an outdoor rooftop location. This coax cable would be connected to an antenna of approximately 6' in length and mounted to an appropriate structure on an outside rooftop structure. It must be located on the roof top due to radio coverage optimization.

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** \_\_\_\_\_
- **Building/structure modification or new construction:** There is an existing HVAC enclosure on the roof of building 30. A corner in this room would be sufficient. We would just need to located the repeater in a suitable location for power and data. We could then route the coax cable to an appropriate location. I don't think any construction would be required. It would be nice to encluse the repeater due to dust, but we could probably use a cabinet.
- **Electrical, mechanical, plumbing:** Power is already available at the location. It would be a matter of finding an outlet nearby.
- **Extensive labor/time for Facilities/Maintenance staff:** \_\_\_\_\_
- **Landscape/outdoor project:** \_\_\_\_\_
- **New furniture (not for individual offices):** \_\_\_\_\_
- **Reconfiguration of furniture:** \_\_\_\_\_
- **Reconfiguration of the layout of shared space:** \_\_\_\_\_
- **Other (i.e., health/safety – please explain):** \_\_\_\_\_

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented?

This project would allow students to install and maintain a communication device that is common in nearly all industries. There are many practical physical principles in play in this project. Students will be able to learn in the

installation and configuration of such a device, and use it on a daily basis. This repeater would also be accessible to all licensed amateur radio operators in the region.

4. Describe where this project has been planned for and attach documentation (i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan):

This project is not part of a particular department. This request is on behalf of a student organization that is composed of students from many department. As such, it has not been part of typical planning processes.

5. Describe the impact on other departments, services or programs if this project is completed:

There shouldn't be any impact on any other department. This is a device that sits on a rooftop, and is accessible remotely. On site maintenance is minimal once it is configured.

6. Describe how this project meets sustainability and accessibility principles:

(Sustainability = minimal environmental impact. Accessibility = promotes maximum independence and integration for students with disabilities)

This request is for space for a device that is operated remotely. It is using existing structures, and adding negligible power use.

7. Provide a cost analysis of the project:

- a) What is the cost impact of this project - are the costs one-time or ongoing? How so?
- b) What are the projected long-term costs?
- c) What is the 'life expectancy' of the project?
- d) What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)

The costs involved are potentially minimal. If we can find a suitable location with power and data nearby, then it is a matter of locating the hardware, and plugging everything in. If an outlet needs to be added, or an additional data drop, then there is cost involved with these modifications.

8. Describe the timeline for the project (Is the project urgent – how so?):

This project is not urgent. However, we are working with a local person who has radio hardware that we may be able to use. This is somewhat time sensitive, but overall, there is no strong timeline requirement.

**ALL signatures are required to proceed to the Facilities Committee**

Chair/Supervisor (print name & signature): C. Ullal for D. Vance Date 8/27/19

Dean/Director (print name & signature): C. Ullal Date 8/27/19

AAC Review Date \_\_\_\_\_  ASC Review Date \_\_\_\_\_  SSC Review Date \_\_\_\_\_

Vice President (print name & signature): \_\_\_\_\_ Date 8.27.2019

Facilities Director (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to College Council**

7. Provide a cost analysis of the project:

- a) What is the cost impact of this project - are the costs one-time or ongoing? How so?
- b) What are the projected long-term costs?
- c) What is the 'life expectancy' of the project?
- d) What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)

\_\_\_\_\_

8. Describe the timeline for the project (Is the project urgent – how so?):

\_\_\_\_\_



**ALL signatures are required to proceed to the Facilities Committee**

Chair/Supervisor (print name & signature): *[Signature]* Date 6/5/2019

Dean/Director (print name & signature): *[Signature]* Date 6/5/2019

AAC Review Date 6/3/2019     ASC Review Date \_\_\_\_\_     SSC Review Date \_\_\_\_\_

Vice President (print name & signature): *[Signature]* Date 6/5/2019

Facilities Director (print name & signature): \_\_\_\_\_ Date 9/2/19



**ALL signatures are required to proceed to College Council**

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_



**ALL signatures are required to proceed to the President of the College**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_  
Convener of College Council



**Signature is required to proceed to the President of the College**

Project Approved

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_  
President of Grossmont College

# FPR Director's Report

Date 9/9/2017 FPR# FPR19.006

Project Name: Science Club Amateur Repeater

Description Radio

Dean: 0

Ph# 0

Email 0

Contact: 0

Ph# 0

Email 0

## DEPARTMENTS

GC Facilities  
Dist. Facilities  
Dist. IS  
AV  
Inst. Ops  
FUSION

## COST

\$0  
\$0  
\$0  
\$0

## COMMENTS

**TOTAL ESTIMATE COST**

\$0 Including Public Works & Engineering

**POSSIBLE COST REDUCTION**

\$0

**TOTAL COST WITH REDUCTION**

\$0

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

- (1) CONSTRUCTION IMPACT ON STUDENTS/STAFF
- (2) CONTINUAL IMPACT ON FACILITIES/OPS
- (3) CONSTRUCTION IMPACT ON FACILITIES/OPS
- (4) PROJECT PHYSICAL FEASIBILITY
- (5) DIRECTOR'S RECOMMENDATION
- (6) COST FEASIBILITY
- TIME TO COMPLETE
- (7) PROJECT START/FINISH FEASIBILITY

## NOTES

**Impact Score** 0 through 4 (0= lowest, 4= highest)  
**Feasibility Score** 0 through 4 (0= lowest, 4= highest)  
**Public Bid** yes  
**DSA** yes  
**Gafcon** yes  
**Proj. Manager** Gafcon  
**In-House** no  
**Contractor** yes  
**Join Projects** yes

<b>Impact Notes</b>	
<b>Additional Notes</b>	Waiting for feedback and signatures from District IT and District Electrical before the Director's Report can be fully filled out.

## Facilities Project Request (FPR) – Grossmont Facilities Committee

**SECTION 1 – Condensed Summary:** This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: Craig Milgrim/Sharon Farley

Phone Extension: 7337

Department/Program: Biology

Date: 3Apr2019

Brief Project Name: Cabinets for Rm 30-128

Project Number: **FPR 19.009**

*(Brief phrase identifying need such as "Foreign language lab space expansion")*

*(Facilities Director fills this in)*

Project Location (building/room number): 30-128

1. Project Description *(please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):*  
FPR to complete promised remodel of Rm 30-128 to accommodate Fall 2016 expansion of Bio 120 & Bio 141L sections in response to administrative directive

2. The project relates to or involves: (check all that apply):

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of the layout of a shared space
- Other (i.e., health/safety – please explain): \_\_\_\_\_

3. State briefly how this project affects students and how many will be directly affected: This remodel will provide the required storage space for materials and equipment for already added Bio 120 sections and Bio 141L sections. Addresses unmet student demand for both classes.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): Project is part of Department Plan as outline in TracDat in response to expansion of sections for Bio 120 & Bio 141L

5. List the other departments, programs, or services that may be impacted by this project: All Allied Health programs as both Bio 120 and Bio 141L are required pre-requisites for this program

6. Estimated Cost (if known): \_\_\_\_\_ Potential/Recommended funding source: \_\_\_\_\_

7. When is this project needed? Spring 2017 was the original need date

Chair/Supervisor (print name & signature): CRAIG MILGRIM Date 3Apr19

Dean/Director (print name & signature): Sharon Farley Date 11 Apr 19

Vice President (print name & signature): Loren Holmquist Date 4.12.2019

Facilities Director (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Digitally signed by  
Loren Holmquist  
Date: 2019.05.24  
09:48:13 -0700

- Aug 19 Facilities Director sends out FPR reports and scorecards to the Facilities Committee
- Sept 4 First Facilities Committee meeting after summer and the start of the FPR prioritization
- Nov 6 Facilities Committee recommends FPR prioritization to College Council
- Nov College Council recommends to President

**Facilities Project Request (FPR) – Grossmont Facilities Committee**



**Complete this section ONLY when notified to do so by your Dean/Director**  
(Refer to FPR Process Flowchart)

FPR# \_\_\_\_\_

**SECTION 2** - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings, photos, or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact: Craig Milgrim/Sharon Farley

Phone Extension: 7337

Department/Program: Biology

Date: 10Apr19

Brief Project Name: Complete

Project Number: \_\_\_\_\_

*(Brief phrase identifying need such as "Foreign language lab space expansion")*

*(Facilities Director fills this in)*

Project Location (building/room number): Cabinets for Rm 30-128

1. Project Description *(please be specific, thorough, and attach a drawing or sketch of the proposed project if possible)*:  
FPR to complete promised remodel of Rm 30-128 to accommodate Fall 2016 expansion of Bio 120 & Bio 141L sections in response to administrative directive
  
2. Describe how the project relates to each item:
  - **Audiovisual, computers, data, software or phones:** \_\_\_\_\_
  - **Building/structure modification or new construction:** Add upper cabinets on South side similar to those on North side; Remodel lower space into cabinets with doors similar to North side lower cabinets
  - **Electrical, mechanical, plumbing:** \_\_\_\_\_
  - **Extensive labor/time for Facilities/Maintenance staff:** Installation and building
  - **Landscape/outdoor project:** \_\_\_\_\_
  - **New furniture (not for individual offices):** Cabinets and cabinet doors
  - **Reconfiguration of furniture:** \_\_\_\_\_
  - **Reconfiguration of the layout of shared space:** \_\_\_\_\_
  - **Other (i.e., health/safety – please explain):** \_\_\_\_\_
  
3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented?  
This remodel will provide the required storage space for materials and equipment for already added Bio 120 sections and Bio 141L sections. Addresses unmet student demand for both classes. Very likely loss of classes and FTES.
  
4. Describe where this project has been planned for and attach documentation *(i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan)*:  
Project is part of Department Plan as outline in TracDat in response to expansion of sections for Bio 120 & Bio 141L

5. Describe the impact on other departments, services or programs if this project is completed:  
All Allied Health programs as both Bio 120 and Bio 141L are required pre-requisites for this program
6. Describe how this project meets sustainability and accessibility principles:  
 (Sustainability = minimal environmental impact. Accessibility = promotes maximum independence and integration for students with disabilities)  
Remodel has less impact than new construction. These cabinets are for storage of materials and equipment used in lab, as such they are only accessed by staff as part of set up for scheduled lab classes
7. Provide a cost analysis of the project:  
 a) *What is the cost impact of this project - are the costs one-time or ongoing? How so?*  
 b) *What are the projected long-term costs?*  
 c) *What is the 'life expectancy' of the project?*  
 d) *What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)*  
Cost is highly dependent on College/District choice of materials and designation of personnel for lab
8. Describe the timeline for the project (*Is the project urgent - how so?*):  
Urgent, this project was originally set to be completed by Spr 2017 per President and VPAA in response to expansion of Bio 120 and Bio 141L sections to meet FTES goals and unmet student need. This project had 3 stages, counter top (which is in process as of Apr 2019, upper cabinets (in previously approved FPR for 18-19) and lower cabinets (in previously approved FPR for 18-19). Funding for cabinets is currently in question

**ALL signatures are required to proceed to the Facilities Committee**

Chair/Supervisor (print name & signature): CRAY MURPHY Date 10 Apr 19

Dean/Director (print name & signature): [Signature] Date 6/4/2019  
 AAC Review Date 6/3/2019     ASC Review Date \_\_\_\_\_     SSC Review Date \_\_\_\_\_

Vice President (print name & signature): [Signature] Date 6/4/2019

Facilities Director (print name & signature): \_\_\_\_\_ Date 9/2/19

**ALL signatures are required to proceed to College Council**

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to the President of the College**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_  
 Convener of College Council

---

Signature is required to proceed to the President of the College

Project Approved

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_  
President of Grossmont College

# FPR Director's Report

Date 9/2/2019 FPR# FPR19.009

Project Name: Cabinets for Rm 30-128

Description 0

Dean: Cary Willard

Ph# 0

Email 0

Contact: Craig Milgram/Sharon Farley

Ph# 7337

Email 0

DEPARTMENTS	COST	COMMENTS
GC Facilities	\$63,000	
Dist. Facilities	\$2,000	
Dist. IS	\$0	
AV	\$0	
Inst. Ops		
FUSION		

<b>TOTAL ESTIMATE COST</b>	\$74,750	Including Public Works & Engineering
<b>POSSIBLE COST REDUCTION</b>	\$0	
<b>TOTAL COST WITH REDUCTION</b>	\$74,750	

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

<b>(1) CONSTRUCTION IMPACT ON STUDENTS/STAFF</b>	3
<b>(2) CONTINUAL IMPACT ON FACILITIES/OPS</b>	1
<b>(3) CONSTRUCTION IMPACT ON FACILITIES/OPS</b>	2
<b>(4) PROJECT PHYSICAL FEASIBILITY</b>	4
<b>(5) DIRECTOR'S RECOMMENDATION</b>	4
<b>(6) COST FEASIBILITY</b>	2
<b>TIME TO COMPLETE</b>	9 Months for Public Bid. One week to install
<b>(7) PROJECT START/FINISH FEASIBILITY</b>	4

## NOTES

<b>Impact Score</b>	0 through 4 (0= lowest, 4= highest)
<b>Feasibility Score</b>	0 through 4 (0= lowest, 4= highest)
<b>Public Bid</b>	yes
<b>DSA</b>	no
<b>Gafcon</b>	yes Public Bid Documentation
<b>Proj. Manager</b>	GC Facilities
<b>In-House</b>	no
<b>Contractor</b>	yes
<b>Join Projects</b>	no

<b>Impact Notes</b>	
<b>Additional Notes</b>	

# Facilities Project Request (FPR) – Grossmont Facilities Committee

**SECTION 1 – Condensed Summary:** This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: Pat Murray x7316

Phone Extension: 7316

Department/Program: Allied Health and Nursing

Date: 4/8/2019

Brief Project Name: Upstairs Lobby Furniture

Project Number: **FPR 19.010**

(Brief phrase identifying need such as "Foreign language lab space expansion")

(Facilities Director fills this in)

Project Location (building/room number): 34-206

1. Project Description (please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):  
The upstairs lobby is used so often for events that the furniture has been broken being moved. My request is for lobby seating that is on casters and additionally cleanable. The current cloth design is stained horribly. This furniture could be fixed up a bit and re-purposed in the downstairs lobby.

2. The project relates to or involves: (check all that apply):

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of the layout of a shared space
- Other (i.e., health/safety – please explain): \_\_\_\_\_

3. State briefly how this project affects students and how many will be directly affected: Hundreds of students from all over the campus come to our lobby. It is a showcase of the campus and is often the location that community partners will come to visit/tour.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): In the past, this project had been planned within Program Review.

5. List the other departments, programs, or services that may be impacted by this project: All campus departments and students utilize this space.

6. Estimated Cost (if known): 20,000 total guess

Potential/Recommended funding source: \_\_\_\_\_

7. When is this project needed? ASAP

*Potential funding source is General Fund from Nursing Budget.*

Chair/Supervisor (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director (print name & signature): Domenica Oliveri Eds RN Date 4/9/19.

Vice President (print name & signature): Michael Reese Date 4-10-2019

Facilities Director (print name & signature): [Signature] Date 5-27-19

# Facilities Project Request (FPR) – Grossmont Facilities Committee



**Complete this section ONLY when notified to do so by your Dean/Director**

(Refer to FPR Process Flowchart)

FPR#19.010

**SECTION 2** - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings, photos, or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact: Pat Murray

Phone Extension: 7316

Department/Program: Allied Health and Nursing

Date: 5/28/2019

Brief Project Name: 34 Upstairs Lobby Furniture

Project Number: 19.010

(Brief phrase identifying need such as "Foreign language lab space expansion")

(Facilities Director fills this in)

Project Location (building/room number): 34-206

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):  
To provide early morning and late afternoon glaring light management and mobility/flexibility of lobby use

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** Would like permanent installs
- **Building/structure modification or new construction:** Provide space flexibility
- **Electrical, mechanical, plumbing:** \_\_\_\_\_
- **Extensive labor/time for Facilities/Maintenance staff:** \_\_\_\_\_
- **Landscape/outdoor project:** \_\_\_\_\_
- **New furniture (not for individual offices):** 34-206
- **Reconfiguration of furniture:** \_\_\_\_\_
- **Reconfiguration of the layout of shared space:** 34-206
- **Other (i.e., health/safety – please explain):** Continue to provide space to students for study

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented?  
Students are continuously removed from the area when the space is 'set up' for a meeting, designing the space to accomodate both meeting and student study would be ideal. Mobile furniture and space flexibility.

4. Describe where this project has been planned for and attach documentation (*i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan*):  
Attached is original blueprint

5. Describe the impact on other departments, services or programs if this project is completed:  
All students are welcome in our lobby. Additionally, all departments request to use the space for formal and informal gatherings.

6. Describe how this project meets sustainability and accessibility principles:  
(Sustainability = minimal environmental impact. Accessibility =promotes maximum independence and integration for students with disabilities)

BY setting up the space for flexible use, you are saving the campus time and money in staff pay, facilities pay, and freeing up the use of folding tables and chairs.

7. Provide a cost analysis of the project:

- a) *What is the cost impact of this project - are the costs one-time or ongoing? How so?*
- b) *What are the projected long-term costs?*
- c) *What is the 'life expectancy' of the project?*
- d) *What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)*

I did send a request for mobile furniture at a cost of \$20,000

I do not know how much installation of a screen, projector and audio set would cost, but I can ask Dave Steinmetz for that information.

8. Describe the timeline for the project (*Is the project urgent – how so?*):

This project could be completed before the Spring 2020 semester - blinds can be installed anytime and furniture can be ordered quickly.

**ALL signatures are required to proceed to the Facilities Committee**

Chair/Supervisor (print name & signature): \_\_\_\_\_ Date 6/5/2019

Dean/Director (print name & signature): \_\_\_\_\_ Date 6/5/2019

AAC Review Date 6/3/2019       ASC Review Date \_\_\_\_\_       SSC Review Date \_\_\_\_\_

Vice President (print name & signature): \_\_\_\_\_ Date 6/5/2019

Facilities Director (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to College Council**

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to the President of the College**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Convener of College Council

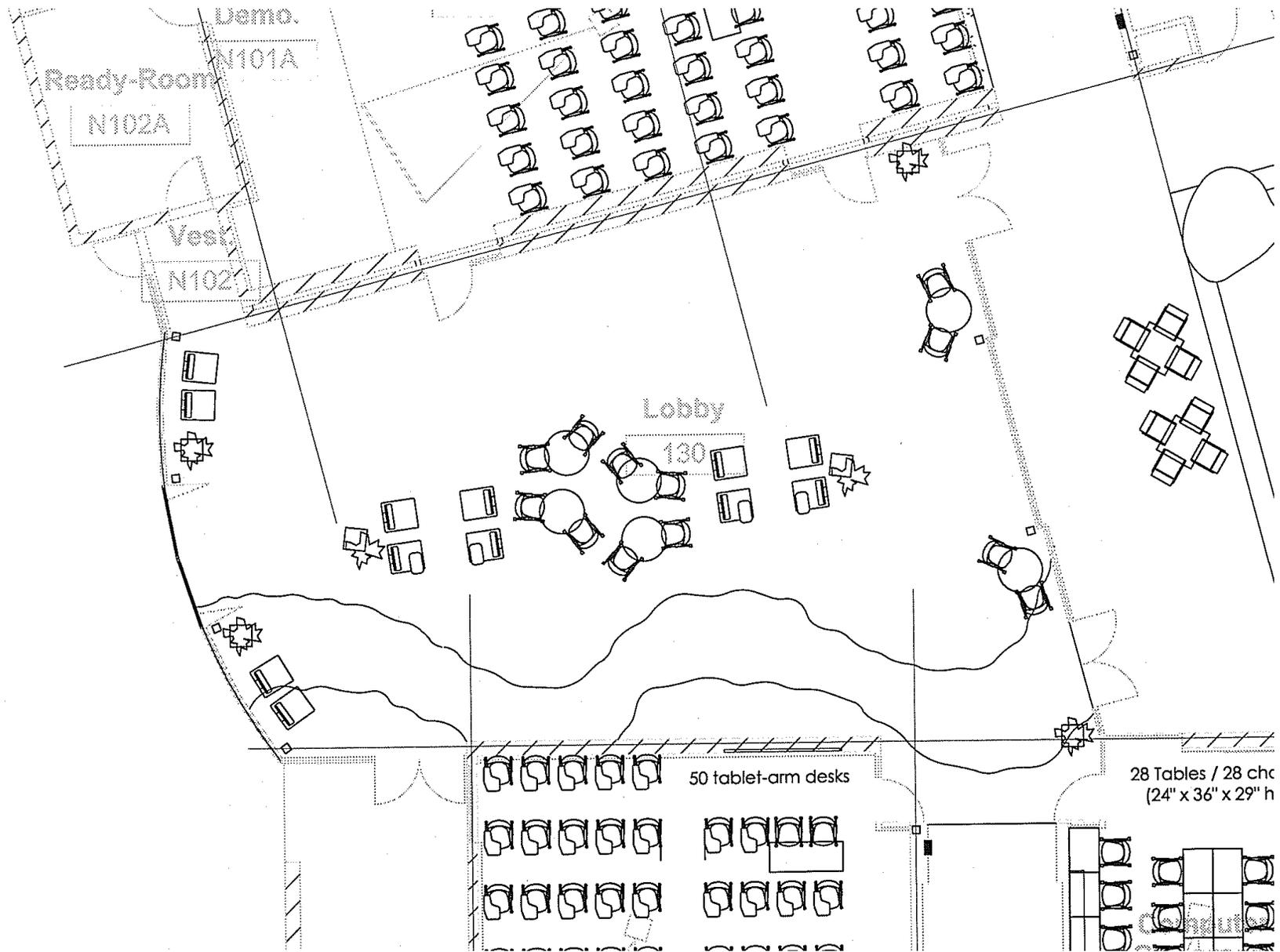
**Signature is required to proceed to the President of the College**

**Project Approved**

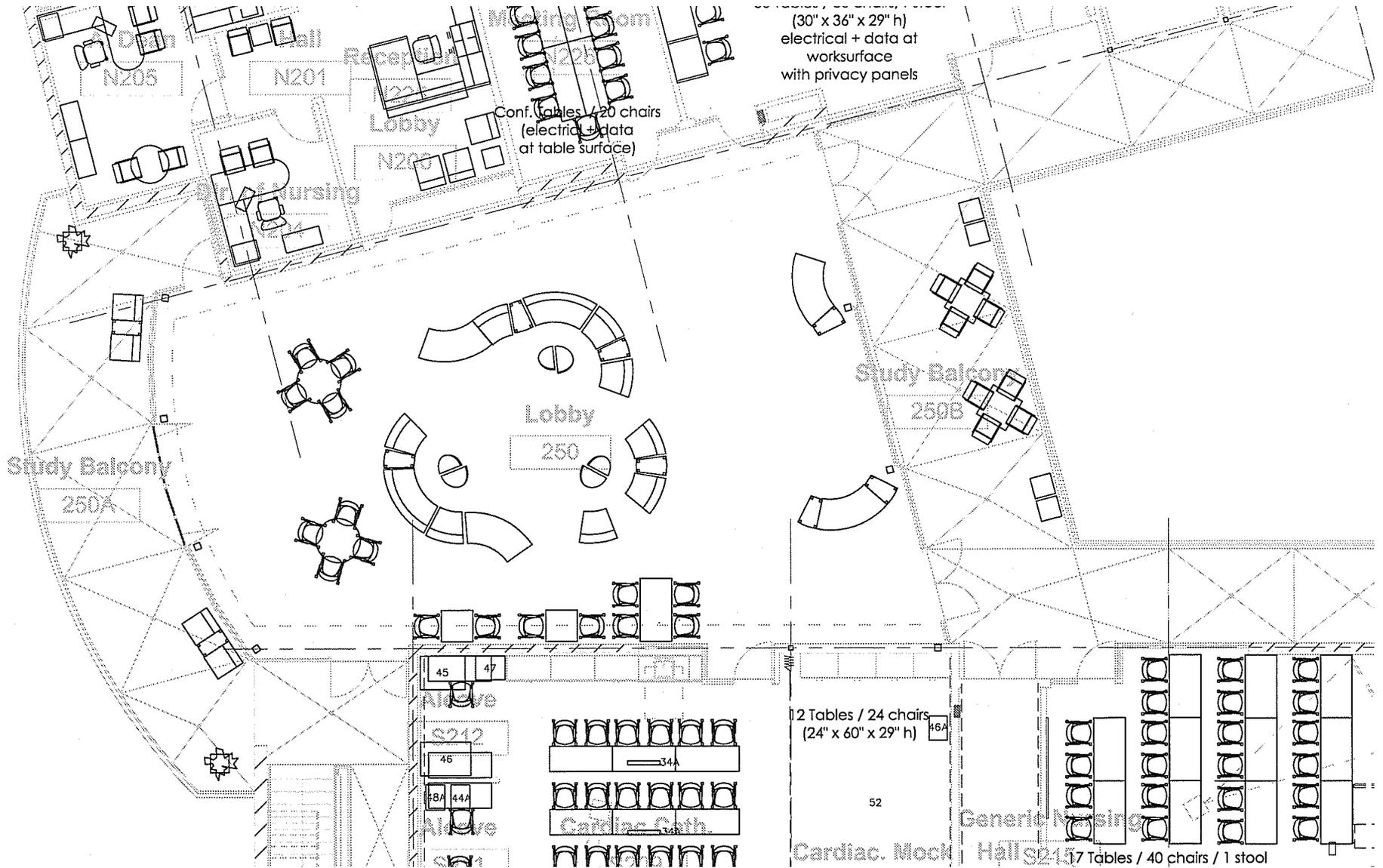
(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

President of Grossmont College

# Building 34 First Floor Original Drawing



# Building 34 Second Floor Original Drawing



## 34-206 (Grossmont Building 34 2nd Floor Lobby)

### Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	August 1	2	3	4
5	6	7	8	9	10	11
				1:00 PM - 2:30 PM Observatory Deck Design Work Session 34-206		
12	13	14	15	16	17	18
			8:00 AM - 9:00 PM AH&N Division Meeting 34-206			
19	20	21	22	23	24	25
26	27	28	29	30	31	September 1
					12:15 PM - 2:15 PM Classified Staff Professional Develop 34-206	
2	3	4	5	6	7	8

Mar 21 2019 11:30am

Things don't look like you expect? You might need to set your browser to print background colors and images.

In Firefox: Click Page Setup..., then check the box beside "Print Background (colors & images)".

In Internet Explorer: Exit Print Preview. From the browser menu, select Tools > Internet Options. Select the "Advanced" tab. In the Settings box, scroll to the "Printing" section, then check the box beside "Print background colors and images".

Note: Consider also printing in Landscape format instead of Portrait.

Sign In

### 34-206 (Grossmont Building 34 2nd Floor Lobby)

**Calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	October 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
				5:00 PM - 8:00 PM CVT Advisory Meeting 34-206		
21	22	23	24	25	26	27
					11:00 AM - 2:00 PM Respiratory Care Week Activities 34-206 6:00 PM - 10:00 PM CNSA Movie Nursing 34-206	
28	29	30	31	November 1	2	3
					10:00 AM - 2:00 PM Men in Nursing Conference 34-206	
4	5	6	7	8	9	10
				5:30 PM - 8:00 PM Assistive Technology Show 34-206		

Mar 21 2019 11:31am

Things don't look like you expect? You might need to set your browser to print background colors and images.

In Firefox: Click Page Setup..., then check the box beside "Print Background (colors & images)".

**Sign In**

3/21/2019

25Live

In Internet Explorer: Exit Print Preview. From the browser menu, select **Tools > Internet Options**. Select the "Advanced" tab. In the **Settings** box, scroll to the "Printing" section, then check the box beside "Print background colors and images".

**Note:** Consider also printing in Landscape format instead of Portrait.

[Sign In](#)

[https://25live.collegenet.com/gcccd/#details&obj\\_type=space&obj\\_id=645\[9\]](https://25live.collegenet.com/gcccd/#details&obj_type=space&obj_id=645[9])

2/2

## 34-206 (Grossmont Building 34 2nd Floor Lobby)

### Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 4	5	6	7	8	9	10 8:00 AM - 5:00 PM ACVP Cardiac Conference for CVT 34-206
11	12	13	14	15	16 2:30 PM - 4:30 PM Holiday Party For Staff 34-206	17
18	19	20	21	22	23	24
25	26	27	28	29	30 8:00 AM - 3:00 PM Workshop Deans Academy 34-206	December 1
2	3	4 11:00 AM - 2:30 PM Transfer Fair For BSN 34-206	5	6 12:00 PM - 4:00 PM Regional Meeting 34-206	7	8
9	10	11	12	13	14 11:00 AM - 3:00 PM Grossmont Adult Education Luncheon 34-206	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	January 1	2	3	4	5
6	7	8	9	10	11	12

Mar 21 2019 11:32am

Things don't look like you expect? You might need to set your browser to print background colors and images.

In Firefox--Click Page Setup..., then check the box beside "Print Background (colors & images)".

[Sign In](#)

[https://25live.collegenet.com/gcccd/#details&obj\\_type=space&obj\\_id=645\[9\]](https://25live.collegenet.com/gcccd/#details&obj_type=space&obj_id=645[9])

3/21/2019

25Live

In **Internet Explorer**: Exit *Print Preview*. From the browser menu, select **Tools > Internet Options**. Select the "Advanced" tab. In the **Settings** box, scroll to the "Printing" section, then check the box beside "Print background colors and images".

**Note:** Consider also printing in Landscape format instead of Portrait.

[Sign In](#)

[https://25live.collegenet.com/gcccd/#details&obj\\_type=space&obj\\_id=645\[9\]](https://25live.collegenet.com/gcccd/#details&obj_type=space&obj_id=645[9])

2/2

## 34-206 (Grossmont Building 34 2nd Floor Lobby)

### Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 3:00 PM - 8:00 PM Allied Health Nursing Division Meeting 34-206	24	25	26
27	28	29	30	31	February 1	2
3	4	5	6	7	8	9 7:30 AM - 4:00 PM ACVP Conference CVT Program 34-206
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	March 1	2 12:00 PM - 1:00 PM Sweetwater HS Dist Health Sci Academy 34-206
3	4	5	6	7	8	9
10	11	12	13	14	15 8:00 AM - 5:00 PM Hospital Day Nursing 34-206	16

Mar 21 2019 11:32am

Things don't look like you expect? You might need to set your browser to print background colors and images.

In Firefox: Click Page Setup..., then check the box beside "Print Background (colors & images)".

In Internet Explorer: Exit Print Preview. From the browser menu, select Tools > Internet Options. Select the "Advanced" tab. In the Settings box, scroll to the "Printing" section, then check the box beside "Print background colors and images".

Note: Consider also printing in Landscape format instead of Portrait.

[Sign In](#)

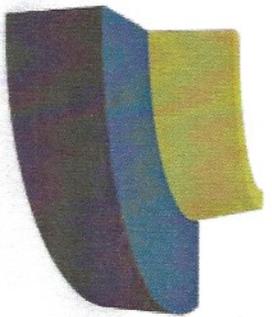




Backless Curve



Inside Curve with Back



Outside Curve with Back



QUOTATION: 19AJU-429609/C

# Grossmont Cuyamaca Community College District: Cuyamaca: MyPlace Lounge

CREATED 4/11/2019 | REVISED 4/17/2019 | Valid Through 7/10/2019



Grossmont Cuyamaca Community College District:  
Cuyamaca: MyPlace Lounge

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Quote Number: 19AJU-429609/C

CREATED 4/11/2019 | REVISED 4/17/2019 | **Valid Through 7/10/2019**

PRODUCT TOTALS	\$16,214.24
See Quote Detail Summary	\$0.00
<b>GRAND TOTAL</b>	<b>\$16,214.24</b>

**Contract Information:**

OT0026197B Grossmont-Cuyamaca Community Colleges District

**Requested Delivery Date:** To be Determined

**Sales Team:**

Martine Turley  
Sales Specialist  
martine.turley@ki.com  
619-921-8404

Amanda Urmanski  
Inside Sales Specialist  
amanda.urmanski@ki.com

**Sold To**

Grossmont Cuyamaca Community College  
District  
8800 Grossmont College Dr.  
El Cajon, CA 92020  
P. (619) 644-7010  
Customer # 23933

**End User**

Grossmont Cuyamaca Community College  
District  
8800 Grossmont College Dr.  
El Cajon, CA 92020  
P. (619) 644-7010  
End User # 23933

**Ship To**

Strategic Facilities Services  
Attn: Jennifer Jabs  
17022 S. Montanero Avenue, Suite 4  
Carson, CA 90746

**Installation**

Strategic Facilities Services  
Attn: Jennifer Jabs  
17022 S. Montanero Avenue, Suite 4  
Carson, CA 90746  
P. (310) 449-9292  
Vendor # 37378



**Client Notes:**

All fabrics, finishes, laminates and trims need to be specified to place order.  
Changes in fabrics, finishes and quantities may affect pricing.  
Freight included  
Installation (Non-Union) is included in quote  
Note: Applicable taxes to be added at the time of invoicing.  
Prices are subject to change based on customer's final selection of fabrics, finishes and laminates.



**CREATED** 4/11/2019  
**VALID THROUGH** 7/10/2019  
**Prepared By** Amanda Urmanski  
**Quote Filename** Grossmont Cuyamaca Community College District: Cuyamaca: MyPlace Lounge - 19AJU-429609/C

Line	Model		Qty.	List Price	Extended List Price	Discount Percent	Sell Price	Extended Total	TBD Options
<b>Tag 1: MyPlace</b>									
1.1	MPCRVCGL/FC	MyPlace Backless Curve, Concealed Glides, Contrast	4	\$1,886.00	\$7,544.00	45.200	\$1,033.53	\$4,134.12	
		Highest Grade Contrasting Fabric		Fabric Grade H	H				
		Fabric Contrast #1/Base		Compliance to TB 117-2013	/NFR				
		Fabric Contrast #1/Base		Fabric Grade H	H				
		Fabric		JUGGERNAUT	JUGGERNAUT				
		JUGGERNAUT		WEATHERWOOD	/27.239.112.P				
		Fabric Contrast #2/Seat		Compliance to TB 117-2013	NFR				
		Fabric Contrast #2/Seat		Fabric Grade H	H				
		Fabric		JUGGERNAUT	JUGGERNAUT				
		JUGGERNAUT		WEATHERWOOD	/27.239.112.P				
		Moisture Barrier		Yes moisture barrier	/MB				
		<b>Price Description: Delivered/Open Market</b>							
1.2	MPICB/CGL/FC	MyPlace Inside Curve w/Back, Concealed Glides, Contrast	4	\$2,882.00	\$11,528.00	45.200	\$1,579.34	\$6,317.36	
		Highest Grade Fabric (Exclude Seat Grade)		Fabric Grade H	H				
		Fabric Contrast #1/Base		Compliance to TB 117-2013	/NFR				
		Fabric Contrast #1/Base		Fabric Grade H	H				
		Fabric		JUGGERNAUT	JUGGERNAUT				
		JUGGERNAUT		WEATHERWOOD	/27.239.112.P				
		Fabric Contrast #2/Seat		Compliance to TB 117-2013	NFR				
		Fabric Contrast #2/Seat		Fabric Grade H	H				
		Fabric		JUGGERNAUT	JUGGERNAUT				
		JUGGERNAUT		WEATHERWOOD	/27.239.112.P				
		Fabric Contrast #3/Back		Compliance to TB 117-2013	NFR				
		Fabric Contrast #3/Back		Fabric Grade H	H				
		Fabric		WEST BENGAL	WEST BENGAL				
		WEST BENGAL		SORBET	/27.252.139.P				
		Moisture Barrier		Yes moisture barrier	/MB				
		<b>Price Description: Delivered/Open Market</b>							
1.3	MPOCB/CGL/FC	MyPlace Outside Curve w/Back, Concealed Glides, Contrast	4	\$2,629.00	\$10,516.00	45.200	\$1,440.69	\$5,762.76	
		Highest Grade Fabric (Exclude Seat Grade)		Fabric Grade H	H				
		Fabric Contrast #1/Base		Compliance to TB 117-2013	/NFR				
		Fabric Contrast #1/Base		Fabric Grade H	H				
		Fabric		JUGGERNAUT	JUGGERNAUT				
		JUGGERNAUT		WEATHERWOOD	/27.239.112.P				
		Fabric Contrast #2/Seat		Compliance to TB 117-2013	NFR				
		Fabric Contrast #2/Seat		Fabric Grade H	H				
		Fabric		JUGGERNAUT	JUGGERNAUT				
		JUGGERNAUT		WEATHERWOOD	/27.239.112.P				
		Fabric Contrast #3/Back		Compliance to TB 117-2013	NFR				
		Fabric Contrast #3/Back		Fabric Grade H	H				
		Fabric		WEST BENGAL	WEST BENGAL				
		WEST BENGAL		SORBET	/27.252.139.P				
		Moisture Barrier		Yes moisture barrier	/MB				
		<b>Price Description: Delivered/Open Market</b>							
<b>Tag 1: MyPlace</b>								<b>WorkGroup Product Subtotal</b>	<b>\$16,214.24</b>

**Quote Summary**

**Product SubTotal: \$16,214.24**  
**Estimated Sales Tax: See Notes**  
**Quote Total: \$16,214.24**

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at [www.KI.com/terms](http://www.KI.com/terms)

Prepared by Amanda Urmanski

**"Reference Only"**

Market Code: 1=1=University & College

Opportunity #: 429609

Quote Filename: Grossmont Cuyamaca Community  
College District: Cuyamaca: MyPlace Lounge - 19AJU-  
429609

#### Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:  
KI  
1330 Bellevue Street  
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
  - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
  - Ship To Information: complete legal name, address, contact name, contact phone number
  - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
  - Issue Date: date the purchase order was issued
  - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
  - Purchase Order Total: total of all items and services included on the purchase order
  - Authorization: signature of authorized purchasing agent or buying entity
  - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
    - Quantity of each item
    - Complete model number, including all finish and option information (by line item)
    - Net purchase price (by line item)
    - Extended net purchase price (all line items)
    - Any additional applicable charges (ex: installation and/or delivery charges)
    - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

**Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.**

# FPR Director's Report

Date 9/2/2019 FPR# 19.010

Project Name: Bldg 34 Lobby Furniture

Description Bldg 34 Lobby Furniture

Dean: 0

Ph# 0

Email 0

Contact: Pat Murry

Ph# 0

Email 0

DEPARTMENTS	COST	COMMENTS
GC Facilities	\$20,000	
Dist. Facilities	\$0	
Dist. IS	\$0	
AV	\$0	
Inst. Ops		
FUSION		

<b>TOTAL ESTIMATE COST</b>	\$20,000	Including Public Works & Engineering
<b>POSSIBLE COST REDUCTION</b>	\$0	
<b>TOTAL COST WITH REDUCTION</b>	\$20,000	

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

<b>(1) CONSTRUCTION IMPACT ON STUDENTS/STAFF</b>	0
<b>(2) CONTINUAL IMPACT ON FACILITIES/OPS</b>	2
<b>(3) CONSTRUCTION IMPACT ON FACILITIES/OPS</b>	1
<b>(4) PROJECT PHYSICAL FEASIBILITY</b>	4
<b>(5) DIRECTOR'S RECOMMENDATION</b>	4
<b>(6) COST FEASIBILITY</b>	4
<b>TIME TO COMPLETE</b>	Three months to plan, purchas, and install
<b>(7) PROJECT START/FINISH FEASIBILITY</b>	4

## NOTES

<b>Impact Score</b>	0 through 4 (0= lowest, 4= highest)
<b>Feasibility Score</b>	0 through 4 (0= lowest, 4= highest)
<b>Public Bid</b>	no
<b>DSA</b>	no
<b>Gafcon</b>	no
<b>Proj. Manager</b>	GC Facilities
<b>In-House</b>	yes
<b>Contractor</b>	yes
<b>Join Projects</b>	yes Possibly with Bldg 34 Blinds

<b>Impact Notes</b>	
<b>Additional Notes</b>	Project needs final direction on how the space will be used moving forward to determine type of furniture and policy of who and how it can be used. There is no storage designed in the building for storing the lobby furniture during events and have been placed in classrooms and hallways that violates egress codes, especially during events.

## Facilities Project Request (FPR) – Grossmont Facilities Committee

**SECTION 1 – Condensed Summary:** This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: Sue Gonda, Club Advisor

Phone Extension: 7875

Department/Program: AAUW Club/Student Affairs

Date: 4/9/2019

*Brief* Project Name: End Period Poverty-Free Sanitary Products

Project **FPR 19.011**

Number: \_\_\_\_\_

(Brief phrase identifying need such as "Foreign language lab space expansion")

(Facilities Director fills this in)

Project Location (building/room number): Women's Student Bathrooms

1. Project Description (please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):  
Placing a box/basket in the student women's bathrooms with free sanitary products, with the lable something like: "Leave one if you can; take one if you need it." The Grossmont Club, American Association of University Women would like to help girls who instantly need a product. Inspired by the Oscar winning film "Period, End of Story," the students discussed the cost and embarrassment when students don't have supplies available.

2. The project relates to or involves: (check all that apply):

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of the layout of a shared space
- Other (i.e., health/safety – please explain): health and ability for students to stay on campus in emergencies

3. State briefly how this project affects students and how many will be directly affected: This kind of campaign is currently underway in England, and one of the club officers, who is from Brazil, told the club that this strategy was helpful at her college there as well. The term "period poverty" is part of an international movement designed to give women the most basic need. When caught unprepared or when funds are low, students have to leave campus or are forced to ask strangers for help. While we may have supplies available in Gizmo's Kitchen or in the Health Center, the bathrooms are where the students need supplies in case of emergency. There can also be a collaboration within these entities in Student Affairs, with the help of the AAUW Club.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): This is a request coming from the students in the AAUW club.

5. List the other departments, programs, or services that may be impacted by this project: All females on campus.

6. Estimated Cost (if known): unknown - minimal Potential/Recommended funding source: Gizmo's kitchen, Health Center, donations by students and others

7. When is this project needed? ASAP

Chair/Supervisor (print name & signature): Susan Gonda, Club Advisor

*Susan Gonda*

Date 4/9/2019

Dean/Director (print name & signature):

*[Signature]*

Date 4/10/19

Vice President (print name & signature):

*[Signature]*

Date 4/10

Digitally signed by  
Loren Holmquist  
Date: 2019.05.24  
09:52:20 -07'00'

Facilities Director (print name & signature):

*[Signature]*

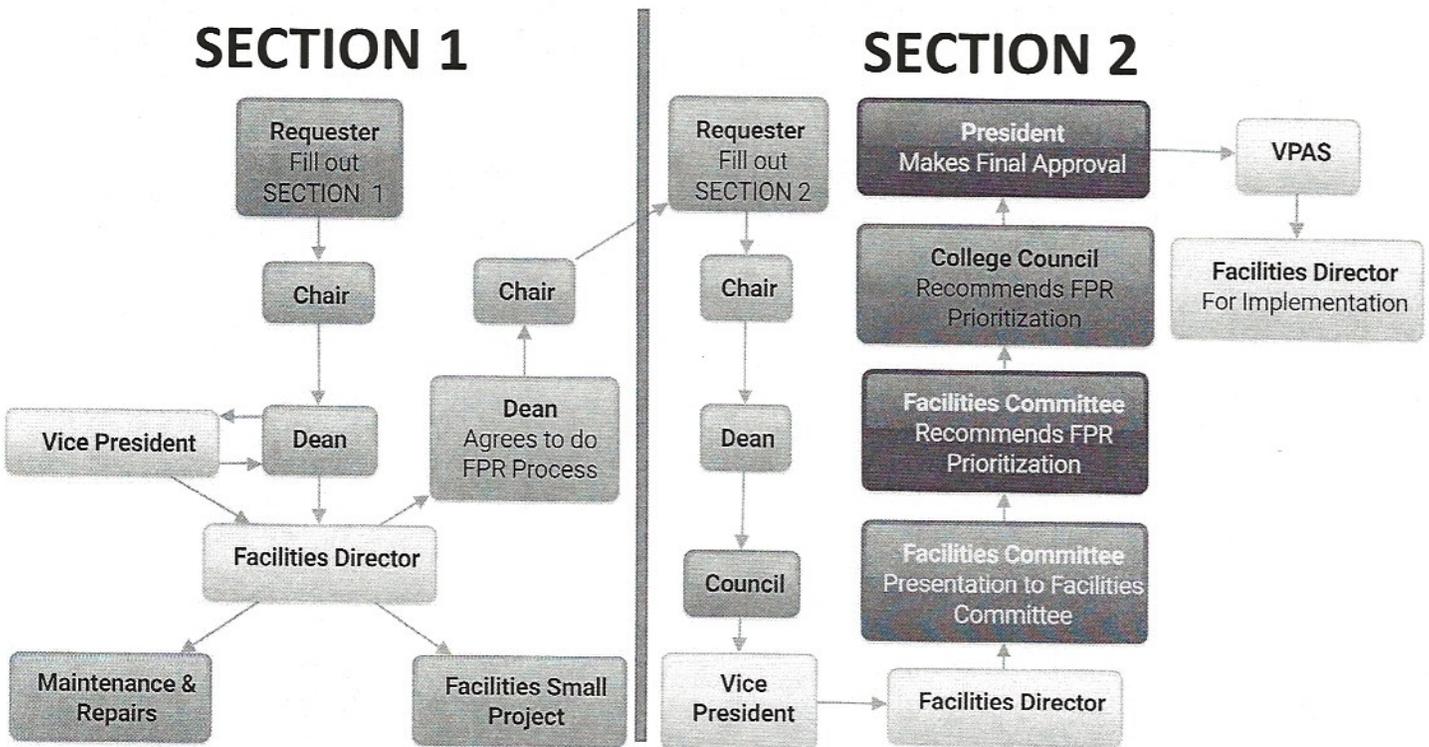
Date



If it is determined by the signatures above that the project should go through the FPR process, then the requester will fill out SECTION 2 for the Facilities Committee.

(Refer to FPR Process Flowchart)

# (FPR) Facilities Project Request - FLOWCHART



**STEP 1** Fill out SECTION 1 Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

**STEP 2** Fill out SECTION 2 Facilities Project Request (FPR) form after SECTION 1 signatures are completed.

**NOTE:** The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

**STEP 3** The Facilities Committee may ask for a brief presentation/Q&A.

## FPR TIMELINE FOR 2019

**Mar 15** Facilities Director sends out FPR form to the campus

Facilities Committee: 3-15-19

# Facilities Project Request (FPR) – Grossmont Facilities Committee



**Complete this section ONLY when notified to do so by your Dean/Director**

(Refer to FPR Process Flowchart)

FPR# 19.011

**SECTION 2** - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings, photos, or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact: Sue Gonda

Phone Extension: 7875

Department/Program: AAUW Club/Student Affairs

Date: 6/09/2019

*Brief Project Name:* End Period Poverty - Free Sanitary Products

Project

Number: ? FPR 19.011 ?

*(Brief phrase identifying need such as "Foreign language lab space expansion")*

*(Facilities Director fills this in)*

Project Location (building/room number): Campus Women's Bathrooms

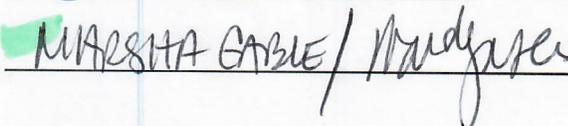
1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):  
All that is asked from facilities is some type of box in each women's restroom for women to leave a product or take a product. This kind of campaign is currently underway around world and in the U.S. The point is to end "period shaming," in which women have to hide their needs for products. The AAUW Club discussion took place after viewing the Oscar-winning documentary, "Period. End of Sentence." One of the club officers, who is from Brazil, told the Club that a free "take one/leave one" strategy was helpful at her college, prompting Club action. The term "period poverty" is part of an international movement designed to give women the most basic hygienic needs to function normally - in this case, to attend classes without shame, or miss classes due to blood stains. When caught unprepared or when funds are low, students have to leave campus or are forced to ask strangers for help. While bathrooms are stocked with TP, soap & water, it is a matter of gender equity and dignity for women to have basic menstrual supplies where & when they need them. While we may have supplies available in Gizmo's Kitchen or in the Health Center, the bathrooms are where the students need supplies in case of emergency. AAUW Club proposes to collaborate with these campus entities and create a "take one/leave one" campaign, where the supplies are available in boxes located in the bathrooms. (Brookline, MA, just passed a city ordinance to have them in all public restrooms. California, Illinois and New York have passed state laws requiring menstrual products in many public schools).
2. Describe how the project relates to each item:
  - **Audiovisual, computers, data, software or phones:** \_\_\_\_\_
  - **Building/structure modification or new construction:** \_\_\_\_\_
  - **Electrical, mechanical, plumbing:** \_\_\_\_\_
  - **Extensive labor/time for Facilities/Maintenance staff:** \_\_\_\_\_
  - **Landscape/outdoor project:** \_\_\_\_\_
  - **New furniture (not for individual offices):** \_\_\_\_\_
  - **Reconfiguration of furniture:** \_\_\_\_\_
  - **Reconfiguration of the layout of shared space:** \_\_\_\_\_
  - **Other (i.e., health/safety – please explain):** Health/Sanitation equity on par with having toilet paper available, especially for low-income students.

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented?  
Half or more of GC students are female. Menstruation is still associated with a stigma in which women hide their need for products, need to beg from strangers in an emergency, or worst case, hide out in a bathroom or leave campus when they realize they are without protection.
  
4. Describe where this project has been planned for and attach documentation (i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan):  
This is a very simple concept that is being implemented internationally. All that is asked from facilities is some type of box for students to leave a product or take a product. AAUW Club will help facilitate this campaign
  
5. Describe the impact on other departments, services or programs if this project is completed:  
N/A
  
6. Describe how this project meets sustainability and accessibility principles:  
(Sustainability = minimal environmental impact. Accessibility = promotes maximum independence and integration for students with disabilities)  
Female low income students and students with disabilities are especially vulnerable when caught without these basic sanitation needs.
  
7. Provide a cost analysis of the project:
  - a) What is the cost impact of this project - are the costs one-time or ongoing? How so?
  - b) What are the projected long-term costs?
  - c) What is the 'life expectancy' of the project?
  - d) What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)Depending upon how this is implemented, it can be done with very little cost, or dispensers can be placed in bathrooms at a cost. If we go with simple boxes and donated supplies (supplemented from Health Services or Gizmo's kitchen?), then this can be accomplished for the cost of the boxes and minimal budget
  
8. Describe the timeline for the project (Is the project urgent – how so?):  
This is an ongoing problem - for centuries. The impetus behind this international campaign is to recognize and address these basic hygienic needs of women ASAP.

**ALL signatures are required to proceed to the Facilities Committee**

Chair/Supervisor (print name & signature): (Sue Gonda, Club Advisor), but Sara Varghese is Dean  
 \_\_\_\_\_  
 Date \_\_\_\_\_

Dean/Director (print name & signature):  Date 6/19/19  
 AAC Review Date \_\_\_\_\_  ASC Review Date \_\_\_\_\_  SSC Review Date \_\_\_\_\_

Vice President (print name & signature):  Date \_\_\_\_\_

Facilities Director (print name & signature): \_\_\_\_\_ Date **8/25/19**

Digitally signed by Loren Holmquist  
DN: cn=US, email=Lholmquist@good.edu,  
o=Facilities Department,  
ou=Goodman College,  
c=US, Loren Holmquist  
Date: 2019.08.25  
15:46:02 -0700  
Loren Holmquist

**ALL signatures are required to proceed to College Council**

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to the President of the College**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Convener of College Council

**Signature is required to proceed to the President of the College**

**Project Approved**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

President of Grossmont College

# FPR Director's Report

Date 9/9/2017 FPR# 19.011

Project Name: End Period Poverty

Description Free Sanitary Products

Dean: Sara Varghese

Ph# 0

Email 0

Contact: Sue Gonda

Ph# 7875

Email 0

## DEPARTMENTS

GC Facilities  
Dist. Facilities  
Dist. IS  
AV  
Inst. Ops  
FUSION

## COST

\$0  
\$0  
\$0  
\$0

## COMMENTS

**TOTAL ESTIMATE COST**

\$0 Including Public Works & Engineering

**POSSIBLE COST REDUCTION**

\$0

**TOTAL COST WITH REDUCTION**

\$0

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

- (1) CONSTRUCTION IMPACT ON STUDENTS/STAFF
- (2) CONTINUAL IMPACT ON FACILITIES/OPS
- (3) CONSTRUCTION IMPACT ON FACILITIES/OPS
- (4) PROJECT PHYSICAL FEASIBILITY
- (5) DIRECTOR'S RECOMMENDATION
- (6) COST FEASIBILITY
- TIME TO COMPLETE
- (7) PROJECT START/FINISH FEASIBILITY

## NOTES

Impact Score 0 through 4 (0= lowest, 4= highest)  
Feasibility Score 0 through 4 (0= lowest, 4= highest)  
Public Bid no  
DSA no  
Gafcon no  
Proj. Manager  
In-House  
Contractor  
Join Projects no

Impact Notes	
Additional Notes	Sorry, I have more questions than I do answers on this one. Who will stock these? Where will these boxes/baskets go? If it is mounted on the wall then this can get a lot more complicated, such as ADA codes do not allow anything sticking out from the wall more than 4" and cannot be hand accessible from a wheel chair higher than 48" and lower than 18". The installation would have to be researched per restroom. There are approximately 60 restrooms on campus that women use.