

MINUTES
ESTC BUILDING
BUILDING CONSTRUCTION COMMITTEE REVIEW MEETING
August 27, 2008, TTC 1

Present: Nancy Shepard, Barb Odegard, Matt Lattanzio, Tad White, Beth Watt, Amy Stacher, Scott Kegg, Barry Russell, Steve Crow, Mark Healy, Jennifer Ridgway and Kevin Wagner, Steve Whitehead

I. Meeting: October 8, 2008, 2p.m.

II Meeting Place College of the Siskiyous, Board Room

III Meeting Purpose Building Construction Committee Review Meeting

IV Introductions Meeting Attendees

V. Safety Minute: Cold Weather Safety

Bundle up, watch you step and don't speed.

VI. Meeting Minutes: Review/Accept Previous Meetings Minutes as attached herewith
Tabled. No minutes for last 2-3 meetings.

VII Topics of discussion:

1. Schedule Up-date

The sheetrock is up and taping has begun. The schedule is still looking good. The building should be completed, punched and furnished by December 31, 2008.

2. Furniture Consultant Up-date

a. Order to be placed 10/13/08

b. Any special requests should be into administration by Friday.
All furniture has been figured and color selected. We are waiting for the Rural Health Building before the order is sent to receive an additional discount. The final meeting is today for the Rural Health Building. The order will be placed on Monday. Beth needed a second bookshelf as well as an additional 4 drawer file cabinet for Debbie and Kathy.

3. Technology Update

a. Bid/Contract Status

The bid will be advertised Oct 2 and 8th. Bids will be opened on October 16. We have three potential bidders. There is a \$300,000 grant available to COS that will be matched dollar for dollar for distance learning applications which will include the video conferencing classroom and

conference room. The base bid is set for all the bells and whistles, with alternate deducts to bring us within our budget constraints. The bid opening is on October 16 with awarding the bid by October 20.

- b. Special Equipment by College
Beth will need an additional bookshelf as well as Kathy and Debbie need an additional 4 drawer file cabinet. These requests need to be made in writing to the administration with justification of need, and will be approved on a case by case basis.

4. Move-In Schedule/Strategy

Beth Watt will be the first instructor moved into her new office due to the class schedule. The Paramedic class returns January 5 and will help move the medical equipment (the equipment that they move from classroom to classroom now) to the new building. The students will not be moving anything but their training equipment.

Barb Odegard would like to wait until about the 2nd week of the Spring semester before moving to her new office. This will allow her time to set up her Spring classes and get them underway before dismantling her office.

Beth asked if the scantron could be moved to the adjunct office in the ESTC building. At this time, it will remain in the DLC adjunct office. Debbie will check on the usage of the scantron to see if it is possible to relocate the machine.

Two of the six stations from DLC 2 will be moved to the ESTC adjunct instructor's office.

The gun safe will be purchased and delivered by the purchasing company as soon as the building is ready to receive it. Tad will follow up on this project.

5. Dedication Ceremony-Dates/Ideas?

Just an FYI to think about. Suggestions were to wait for a couple months to get everyone moved in and settled.

6. Art/Wall Décor?

There is a tremendous amount of wall space, especially up high in the hallway. Looking for thoughts on what the programs would like to decorate with. Possibly mat and frame pictures like in the TTC from Medic and ADJ classes.

7. Other

VIII. Next Meeting Time/Location: November 5, 2008 @ 2:00 p.m./Board Room.

VIII. Questions

X Meeting Adjourned