

1. Welcome & Introductions

No Jesse, Joe E. proxy . Tania DeClerk attending as guest.

2. Action Items

2.1. Proposal to Replace the Existing Simulation Trailer with a Shared Practicum and Simulation Laboratory in MCE-222

The existing simulation trailer used by EMS, Criminal Justice, and Forensic Science has deteriorated to the point that it is no longer suitable for continued student instructional use. Its loss has already disrupted required coursework and simulation activities.

We propose repurposing **MCE-222** as the replacement shared practicum and simulation space.

Presenter: Kari Lewis

Kari presented a proposal to establish a shared practicum and simulation laboratory in MCE-222 as a temporary solution to address the loss of the existing simulation trailer, which is no longer in usable condition. She explained that the request is not associated with Program Review and does not propose a new curriculum. Rather, it is intended to support existing coursework that is currently at risk due to facility limitations and to maintain academic compliance requirements.

Kari reviewed the proposal form and outlined the program's current space constraints, relevant academic regulations, and the necessity of providing a suitable instructional environment. She noted that 39 majors are currently unable to complete required coursework due to the loss of the existing instructional space. These courses are essential requirements for students pursuing an Associate of Science degree and are not offered elsewhere within Ventura County. As a result, students face significant barriers to degree completion, with the nearest comparable programs located in Los Angeles County, creating an ongoing bottleneck for student progress.

Discussion

(SM) expressed strong support for the proposal, noting that the request appears to be a practical and reasonable solution based on the information presented. He also observed that several programs across campus are outgrowing their current space allocations and will likely require similar discussions in the future.

(JE) raised concerns regarding recent changes to Division of the State Architect (DSA) regulations and questioned whether potential costs, regulatory thresholds, and facility requirements could impact the feasibility of the proposed space.

(JW) inquired whether movable walls or panel systems could be utilized to create the necessary instructional areas while maintaining flexibility within the space.

(JZ) asked whether lower-height partition walls, such as six-foot walls, could be a viable option and expressed concerns regarding air circulation and room functionality.

(KL) responded that six-foot partitions would likely represent the minimum acceptable height, while seven-foot partitions would be preferable for instructional purposes.

Committee Recommendation and Vote

Following discussion, the group expressed support for continuing to explore solutions that would allow the project to move forward. Potential options identified for further evaluation included:

1. Reviewing first-floor classroom spaces that may be suitable for conversion.
2. Exploring temporary wall or partition systems as a faster and potentially more cost-effective solution.

The group voted in favor of recommending the proposal move forward for further evaluation. The recommendation includes conducting additional room utilization analysis and facilitating discussions among the appropriate Deans and FM&O regarding facility options and implementation considerations.

Next Steps:

Kari Lewis, Felicia, and Jesse will continue evaluating alternative space options and potential solutions.

No objections to the proposal were expressed by the group.

Jesse will return to FOG with updates and recommendations following completion of additional analysis and discussions with stakeholders.

2.2. PIF from Ventura College Astronomy

I am Hugh O'Neill, and I am a faculty member here at Ventura College in the physics and astronomy department. I am writing because I am interested in your opinion about the feasibility of a project that I would like to explore. This relatively small project would have a significant positive impact on our astronomy program here at VC. I have attached an informal proposal, and I would be interested in your feedback. I am also looking for potential collaborators here at VC who might be able to help with this project. Please share this PDF document with anyone who you think might have an interest in this project.

Presenter: Hugh O'Neill

Hugh presented a proposal to establish a permanent telescope mounting pedestal and dedicated observing site on campus to support astronomy instruction, student learning, and community outreach activities. The proposal includes the installation of a permanent mount with a six-inch platform designed to accommodate telescopes and reduce setup time while providing a stable, level, and repeatable observing location.

Hugh shared renderings and design concepts illustrating the proposed installation. He explained that a permanent mount would eliminate many of the challenges associated with repeated equipment setup, including alignment issues and environmental interference, resulting in more efficient use during instructional and public viewing events.

The proposed installation would provide several benefits, including:

Increased opportunities to host public astronomy viewing events.
Improved instructional support for astronomy courses.
Enhanced student learning through easier and more consistent equipment operation.
Opportunities for collaboration with Architecture, Engineering, Manufacturing, and Welding programs.
Support for continued growth of the Astronomy Program.

Discussion:

Hugh clarified that the proposed mount is a universal Celestron Advanced VX equatorial mount designed to accommodate future telescope equipment and is not specific to a single telescope. He also shared scaled renderings of the proposed design and noted that while the exact location depicted in the renderings is conceptual, students have expressed a preference for placement within the Global Garden area.

Hugh explained that the goal is to fabricate the pedestal largely in-house to minimize costs. Clark and the Manufacturing Department have expressed support for producing the structure internally, with fabrication assistance from the Welding Program. Installation could similarly be accomplished through collaboration among campus departments.

Regarding design specifications, Hugh noted that the only functional requirement is a six-centimeter mounting hole. The proposed compass rose design element is intended as an aesthetic enhancement that aligns with existing campus themes and architecture.

The proposed pedestal height shown in the rendering is approximately 46 inches. Hugh noted that a taller installation would be acceptable, as the existing tripod system extends to approximately 48 inches.

Joe Esquivel (JE) asked whether the installation would be a permanent fixture and expressed concerns regarding weather exposure, rust, durability, and the potential for vandalism.

Hugh responded that rigidity and permanence are essential for proper telescope functionality. He emphasized that a removable or temporary pole would not meet the program's needs. To increase durability and longevity, bronze was suggested as a potential material option.

Kai asked whether multiple units were being requested. Hugh confirmed that the proposal is for a single telescope mount installation.

Committee Recommendation and Vote

The committee expressed unanimous support for the proposal. No objections or concerns were raised that would prevent the concept from moving forward.

FOG Recommendation:

The committee voted unanimously in support of advancing the proposal for further development and Executive Team consideration.

Next Steps:

Continue development of the pedestal design and technical specifications.
Coordinate with FM&O to identify and evaluate the most suitable installation location.

Refine cost estimates and fabrication plans utilizing available campus resources.

Forward the proposal and FOG's recommendation to the Executive Team for review and consideration.

Hugh will continue collaborating with campus partners to advance the project development process.

2.3. Request to add ASC-120 Window Treatment

Hello FOG Committee, We have placed a request with Jesse Sluder for consideration of an out-of-cycle request to address the west-facing windows and entrance of the ASC-120 Manufacturing Lab, where direct sunlight is disrupting students during class. With this in mind, I am writing to request that the ASC-120 Manufacturing Lab west-facing window treatment be added to the upcoming FOG meeting agenda for consideration. Note that while we are still looking for funding, the proposed solution has progressed to the use of a perforated window decal on the two glass entrance doors and immediately surrounding windows. The purpose is to reduce the direct sunlight and glare that currently interfere with instruction. In the CNC work area, sunlight enters directly into the machine work chamber and access-hatch window, making it more difficult for students to observe machine operation. During demonstrations in the tool-building area, the western light is directly behind the instructor, creating significant glare for students. The same light also creates side glare that makes computer screens and written work more difficult to view. At this stage, I am requesting FOG's consideration of including two logos on the decal. The impact of the graphics has been intentionally kept to a minimum: Gene Haas Advanced Manufacturing Lab logo: This is an existing logo already applied to the glass. It would simply be transferred/reproduced onto the new perforated decal rather than introducing new branding. Advanced Manufacturing logo: This would be the only new logo proposed. The official logo is already available through our Graphics Department, and FOG is familiar with its appearance. It would be placed on the opposite door. The intent is to keep the graphic treatment simple while maintaining the identity of the lab and its connection to the Advanced Manufacturing program. The logos would be incorporated into the perforated screening without expanding the scope of the project beyond the two doors. I've attached a sample rendering of the decal with logos and a PDF with the actual perspectives from the interior of the lab. Also attached is Ruben Acevedo's quote for applying this solution to which he assures there is no additional cost for including both logos. I would appreciate FOG's consideration and approval of this limited use of the existing and program logos as part of the proposed window treatment. The primary purpose remains addressing the ongoing sunlight and glare that are directly affecting students' ability to observe equipment, participate in demonstrations, and comfortably view instructional materials.

JZ noted that consultation with HAAS would be necessary to confirm their support for the proposed addition of the window film and to identify any related considerations.

Committee Recommendation and Vote:

The committee expressed full support for the proposal, with the exception of the PIF component. FOG reached unanimous agreement to support moving the proposal forward and authorized communicating the committee's recommendation and next steps to the project sponsor.

Next Steps:

Confirm HAAS's support and address any outstanding concerns regarding the proposed window film.

Evaluate whether consultation with the Foundation is needed, particularly regarding logo usage and branding considerations.

Roberto will meet with Jesse to review the proposal and any remaining considerations.

Following completion of these discussions, the proposal will be advanced to the Executive Team and James for review and consideration.

FOG Recommendation: The committee unanimously supports the proposal and recommends advancing it through the next stages of review.

2.4. VCEC Window Decal Project

Roam, thank you again for your verbal approval last Friday. Janeene has asked for written confirmation before moving forward with the official project request. I also received approval from Ilan Bender, building owner/landlord, today to place the decals on the windows.

Below is an AI generated sample design to illustrate the general vision, but Janeene is the expert and will develop the actual design to ensure it aligns with VC branding.

Once we have written approval, the next steps will be:

- Janeene develops the design for review.
- Once the artwork is approved, the Print Shop estimates approximately two weeks for production, and I will coordinate installation with M&O.

Roam, if you can please reply with your written approval to proceed, we can move the project forward.

Discussion:

Members discussed the preliminary graphic concepts and identified several areas requiring further development before the proposal can advance. The group agreed that additional information is needed regarding the proposed graphics, materials, installation approach, and long-term maintenance considerations.

(KB) noted that VCEC should return to FOG with a more comprehensive proposal package, including finalized graphics, cost estimates, an installation plan, material specifications (e.g., film vs. vinyl), and confirmation of concept approval from the Executive Team. Additional information regarding product lifespan, warranty coverage, and overall project scope was also requested. The committee suggested returning to the October FOG meeting with a completed PIF and expanded project description.

(SP) commented that the graphic layout would benefit from additional refinement and direction. He noted that building entrances and doorways should be more visually prominent within the design.

Committee members also shared concerns that the current graphics appear overly bold and visually busy. The group emphasized that wayfinding and building access should remain clear, with graphics serving to guide visitors toward entrances rather than obscuring points of ingress and egress.

Action Items:

VCEC to develop revised graphic concepts and layout options.

Provide project cost estimates, installation plan, and material specifications.

Obtain Executive Team concept approval.

Provide information regarding product lifespan, maintenance requirements, and warranty coverage.

Return to FOG with a completed PIF and expanded proposal for further review.

2.5. Facility Refresh as a Goal for the Year

Support the ongoing renewal and enhancement of campus facilities by identifying, prioritizing, and recommending facility refresh projects that maintain safe, functional, attractive, and welcoming learning and working environments.

Projects may include bathrooms, flooring, windows, doors, interior and exterior painting, finishes, and other building improvements that address wear, age, functionality, and overall campus appearance.

Possible objectives under the goal might include:

1. **Assess and prioritize needs** based on condition, safety, functionality, appearance, and anticipated useful life. Narrowed down to Building or function: doors - windows, etc.
2. **Develop a multi-year refresh plan** that identifies priorities, timing, and anticipated resource needs.
3. **Address high-priority refresh needs** through coordinated planning and implementation. What are the key needs? For building preservation: roofing, doors, windows, paint. For space aesthetics: flooring, paint, dry erase boards, etc.
4. **Promote consistency and quality** in campus finishes, materials, and aesthetic standards where appropriate. This might include the review of design standards.
5. **Monitor completed projects** to evaluate effectiveness and inform future refresh priorities.

2.6. Committee Advisory Voting Process

The committee discussed the value of formally documenting member support for recommendations and advisory items prior to forwarding them to the **Budget Resource**

Committee (BRC) or the Executive Team. Members noted that a documented voting process would provide greater transparency, clearly capture committee consensus, and strengthen the advisory role of the group.

Recommendation:

The committee recommended establishing a standing practice of conducting and documenting votes on advisements and recommendations, when appropriate, before items advance to subsequent review bodies. Members further agreed that implementing a formal voting process should be considered as a potential **2026-27 committee goal** to enhance member engagement, strengthen governance practices, and improve the documentation of committee recommendations.

3. Reviewing FOG Charge & Goals for 26-27

Committee Charge:

The Facilities Oversight Advisory Group (FOG) is an advisory committee that makes recommendations to the BRC and ensures compliance with Accreditation Standard IIIB. Providing oversight for the periodic revision of the Facilities Master Plan, FOG makes recommendations concerning the total cost of ownership, aesthetics, locations of campus facilities, and functionality. In addition, FOG provides recommendations for the interior and exterior designs of facilities and site-related projects.

Approved 2025-2026 Goals:

1. Campus Signage (Edited Dec '25) - Prioritize wayfinding signage by identifying gaps in the Facilities Master Plan (FMP) and work toward updates that include missing or neglected standards, such as signage.
2. Classroom & Furniture Refresh Planning - Develop a streamlined process to assess classroom and furniture conditions, set consistent criteria for outfitting and management, and identify areas for repair or replacement. This initiative supports a sustainable refresh program, long-term upgrade planning, and collaboration among BRC, Deans, requestors, and other stakeholders.
3. Taking part in Student Housing Project development – (ongoing).

4. Construction Project Updates: (Updated 9/22)

CAPITAL IMPROVEMENTS & SCHEDULED MAINTENANCE ACTIVITIES

1. AEC Elevator & Bleachers (Bid 684): Pending test and commission by State of CA
2. AEC HVAC: DSA Approved!! Project solicitation in the fall 2026 – construct summer 2027
3. CDC Iron Fence: Pending solicitation of proposals
4. CDC Window Protection: Soliciting proposals for work
4. Centennial Landscape Refresh: V2 design received 7/13/26. Exec team requested renderings to assess and approve project. Provided 8/18 – pending ET direction to proceed
5. East lot EV Charging Stations: Pedestal installation will begin 9/28/26
6. LRC Roof: Project solicitation in the fall 2026 – construct summer 2027
7. SCE Transformer R&R: EOR, VC, and SCE met on 9/15 – pending response from SCE on load calculations and size of replacement transformer
8. SCI Facility Assessment – Draft report received – pending VC constituent review and comments – schedule meeting of constituents.
9. STEM Modular Building (Bid 717) – Complete
10. VCEC Expansion & Seismic Retro – Project is in design. CD's to be delivered <60 days
11. VCPD & M Building Standby Power – EEOR provided design, pending EXEC approval
12. West lot EV Charging Stations: Work delayed – new easement to install transformer provided to DAC on 9/21
13. Student Housing: Increment 1 approved by DSA, Increment 2 pending DSA approval. District working on solicitation – construction could begin late September – early October
14. ECT Greenhouse: Rebid on 09/02/26, pending ET guidance moving forward
15. TR 12-13 Reroof: pending scope development
16. TR 12-13 Exterior Siding: Work in progress, Change Order submitted to remove and reinstall HVAC to accommodate siding replacement. Completion estimated 10/02
17. TR 14-15 Reroof: pending scope development
18. TR 14-15 Exterior Siding: Work in progress, projected completion 10/02
19. EAP Reroof: Job walk 08/21, proposal submitted pending ET determination.
20. CSC Conference Room – Pending Design and SOW development

- 21. CDC Roof Repair: Project completed 09/19
- 22. SSC / CSC Floor replacement – Project completed 09/19
- 23. AWD Automotive Shade Structure: RFP sent to RNT on 6/11 pending proposal
- 24. BCS Basic Needs TI: Job Walk hosted on 7/21, pending BoT approval and NTP

5. Campus Walk-Through Discussion

6. Future Meetings

October 22, 2026

***November 26, 2026 (Holiday Closure)**

***December 24, 2026 (Holiday Closure)**

January 28, 2027

February 25, 2027

March 25, 2027

April 22, 2027

7. Future Topics

7.1. VC Campus Memorials

Updates - Steve to begin initial research and committed to bringing his findings to Admin Council/Exec Team for direction.

7.2. Items for BRC