

FACILITIES COMMITTEE

MEETING MINUTES

May 21, 2008, 10:00 a.m.
College Conference Room

PRESENT: Fred Allen, Patrice Braswell-Burris, Jerry Buckley, Janet Castanos, John Colson, Tim Flood, Kats Gustafson, Bob Herald, Beth Kelley, Roger Owens, Walter Sachau, James Spillers, Brad Tiffany, Reyna Torriente, Jim Wilsterman

RECORDER: Tasa Campos

REVIEW OF AGENDA & MEETING MINUTES

Tim welcomed and thanked everyone for attending today's meeting. Please review the last meeting minutes that were distributed prior to today's meeting by email. Send any edits or changes to Tasa by Friday, May 23. If no changes are received the minutes will be posted on the web as are.

SMOKING POLICY SIGNAGE

Walter Sachau reported on the new Smoking Policy Signage. He shared the sign design has been reviewed at Cuyamaca College. The draft is currently at the District level for feed back. The goal is for the signage to have districtwide concept and verbiage. Once reviewed by all, Walter will work with Graphics to design. The signs will be presented districtwide. CASA has recommended early recognition of the district going non-smoking. The college is working on funds for the signage.

The Cessation Task Force has been meeting and the webpage is updated. Kats Gustafson shared on June 2, the college will unveil a new web splash page. Kats shared there will be more room for announcements and much more flexibility.

INTERNET CAFÉ PROPOSAL IN THE LRC

The Committee reviewed an Initial Project Request for the LRC requested by Kats Gustafson. The Initial Project Request was for a "Chat Café" that would establish a certain identified area in the library where persons can sit and use their laptops, chat with other students and have drinks. Kats shared that Mesa College has implemented the same type of idea for the past one and a half years. The LRC has investigated the plan and decided to bring the request forward to the Facilities Committee. The drinks and spillage issue was discussed. Kats shared the Circulation Department who monitors food, drinks, cell phones and loud noise is not excited about the plan. Currently, students are able to have closed containers in the LRC. The LTRC will continue to enforce the "No Food" policy. The Committee discussed signage for directing students to the correct location. Kats stated the idea is a draft pilot and is hoping to start in the summer and run through the end of the fall semester.

The Committee gave consensus to move forward.

PARKING STRUCTURE GROUND BREAKING

Tim announced the new Parking Structure Ground Breaking Ceremony has been scheduled for June 18, 2008 at 10:00am. Graphics just finished the postcard invitation. The postcards will be sent out to local dignitaries and an email blast will be sent out to both campuses and the district.

The Exercise Science and Wellness grand opening is scheduled for the Thursday during flex week.

The Health/Physical Sciences Building ground breaking is being looked at. The task force has been meeting.

Tim will keep the Committee updated.

REMINDER – DIVISION EQUIPMENT OVER \$15,000 LIST is DUE

The Committee reviewed hand outs of the Division Equipment Over \$15,000 Lists that have been submitted. Fred Allen stated with all the relocation occurring in his area, the departments will not be able to submit accurate lists until every one is settled in. Tim reported the information received will be presented at the Planning & Budget Council meeting the next day. The Facilities Committee will be recommending to the Planning & Budget Council funds be set aside for the needs highlighted on the reports.

The Committee discussed the following:

- Equipment under \$15,000.
- Parking needs.
- Roofing needs.
- Major classroom buildings.
- Sharing information with departments regarding needs.
- The possibility of needing a new bond measure.
- The percentage of Facilities Equipment vs. Instructional Equipment needs.

Concern was expressed regarding items under \$15,000 not being correctly accounted for in the departments and how to claim the items if they disappear or need to be replaced. This would be a departmental duty and the direction would need to come from the Instructional Deans. The same type of format could be used as with the \$15,000 and up list. It was agreed IAC and SSC would review the plan and work through.

The Committee then discussed furniture cycles and replacements. So far all new buildings built on campus have included furniture.

Tim thanked everyone for their assistance and for all of the work the departments and divisions put into completing their equipment lists. The Committee gave consensus for the Division Equipment Over \$15,000 List and information be presented to the Planning & Budget Council.

NEW ITEMS

The following was reported on:

- Phase 1 of the Exercise Science and Wellness Building move in will start June 6. The Phase 2 of the move in will start on June 16 and run through June 20.
- Permission was awarded to go to bid on the South 300 restroom remodels.
- Child Development Center construction of new play area will begin this summer.
- South 300 student restrooms remodel.
- The new gym floor.
- The North and South 300 Building Task Force will need to get started. If any one is interested in sitting on the task force, please let Tim know.
- The 300, 500 as well as the 600 and 590 portables on campus.

TASK FORCE UPDATES

Secondary Effects – No report, as the 300 North and South and 590's portable as well as the 600 Portables were already discussed above.

Parking Alternatives – No report.

Alternate Transportation – No report

Key Policy – No report.

The meeting was adjourned at 11:30a.m.

The next meeting is scheduled for June 3, 2008 at 9:30 in the College Conference Room