

FACILITIES COMMITTEE MEETING MINUTES

September 17, 2008, 10:00a.m.
College Conference Room

PRESENT: Fred Allen, Patrice Braswell-Burris, Jerry Buckley, Janet Castanos, Tim Flood, Kats Gustafson, Bob Herald, Beth Kelley, Roger Owens, Nancy Pipkin, Walter Sachau, James Spillers, Dave Steinmetz, Brad Tiffany, Reyna Torriente

RECORDER: Tasa Campos

REVIEW OF AGENDA

The committee reviewed the day's agenda.

GROSSMONT COLLEGE FACILITIES/SAFETY

Tim Flood reported effective as of today's date, the Facilities Committee agenda will now include a Safety Update portion. Area inspections, requests for safety, requests for accommodations and such items will be brought through the Facilities Committee. The process is currently being revised and was previously housed within the Risk Management department. The HazMat report, business plan and information are now being referred back to the each college and to the Facilities Directors. Tim and the committee reviewed a copy of the County of San Diego Compliance Inspection Hazardous Materials/Waste Report that had been conducted on September 2, 2008 at Grossmont College. Tim shared the college passed the inspection. As soon as the new policies are set at the college and district, they will then go before the county for approval, once County approval has been established, the policies will come back to the Facilities Committee.

Tim reported the college recently had a Department of Agriculture inspection and a County Sewer and Water inspection. The college passed both inspections. A County Fire inspection is scheduled for September 26, 2008. Please check your department areas for items stored in fire exits or hallways and for items stacked to high.

- Tim will send an email to the Dean's to forward to their departments regarding the upcoming inspection.

The committee reviewed a hand out of the Hazardous Materials Business Plan. The plan included the following three areas:

- Emergency Response Plan
- Employee Training Description
- Contingency Plan Emergency Notification Phone Roster

Tim reported the college Grounds and Maintenance departments are attending 8 hours of mandatory HazMat training. They attended last Friday and will attend again this Friday at Cuyamaca. The college's HazMat Plan is certified and is now in compliance for the first time in ten years.

The committee discussed the following safety issues:

- The new Exercise Science & Wellness building does not have any evacuation maps posted.
- The evacuation maps in the LRC/Tech Mall need to be updated.
- Safety concerns regarding crossing the campus perimeter road at the football field/track crosswalk. Tim will schedule a meeting with Joel Javines to discuss.

SMOKING SIGNAGE & UPDATED POLICY

Walter Sachau reported an updated version of Board Policy 6810 and Administrative Procedure 6810 both titled "Smoking and/or Other Tobacco Use Ordinance" went to the Governing Board at last night's,

September 16, meeting. The changes were approved. The committee received a copy of the board docket to review.

A sample of signs to be posted on campus was reviewed. The verbiage on the sample signs read, "Grossmont College is a SMOKE- FREE TOBACCO-FREE Campus" or "Grossmont College is a SMOKE-FREE TOBACCO-FREE Facility." The committee agreed to use the word Campus instead of Facility.

Walter reported CASA is now going to fund two banners per college instead of one. The committee reviewed a no smoking banner from Mesa College and a tentative sample for Grossmont College. The banners will be placed at the college entrances. Walter shared the college is hoping to have the banners ready and posted by the start of the "Great American Smoke Out" that starts on November 20. The committee discussed font size and design. The committee agreed on verbiage for the banner to read "Welcome to Grossmont College a Smoke-Free & Smoke-Free Campus." Walter will make the changes and work with Graphics and Dana Quittner to get approval.

- Walter will report back at the next meeting.

SMOKING CESSATION

Walter reported Grossmont Non-Smoking Task Force has started working on a "Get Ready" smoking cessation program. The information piece was put on hold until it receives district approval. Walter will continue working with Dana Quittner to develop the information. The Health Services Office is working on developing a stop smoking brochure.

575 REMODEL

Planning & Budget Council approved the funds, recommended by the Facilities Committee, to move forward on Room 575 remodel. Follow-up meetings have been held with different district departments to try and get the infrastructure piece tied up. An additional meeting is scheduled for later this week. Tentatively, within the next week, the plans should be complete once final approval is given. The remodel is planned to occur over winter break. Significant upgrades and changes are planned during the remodel. ADA accessibility has been included in the plans. Walter Sachau will be handling the project so please direct all information or any questions to him.

- Walter will report back at the next meeting.

INITIAL PROJECT REQUESTS

The committee reviewed two Initial Project Requests. The requests were submitted by James Spillers, Associate Dean of Athletics and Janet Castanos, Dean of Humanities and Social/Behavioral Sciences Division. Both requests were requesting use of space in the 590 portable building.

James Spillers/Athletics is requesting the use of 590-K and would open up the use of 590-S. The space would be utilized by 24 assistant coaches throughout the week. The space would contain two work stations. 590-K is currently not being occupied so no secondary effect moves will need to be made and this choice will open of 590-K for use.

Janet Castanos is requesting use of 590 – H, I, J, K, L, and M. This area currently consists of 12 faculty office spaces with the potentials for 18 work stations to be made available once this area is opened up. The proposal is to use this area to create a third adjunct faculty work station on campus. If the areas requested are granted, there will be a need to relocate six full-time faculty to alternate areas.

The committee discussed both requests and the secondary effects each would cause. Possible remodeling of 590-S was reviewed. The committee agreed to try to compromise and work on having both requests met.

- Walter will work with Instructional Operations to find out the exact details and report back to the committee.

TASK FORCE UPDATES

Secondary Effects – No report

Parking Alternatives – No report.

Alternate Transportation – No report

Key Policy – No report.

The meeting was adjourned at 11:10 a.m.

The next meeting is scheduled for Tuesday, October 7, 2008 at 9:30 a.m. in the College Conference Room