

GROSSMONT COLLEGE FACILITIES COMMITTEE

MEETING MINUTES

Date: April 02, 2013

Time: 9:30a.m. – 11:00 a.m.

Location: Griffin Gate - A

PRESENT: Sang Bai, Jeff Baker, Steve Baker, Dean Baldwin, Patrice Braswell-Burris, Kurt Brauer, Joel Castellaw, James Cho, Tim Flood, Beth Kelley, Kerry Kilber-Redman, Lisa Ledri-Aguilar, Julie Middlemas, Jim Spillers, David Steinmetz, John Stephens, Reyna Torriente, Mike Reese, and Christina Tafoya

ABSENT: Agustin Albarran, Genie Montoya, Chris Hill, Dale Switzer, Sue Gonda, and Sunita Cooke

RECORDER: Stephanie Rodriguez

OPENING INTRODUCTION AND SUMMARY BRIEFING:

Tim reminded the committee that the Facilities Committee Minutes were emailed, and requested that any changes or edits be submitted by the end of the week. If we do not receive any revisions, the minutes are considered final, and will be posted onto the Facilities' website.

LTRC SPACE REALLOCATION & REMOVAL OF SAFETY ISSUES:

A review of space in the LTRC was requested from Kerry Kilber's division. The Facilities Committee was asked to review the proposed reallocation of space within the LTRC area that is currently underutilized and/or has been identified as having safety issues. Tim has prepared a presentation identifying the proposed repurposed areas to the committee. Kerry provided a handout identifying the requested areas (presentation is attached).

ICS and IMS space were noted on a recent safety inspection. The main issues are having too many individuals in a limited amount of space and a major lack of storage and work areas. Staffing for this area will continue grow as the campus needs more assistance and support for computer labs and equipment. Another concern is the lack of security in this area due to the high volume of people entering the room for assistance to meet with Sang or Dean Baldwin., ICS staff needs a suitable, secure workplace with appropriate furniture and storage that fits their needs and job requirements. In order to correct these issues, the following space changes are proposed:

70-105 – Instructional Computing Services (ICS) Area

Redesign work space with proper work stations and short term storage for computers, monitors, printers, cables, etc. This will also include future planning for an additional network specialist and computer helpdesk specialist.

At any given time ICS has up to 30 computers, 6 monitors and 3 printers in this area that are waiting for repair, reconfiguration and deployment.

70-125 - Kerry Kilber Rebman and Michele Martens' Current Space

Move Dean Baldwin and Sang Bai into this area. This will free space up in 70-105 and allow both Dean and Sang the space and privacy they need to supervise employees and student workers.

70-179 – Carolinn Torwick's Current Space

Move Kerry Kilber Rebman and Michele Martens into this space. It was previously designed for the Associate Dean of the Library.

70-172 and 70-175 - Library Adjunct Space and Curtis Stevens' Old Office

Move Carolinn Torwick into these two spaces. One room will be her work room (70-172) where she organizes and stores the evaluations. The other will be her office space (70-175).

70-162

Create a space in Technical Services for the Library Adjuncts to work. The Chair of the Library has her office in this space as well so it will be a good fit in terms of contact and support for the adjuncts.

70-086 – Creative Services Storage Area

Since Creative Services has lost 3 people in the last few years, they have additional space that can be used to store and display materials, which they used to do in 70-084.

Here they will remove the two middle desks on the east wall and create a “conference” space in that area where they can meet with clients to discuss projects and store past projects.

70-084 - Storage and Work Area in LTRC Basement

Redesign space to include tech work stations and mid and long term storage for both ICS and Instructional Media Services (IMS). This area will also include a projector testing area.

At any given time they anticipate they will have 6-8 printers, 20-100 monitors, 100 computers/mobile devices, 30-40 boxes of mice, cables, keyboards and other peripheral equipment in this area

Tim mentioned that Dean Kerry Kilber has approved this proposal. We will like to move forward with the repurposing of the space and the correction of safety issues. Beth recommended that we utilize the approved process where the Division Councils (IAC, SSC, or ASC) review and recommends space changes within their areas prior to taking the proposals to Facilities Committee. Kerry mentions she brought the proposal to facilities committee so safety issues can be in addressed in a timely manner, she agrees the proposal should have of been bought to IAC first. Tim asked the committee if they would mind conditionally approving the proposed changes based on a recommendation to move forward from IAC. If IAC supports the proposed changes, the Facilities Committee agrees that this project should move forward right away without having to take it to the next committee meeting in May. The Facilities Committee agreed.

FURNITURE REPLACEMENT UPDATES:

Students, Faculty, and Staff identified classroom furniture and conformability as an area the college needed to improve within the Administrative Services satisfaction surveys. We received lower scores than expected on both survey responses in regards to student furniture. A major compliant is the textured plastic laminate desks tops which make it difficult for test and note taking. The furniture was selected by the Furniture Task Force and is only a few years old in most cases. We need to address the writing surfaces so that the furniture is functional for students. We are in the process of changing out these textured desk tops with a smooth laminate surface. We will have replaced all 778 plastic tops by the end of this project.

We are continuing to work on the college furniture replacement plan. Biology lab stools were replaced over Spring Break 2013. We are in the process of quoting chemistry stools, and additional Biology stools with a small footprint through KI.

We are also working on replacing the speech classroom furnishings as part of a strategic planning activity. Rooms 263, 268, and 269 will have the furnishings replaced; we met with members of a Speech dept. task force for recommendations regarding different furniture styles that could meet their needs. The task force selected the furniture style are finalizing color selections provided by Dale Switzer.

We will be reviewing Bldg. 10 Student Services to possibly change and/or move around some furnishings based on recommendations from the end users. We may bring back informational changes to facilities committee next month, if the recommendations are able to make it through SSC in time. Jeff Baker mentioned the campus environment has significantly changed in the past 2 years; we need to relook at the usage of space and maximize it so we serve as many students as efficiently as possible. Patrice questioned if there will be an increased number of desks for students with disabilities? Tim responded that we will be replacing old accessible desks and chairs with modern adjustable desk tables to meet ADA requirements. Our furniture needs to be adaptable so we continue to meet accessibility needs. Our second goal is to review faculty furniture, after Prop V; most furniture will be up to date.

VETERAN MEMORIAL REQUEST

Grossmont College Student Veteran Organization (SVO) requested to have a Veteran’s Memorial placed on Campus. The memorial they have identified is a prefabricated bronze statue, approximately 4 feet tall. SVO would like to place it in a location by one of the main walkways. Tim asked for a small task force to find a designated area and if the committee is supportive of the statue.

Steve Baker mentioned that the Art Committee is supportive and discussed some potential locations. Mike Reese suggested the area near Veterans Resource Center so Veterans can see our support in a conspicuous location. Tim mentioned that the SVO is interested in a location near the 500's side since it will be close to the proposed new location of the Veteran Center. Tim asked Mike Reese to help identify a faculty member from Earth Science Dept. to join the Campus Art Committee for a walk through.

FACILITIES MASTER PLAN UPDATE

Planning and Resource Council agreed with FMP priorities recommended by Facilities Committee. They thanked the Facilities Committee. We are finalizing screening and interview process for PM Services. Tim will report to the committee once a firm has been selected.

ADDITIONAL INFORMATION & FOLLOW-UPS

On the next few Fridays, trip hazards will be removed throughout the campus for safety prevention. We will be grinding raise concrete areas. This is a dusty and loud process.

As recommended by the Facilities Committee, parking spaces were moved to parking lot 1 near Child Development Center. We need to coordinate with Beth for parking spaces above the Theatre.

The cart storage relocation project will begin on Friday. Temporary storage for carts will be located near the Sodexo Trailer. This project will help create a permanent space to organize carts and give them a designated parking.

Mike Reese asked about the status for replacing signage on the first floor of Biology and the status on locking classrooms from the inside. Tim responded the Master Plan for Signage is approved and an e-mail will be sent to the Deans. Gafcon sent an email on Friday, requesting to release signage information to Deans for review and to make name changes if needed. In regards to locking doors inside, this is a District wide decision. Currently there are two different views on interior locking of classrooms. The District has an Emergency Preparedness Committee that is reviewing our safety procedures. The new public safety Director will be looking into best practices used at other college campuses and based on his recommendation and the recommendations from the committee, we will move forward.

Tim informed the committee all resource will be uploaded to the Facilities website for reference. All Facilities Committee meetings will remain every first Tuesday of the month. Next meeting we will be able to introduce the new Director of Facilities and he will be slowly taking over co-chairing this committee

SAFETY

Every couple years the insurance company does a safety audit of the campus and provides recommendations to solve potential safety issues. They rate items with High, Medium, and Low safety items. The maintenance dept. has completed all high priority items thus far. The medium and low priority items will be schedule for this summer. Tim will be working with Deans from those departments if technicians will be needed to help resolve any of the issues
Meeting Adjourned: 10:15 a.m.

Next meeting will be held on May 06, 2013, 9:30 – 11 a.m., Griffin Gate-A

Proposed LTRC Space Reallocation

70-105 – Instructional Computing Services (ICS) Area

Redesign work space with proper work stations and short term storage for computers, monitors, printers, cables, etc. This will also include future planning for an additional network specialist and computer helpdesk specialist.

At any given time we have up to 30 computers, 6 monitors and 3 printers in this area that are waiting for repair, reconfiguration and deployment.

70-125 - Kerry Kilber Rebman and Michele Martens' Current Space

Move Dean Baldwin and Sang Bai into this area. This will free space up in 70-105 and allow both Dean and Sang the space and privacy they need to supervise employees and student workers.

70-179 – Carolinn Torwick's Current Space

Move Kerry Kilber Rebman and Michele Martens into this space. It was previously designed for the Associate Dean of the Library.

70-172 and 70-175 - Library Adjunct Space and Curtis Stevens' Old Office

Move Carolinn Torwick into these two spaces. One room will be her work room (70-172) where she organizes and stores the evaluations. The other will be her office space (70-175).

70-162

Create a space in Technical Services for the Library Adjuncts to work. The Chair of the Library has her office in this space as well so it will be a good fit in terms of contact and support for the adjuncts.

70-086 – Creative Services Storage Area

Since Creative Services has lost 3 people in the last few years, they have additional space that can be used to store and display materials, which they used to do in 70-084.

Here we will remove the two middle desks on the east wall and create a “conference” space in that area where they can meet with clients to discuss projects and store past projects.

70-084 - Storage and Work Area in LTRC Basement

Redesign space to include tech work stations and mid and long term storage for both ICS and Instructional Media Services (IMS). This area will also include a projector testing.

Creative Services uses some of this space for storage and work area. They will surplus and archive materials in this area and move the remaining materials and furniture into their current space (70-086).

At any given time we plan to have 6-8 printers, 20-100 monitors, 100 computers/mobile devices, 30-40 boxes of mice, cables, keyboards and other peripheral equipment in this area.