FACILITIES COUNCIL MEETING  
March 18, 2013  
2:30pm – 4:30pm  
MJC West Sierra 204

AGENDA

CDAC Charge: The charge of the Campus Development Advisory Committee is to provide input and monitor activities and changes related to the physical plant and grounds of the college to ensure a healthy, safe, and aesthetically pleasing environment. The committee will make recommendations to the President, and the decisions and information will be made available to the campus community.

MJC Facilities/Capital Construction Charge: Reporting to the College President and convened by the Vice President of Administrative Services, this advisory committee analyzes and prioritizes all capital projects including remodels and new construction.

DISCUSSION ITEMS

1. 12/10/12 & 11/26/12 CDFAC Minutes for Approval
2. MJC Health & Safety Sub-committee Discussion – Lloyd Jackson
3. Fireside Lounge – Laura Dyrssen
4. Committee Assessment
5. West Campus Stoplight – Kitchell
6. Joining Committees – Naming
   Charge Integration, Best Practice, Membership, Representation
   Assessment criteria, structure and timeline
7. Measure E Project Updates:
   West Campus – Infrastructure / Plaza – Matt Kennedy
   Library / LRC – Maurice McKinnon
   Science Community Center – Ken Meidl/Sandy Vanwey
   Allied Health Building – Patrick Bettencourt/Elaine Schuber/Donna Blagg
   North Hall
   Ag Projects – Mark Anglin
   Art Building – Mike Sundquist
8. President’s Facilities Secondary Effects Taskforce Report Matrix Update
9. Leased Spaces/New Homes
   a. Tech Services, 9th St. – exp. 5/31/13
   b. Tech Services, Stoddard Ave. – exp. 6/1/13
      MICL – Needs to be relocated
10. CDAC Updates:
    ADA Issues – Francisco Banuelos
    Facilities Update – Dave Keener
    Facilities Planning – Tim Nesmith
    Scheduled Maintenance Projects – Tim Nesmith
    Recycling – Doug Smith
    Risk Management – Dorothy Pimentel
    Campus Safety / Parking & Traffic Issues – Becky Crow
11. Agenda Development
12. Next Meeting – April 15, 2013, 2:30pm – 4:30pm, MJC East, FH 134
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<td>Michael Guerra</td>
<td>Chair, Vice President of College &amp; Administrative Services</td>
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<td>Mark Anglin</td>
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<td>High Tech Center, Co-Chair Nadia Vartan, Director of Media &amp; Information Technology</td>
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<td>Sandy Vanwey</td>
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<td>Nadia Vartan</td>
<td>Technology Services</td>
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<td>John Zamora</td>
<td>Founders Hall and High Tech Center, Co-Chair</td>
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Guest

Kevin Sabo, ASMJC President
Andrew Campbell, ASMJC
Victor Costa, ASMJC
Doug Dyrsen | ASMJC
Linda Ferns | Linda Ferns Designs
Christine Serrano | Administrative Specialist, Student Development
Mike Sharif | ASMJC
James Varble | ASMJC

MEETING BEGINS: 2:35pm

DISCUSSION ITEMS:

1. 12/10/12 & 11/26/12 CDFAC Minutes – Unanimously approved.

2. MJC Health & Safety Sub-committee Discussion – Lloyd Jackson provided a draft handout of a Health & Safety Committee charge, membership and reporting requirements which would be fostering health and safety on campus. It will be a 2 year membership. The new Injury & Illness Plan and OSHA require we have this committee and it will be a sub-committee of the Facilities Council. Columbia College has this committee. The membership will be discussed at their first meeting. Mark Anglin made motion to approve the Health & Safety Committee as a subset of this committee and it was unanimously approved.

3. Fireside Lounge – Laura Dyrsen stated it was requested to bring the Fireside Lounge back on the Facilities agenda by Francisco Banuelos. She said this remodel was originally brought to CDFAC where an official vote was obtained twice, because there was no quorum at the first meeting. She said several questions came up which they answered and then it went to College Council and the renovation of Fireside Lounge was approved. Christine Serrano showed a diagramed poster stating there were 40 seats. She showed that the proposal was only bolting half of the room. ASMJC feels that bolting the furniture eliminates hoarders and tables to be moved into other areas and the floor being ruined. Michael Guerra said he didn’t want to bring this here for a debate, as a vote creates winners and losers. He doesn’t want to hold up students from using the furnished facility. He also noted that Facilities Operations’ representatives were both absent from the meeting and would need to be included in that decision due to their function. Brian Sanders shared about a lecture room above the planetarium on the 3rd floor of the new Science Community Center that has the best views. He said he envisions this room to be scheduled for some special gatherings, receptions, etc. and he had initially thought about bolting down some furnishings; however, he realized that completely limited the use in all ways of that room, so he chose to keep it flexible. Kevin Sabo stated as of now there is no area at MJC designated for student use only. ASMJC has lots of funding and they have used lots of their funding on Fireside Lounge and many other college events and needs. In the past, the Fireside Lounge was ‘said’ to belong to the students and then when they try to access it, it’s locked. Kevin S. stated it needs to be a student lounge and be used that way or it needs to be renamed. Over $100,000 student funds have been used on that room. Kevin S. said he’s already received many requests from different departments to use the Fireside Lounge for their non-student events. James Varble sited cited Ed Code Section 76375 regarding student center fees and CA Law and shared his disappointment stating they went through a process for approval on the remodel. Michael G. agreed that several meetings were held where the Fireside remodel was brought forward, addressed and questions were answered; however, there was never any mention of bolting down the furniture at CDFAC meetings or College Council. We have looked through all meeting notes and it was never mentioned by the designer Laura Fern in her presentations either.

Brian S. suggested students do temporary bolting of furniture. This was what they ended up using in the new Science Community Center; a flush-locking system that cannot be moved. The students stated regardless of bolting the furniture, the new floor is already down. To install a locking device would ruin this new flooring…not a quorum for a vote. Michael G. asked committee members if we could make a movement to get the furniture moved in and placed into Fireside Lounge and asked what was the position of ASMJC. Unfortunately, we did not have enough voting members present to make quorum. Kevin Sabo stated he feels we have taken a vote on the Fireside Lounge, there is no place on campus for students and he wants the furniture bolted and would like the Facilities Council to support them in doing so. A lengthy discussion was held on rules being in place, the remodel being approved and now questioned; that Facilities Operations is not gentle when moving their furniture around for cleaning; that stripping the floor would never take place with the floor they chose; therefore it only requires mopping with soap and water, etc. Doug Dyrsen argued that in their presentations of the Fireside Remodel they might not have told every detail like what color blue they would paint the wall, if it would be striped, etc., and a couple members disagreed that Laura Fern did disclose the metal that would be used on fireplace and showed samples of the color as well as pictures and Dorothy Pimentel again mentioned that the bolting of furniture was never mentioned at previous meetings for approval.
Michael G. suggested that he and Kevin Sabo meet and bring back a draft MOU regarding usage of the Fireside Lounge/Student Center to the next Facilities Council meeting. Doug D. agreed there needs to be an MOU giving space to students; whether other functions can even be held in that space; however he said he doesn’t see MJC follow MOU’s. Mike Sharif repeated that this plan was already approved by College Council and there should be a timely objection complaint. However, there was no mentioning of bolting furniture in the plan. Francisco Banuelos did the paperwork today to have furniture moved into the Fireside Lounge. Michael G. will work with Kevin S. to get this resolved.

4. **Committee Assessment** – Michael G. explained in the beginning we brought 2 committees together. The CDAC (Campus Development Advisory Committee) and the MJC Facilities/Capital Construction Advisory Committee. He would like to condense the membership to a more manageable number, as currently there are 40+ members. We will bring some samples of assessment, structure, criteria and timelines on developing a committee to our next meeting.

5. **West Campus Stoplight** – Matt Kennedy stated the intersection at Blue Gum and Pritchard which is the main entry to West Campus in unsignalized. A traffic analysis was performed determining it to be unsafe to pedestrians. They took this to the City of Modesto and proposed a traffic signal at that location. The City said it didn’t meet the criteria for a stoplight at that location, so District offered to pay for the stoplight if the City would allow it and the City approved. They are presently designing the intersection and just completed the engineering of it. The streets belong to the City. The delay will be getting approval on process from the City.

6. **Measure E Project Updates** – A spreadsheet showing all Measure E projects and their status was handed out to committee members (see attached). Matt K. stated the back of the Science Community Center building is now landscaped.

7. **President’s Facilities Secondary Effects Taskforce Verbal Report** – Michael G. reported that Pedro Mendez has been very helpful with his Logistics programs and help with resources contracting out for Logistics/Warehouse training. The storage unit is a month-to-month rental with PMZ and they will work with us but we could receive a 30-day notice at any time. Michael G. stated we also need to keep MICL on our minds as they have been promised space on Campus and decent parking and are currently holding classes in a dilapidating unrepairable building. We need to find them a new location and take those buildings offline. Michael G. is touring the MICL and El Capitan buildings with Jill Stearns and Susan Kincade on Friday, 3/22/13.

Kevin S. said he has been receiving a lot of questions lately on the Science Community Center regarding lots of plans being removed from the project. He wanted to know when and how this happened and when the decisions were made. Michael G. explained that there have been several presidents in place since the Measure E bond passed and plans were being made. Mark Anglin explained that money was given and taken away over and over again through the planning, construction and ending phases of projects. The Outdoor Education Center has not been denied, however and is being deferred until assessment can be done to see if we can maintain it. The Outdoor Education Center needs a person to take care of everything. Kevin S. asked if we could have this on the agenda with information for the next meeting. Another student asked if we knew the cost of the project and we did not have the cost at this time. Matt Kennedy can provide an estimate.

8. **CDAC Updates**: Michael G. requested in the future for all CDAC reports to be written in advance and emailed to be placed on the agenda prior to the actual meeting to save time/provide information in advance for discussion.

ADA Issues – Francisco B. stated the ADA committee meets monthly and has been reviewing potential facility issues. MJC needs a transition plan as all institutions need this plan to address access and barriers. Currently they are assessing barriers, for example, elevators. They do walk-throughs of all buildings and report out to make the transition plan. He’s been reviewing transition plans of other colleges. Dorothy P. said Francisco B. may want to speak to Tim Nesmith on this, as we already have a transition plan. Francisco B. stated that he had talked with Tim N. and our plan is very outdated. Dorothy P. stated she could bring in ASCIP to help on the plan. Kevin S. asked Francisco B. what student sits on the committee and currently there is not one. Francisco will work with ASMJC to identify a student representative. Francisco B. stated that a student fell in the baseball stadium. Francisco visited the baseball stadium and expressed concerns with the unlevelled dirt walk ways. He added the number of student complaints regarding the front door to Disability Services is not automatic so many students with disabilities are unable to get in. They did have an OCR issue that just got cleared, but expressed concerns to accessing the Disability Services Office. It costs $5000-$7000 to install automatic doors.

Facilities Update – No report due to absence.
Facilities Planning – No report due to absence.

Scheduled Maintenance Projects – No report due to absence.

Recycling – No report due to absence.

Risk Management – Dorothy P. stated she is currently conducting new employee orientations.

Campus Safety / Parking & Traffic Issues – Lloyd Jackson stated they are looking at current parking lot usage now. He mentioned underused lots like Lot 107, Kruse Lucas, etc. Lloyd J. noted we are up in our disabled parking spaces. All parking on campus, even in unimproved spaces must have parking pass or can be ticketed. The last parking analysis was performed 2 years ago.


10. Founders Hall Benches – Bill K. reported there is a request for benches in Founders Hall, as students are sitting on the floor. This request came from BBSS to Facilities Council. We will continue discussion on this item at the next meeting in hopes a Founders Hall/BBSS rep will be present.

11. Other – Bill K. stated that he spoke to Dave Keener regarding fencing the Softball field, as there is a desire to start charging for Softball games. Sherri Suarez and Barbi Page would need to be included regarding charging and ticket sales. Brief conversation was held with a lot of questions so Michael G. asked Bill K. to bring back a plan or proposal to better describe this interest at a future meeting.

12. NEXT MEETING: April 15, 2012, 2:30pm – 4:30pm, FH 134

MEETING ADJOURNED: 4:10pm, Reported by Melissa Beach
FACILITIES COUNCIL MEETING  
April 15, 2013  
2:30pm – 4:30pm  
MJC East Founders Hall 134

AGENDA

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DISCUSSION ITEMS

1. 3/18/13 CDFAC Minutes for Approval
2. Fireside Lounge – Laura Dyrssen
3. Science Community Center Report – Brian Sanders (requested by Kevin Sabo)
4. Founders Hall Benches – Bill Kaiser
5. Fencing for Softball Field / Hammer Cage for West Campus – Bill Kaiser
6. Tree in Memory of Tom Schilperoort – Kevin Sabo
7. Joining Committees – Naming Committee Assessment  
   Charge Integration, Best Practice, Membership, Representation  
   Assessment criteria, structure and timeline
8. Measure E Project Updates:  
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   North Hall – Matt Kennedy  
   Ag Projects – Mark Anglin  
   Art Building – Mike Sundquist  
   Performing and Media Arts Center/Installation of Benches
9. President’s Facilities Secondary Effects Taskforce Report Matrix Update
10. Leased Spaces / New Homes / Warehouse Status  
     a. Tech Services, 9th St. – exp. 5/31/13  
     b. Tech Services, Stoddard Ave. – exp. 6/1/13  
     MICL – Tour Progress & Proposal
11. CDAC Updates:  
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     Facilities Update – Dave Keener  
     Facilities Planning – Tim Nesmith  
     Scheduled Maintenance Projects – Tim Nesmith  
     Recycling – Doug Smith  
     Risk Management – Dorothy Pimentel
12. Agenda Development

13. Next Meeting – May 20, 2013, 2:30pm – 4:30pm, MJC West, Sierra 204
Modesto Junior College
Facilities Council Meeting
Meeting Summary
April 15, 2013
2:30pm-4:30pm
Founders Hall 134

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<td>John Zamora</td>
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**Guests**

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<td>Andrew Campbell</td>
<td>Andrew Campbell, ASMJC</td>
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<td>Doug Dyrssen</td>
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<td>Antoinette Herrera</td>
<td>Health Services Director</td>
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MEETING BEGINS: 2:36pm

DISCUSSION ITEMS:

1. **3/18/13 Facilities Council Minutes** – Kevin Sabo asked if Shayne Cooley’s name could be taken off the ASMJC guess list. The 3/18/13 Facilities Council Minutes were unanimously approved.

2. **Fireside Lounge** – Laura Dyrssen said they are bringing back the item of bolting down furniture in the Student Lounge because lots of questions have come up. Michael Guerra stated we were unable to make a decision at the last meeting because no Facilities members were present. Tim Nesmith said the difficulty would be in cleaning the floors and that bolting them limits the use of the room, but other than that he has no objections. Michael G. stated we will respect the students and not ask to use the Student Lounge in the future but he is against bolting the furniture as it limits the use of the room. Becky Crow asked if the students would still feel the need to bolt if the space was secured over the students and not allowed for use by anyone else. Kevin Sabo said there is no storage for the Student Lounge; therefore, when things need to be moved around they have to place furnishings outside, other students hoard the furnishings, they would like to secure the investments of student funds, moving the furniture around ruins the flooring, etc., so they would still like it bolted down. He added that they need an MOU in place regarding others not being able to use the Student Lounge stating that one was in place in the past but has been lost and how could we guarantee that a new MOU wouldn’t be lost in future years. Sherri Suarez stated she wants an MOU in place from a Facilities perspective that is kept and documented.

A lengthy discussion was held regarding trying signage on not moving furniture at first to see if that works; to leaving it unbolted for a certain amount of time to choose use of the space which leaves design flexibility, but the students also complained that moving the furniture will ruin the floors over time. They added that discussion has been held for almost a decade regarding bolting the furniture in the Student Lounge as well as remodeling it and that the furniture and flooring have repeatedly been ruined as furniture has continued to be moved all around. Mike Sundquist suggested waiting and then seeing how they really want the room situated. Mark Anglin made a motion upon delivery of the furniture to the Student Lounge to leave furniture unbolted for 6 months and then a determination could be made whether to bolt or not by the end of the Fall semester. Andrew Campbell, ASMJC recommended it be objected to extend it down the road and said this would be a betrayal of trust and the students have already spent over $100,000 on their Lounge. Erik Kleivmyr moved to bolt down the furniture in the Student Lounge as has been requested by the students, with the understanding that any costs incurred due to damage from the bolting and/or need to unbolt in the future would be the responsibility of the students. Motion passed with 5 aye votes, 1 nay vote and 1 abstention. Erik Kleivmyr made the motion for an MOU to be prepared between MJC and ASMJC for the Student Lounge to only be used by students instead of by outside vendors and/or MJC employees unless students invite outside or MJC employees to attend. Motion passed with 5 aye votes, 1 nay vote and 1 abstention.

3. **Science Community Center Report** – Kevin S. said many Science, Math & Engineering students were discussing a letter to the Modesto Bee and conversations they had heard that the projects of the Mosasaur Exhibit and Outdoor Laboratory were being held off and he wanted to know why. Two students wrote to President Stearns and Vice President Kincade and received responses that the Bond covered construction but not ongoing costs. Brian Sanders explained that the Exhibit is not going up as intended and added that neither of these Science Community Center projects was ever approved by the Bond committee. Architects didn’t scope them out. The Outdoor Center storage is being put up now on the West side of the Science Community Center so that area will be under construction for a while. Brian S. explained that communication is being held regarding the pond, maintenance and what kind of liability we would have. Kevin S. asked where these discussions would be held and that would be with Vice President Kincade and SME faculty.

4. **Founders Hall Benches** – Bill Kaiser stated that it was mentioned in Deans Cabinet that the students wanted to purchase benches for inside Founders Hall. Kevin S. said he is unsure whether student funds can be used toward purchasing benches as they have not been allowed on certain purchases in the past. He added that he can’t get a solid answer on that.
5. **Fencing for Softball Field** – Bill K. shared handouts with measurements and details regarding the softball fencing that he has purchased. Michael G. reminded him that proper procedure is to bring plans to Facilities Council for approval before going through with the changes/additions on Campus. Bill K. said it was a safety issue so he moved forward with fencing. Sherri Suarez made motion to approve Bill Kaiser’s Softball Fencing project. Motion passed with 6 aye votes and 1 abstention.

6. **Hammer Cage for West Campus** – Bill K. shared great concern over the safety issues involving the present placement of the hammer throw practice area on East Campus. It leaves huge holes where athletes trip in and get sprained ankles and it causes problems for anyone walking in this area, let alone someone with a disability or the elderly. He stated this issue has been brought to CDAC for many years but as leadership changes the hammer cage always gets postponed as well. He said Mark Anglin gave him an area on West for the hammer cage and said they have pads poured, it’s all measured and they have their poles and netting. Tim N. said he definitely needs DSA approval for this project and engineered plans are required. Dorothy Pimentel said the height of fence needs to be 20 feet not 8 feet and it cannot be left open. The project must be compliant. Bill K. asked what his next step is as he is very fearful someone is going to get hurt. Tim N. and Bill K. will meet and discuss this project.

7. **Tree in Memory of Tom Schilperoort** – Kevin S. said some Nursing students had approached him about purchasing and planting a tree in honor of instructor Tom Schilperoort’s passing in January by Glacier Hall. Tom S. was a Nursing instructor for many years and made a great impact on our students. Michael G. asked if there is a tree replacement plan and Tim N. will send that to him. Tim N. will also send the list showing trees not allowed to be planted on Campus. After more details are gathered, this item will be brought back to a future meeting.

8. **Joining Committees** – Conversation was held on streamlining the council members now that CDAC and Facilities Council have joined as the Facilities Council. We currently have approximately 37 members and that is not manageable or logical. Michael G. asked members present if anyone would like to participate in a workgroup to manage that task.

9. **Measure E Project Updates:** (see attached sheet)

   Matt Kennedy stated they are on the last phase of the Plaza between Glacier Hall and Science Community Center and starting the landscaping. The Plaza will be completed very soon. Library construction continues and will be completed toward end of year. Science Community Center staff will be moving into the building end of May. They are currently prequalifying contractors in bid phase for North Hall. Dale Phillips would like to make sure someone from the original planning group is continued in the process and Matt K. said they will call them back in for the FF&E planning. The West Campus Library has been approved and construction has begun.

   Art Building – Mike Sundquist proposed to install some benches outside the Auditorium as there are no seats as of now and students are sitting on the steps making it difficult to enter the building. He would like to place a bench on the West side of building and 2 benches on the South side. He shared a picture of a bolted bench as an example, but stated the benches would be metal like other benches on campus. Funding is an issue and Mike S. said he would like approval on concept and then possibly a grant could be used for half the funding and was hoping to ask ASMJC for matching funds on this purchase. Mike G. reminded everyone to get approval from Facilities Operations before placing benches, etc., so they can take their staff into consideration that have to work around these items (ex: mowing lawns.) Alejandro Sabre made the motion to approve Michael Sundquist’s concept of purchasing/adding benches to the outside of the Auditorium. Motion passed with 6 aye votes and 1 abstention.

10. **President’s Facilities Secondary Effects Taskforce Verbal Report** – (see attached sheet)

   Michael G. reported that wiring is being installed in the Electronics Building and they are making steady progress. The Stoddard storage space will be vacant end of May. Pedro Mendez got a Logistics grant so we don’t have to vacate ASAP, but could need to move at any time. Michael G. asked deans to get with Facilities Operations and identify any of their belongings stored there and remove them.

11. **CDAC Updates:**

   ADA Issues – Francisco Banuelos said that Tim Nesmith brought the ADA Transition plan and they will be revising it. They are presently performing walk-throughs of buildings looking at accessibility.
Francisco B. added that the land by the baseball field is extremely unsafe as it is rocky land that is uneven and not wheelchair accessible to get to the games. He encouraged everyone to take a look at it. Brenda Thames agreed that when she recently attended a game she saw elderly patrons having a very difficult time trying to maneuver in that area.

Facilities Update – No report due to absence.

Facilities Planning – No report due to absence.

Scheduled Maintenance Projects – Tim N. reported a new roof will go on the poultry unit on West Campus. It will be re-roofed with a new canopy.

Recycling – Michael G. stated that Doug Smith would be retiring and asked for a Recycling replacement rep from Academic Senate. Alejandro S. will take that to Academic Senate.

Risk Management – Dorothy P. stated they are currently looking into ASCIP regarding helping with ADA funding.

Campus Safety / Parking & Traffic Issues / MJC Health & Safety Sub-committee – Becky C. said the first Health & Safety Committee meeting was held. They meet quarterly, there are 12 members and their charge was finalized at the first meeting, which was a very good meeting and they have 1 vacant faculty member spot. Alejandro S. will take this to Academic Senate.

12. Health Services Space – Antoinette Herrera stated that Health Services has limited space to perform properly and confidentially. They received approval to expand into the present Admissions space 2 years ago, but those plans have since been cancelled. Their current needs are extra exam rooms with sinks and offices to address student needs and confidential intake. When there is an emergency, they (firefighters, EMTs, etc.) cannot get access easily to Health Services. They are looking at partnering with interns; however, limited physical space directly impacts this. Kevin S. asked if the area where Transfer Center is now would work for expansion added onto their existing space, which was the initial plan. Michael G. said that probably would work but we don’t know the plans for that area. Kevin S. asked if there was student representation on the Secondary Effects taskforce and Melissa Beach said there is but the student isn’t normally in attendance. She will send the next meeting request/agenda to Kevin S. and he will appoint another student.

13. Other – Mike S. said at some point they should find a design solution and funding to hide the panels on the Student Center roof.

14. NEXT MEETING: May 30, 2012, 2:30pm – 4:30pm, Sierra Hall 204

MEETING ADJOURNED: 4:20pm, Reported by Melissa Beach
FACILITIES COUNCIL MEETING
May 2, 2013
2:30pm – 4:00pm
MJC East Staff Dining Room

AGENDA

Facilities Council Charter: The charge of the Campus Development and Facilities Advisory Committee (CDFAC) is to provide input and monitor activities and changes related to the physical plant and grounds of the college to ensure a healthy, safe, and aesthetically pleasing environment. This includes analysis and prioritization of all capital projects including remodels, new construction, and repurposing/reassignment of space. The CDFAC will make recommendations to the College Council, committee members report to their constituent groups and will ensure that decisions and information be made available to the campus community.

- Develop and monitor the facilities and maintenance plans and supporting budgets.
- Cooperate with the Director of Facilities Planning & Operations regarding all aspects of construction projects, planning, revision, and completion.
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- Promote the use and understanding of data as a basis for facilities decision-making.
- Make recommendations and identify priorities for technology issues related to facilities development.
- Develop, implement, review and revise policies for facilities use in coordination with Central Services.
- Support the legal responsibilities of all constituency groups.
- Campus Safety Committee to ensure Health and Safety.

DISCUSSION ITEMS

1. Review Agenda

2. 4/15/13 CDFAC Minutes for Approval

3. Establish Quorum
   a. Voting Members – includes Ex-officios

4. Review Facilities Council Charge/Charter
   a. Recommendations to College Council
   b. MJC Health & Safety Committee – incorporated into FC as sub-committee
   c. IT Vacancy

5. Recommendation 6: In order to meet the standard, the college must assess the current governance structure, review and implement changes to strengthen its infrastructure, and evaluate it on a regular basis. The team recommends the college develop a comprehensive participatory governance handbook that clearly identifies roles and responsibilities of participatory governance committees and constituent roles in the participatory process.

6. Engaging All Voices
   a. First Read, Second Read, Exceptions

7. Previous Facilities Council Actions – Lack of Quorum

8. Measure E Project Updates:

9. President’s Facilities Secondary Effects Taskforce Update

10. Updates:
    ADA Issues – Francisco Banuelos
    Facilities Update – Dave Keener
    Facilities Planning – Tim Nesmith
    Scheduled Maintenance Projects – Tim Nesmith
Recycling – Doug Smith
Risk Management – Dorothy Pimentel
Campus Safety / Parking & Traffic Issues / MJC Health & Safety Sub-Committee– Becky Crow

11. Agenda Development

12. Next Meeting – May 20, 2013, 2:30pm – 4:30pm, MJC West, Sierra 204
Modesto Junior College
Facilities Council Meeting
Meeting Summary
May 2, 2013
2:30pm-4:30pm
Staff Dining Room

Facilities Council Charter: The charge of the Campus Development and Facilities Advisory Committee (CDFAC) is to provide input and monitor activities and changes related to the physical plant and grounds of the college to ensure a healthy, safe, and aesthetically pleasing environment. This includes analysis and prioritization of all capital projects including remodels, new construction, and repurposing/reassignment of space. The CDFAC will make recommendations to the College Council, committee members report to their constituent groups and will ensure that decisions and information be made available to the campus community.

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<td>Michael Guerra</td>
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<td>John Zamora</td>
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<td>Francisco Banuelos</td>
<td>ADA Coordinator, ex-officio</td>
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<td>Melissa Beach</td>
<td>Recorder</td>
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<td>Becky Crow</td>
<td>Director, Campus Safety, ex-officio</td>
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<td>Jim Howen</td>
<td>Academic Senate Faculty Rep</td>
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<td>Bill Kaiser</td>
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<td>Academic Senate Representative</td>
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<td>Alejandro Sabre</td>
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<td>Sherri Suarez</td>
<td>Events/Facilities Coordinator</td>
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<td>VACANT</td>
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Substitute

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<tr>
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<td>Andrew Campbell</td>
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<td>Jillian Daly</td>
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<td>Rosanne Faughn</td>
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<td>Mike Sharif</td>
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MEETING BEGINS: 2:40pm
Michael Guerra explained that this meeting of the Facilities Council was requested by College Council for us to reconvene and look over recommendations we previously made; establish that ex-officio are voting members; make recommendations to address the Student Lounge; and use of Student Lounge.

**DISCUSSION ITEMS:**

1. **4/15/13 Facilities Council Minutes** – No time for discussion.

2. **Establish Quorum** – Voting Members – John Zamora stated before with the CDFAC the ex-officio were non-voting members and one reason we consolidated the CDFAC was they were concerned that there were not enough faculty. He said now if all ex-officio are to be voting members then he recommends at least one more faculty member be added. Sherri Suarez stated if another faculty member is added, the same should be true for CSEA and requested another classified member be added. Jillian Daly asked if we should make ex-officio back to non-voting members like it was before. Mike Sharif said if another faculty and classified rep are to be added, he asks that another student rep be named as well. A lengthy discussion was held referencing how the CDFAC ex-officio were non-voting members; how most members present thought ex-officio were always non-voting; however, googling this online they found that it is up to each committee to determine that, etc. Jillian Daly made a motion to make ex-officio non-voting members on the Facilities Council. Jim Howen seconded the motion. By vote of the Council ex-officio are non-voting members who will remain on the council as resources. Motion passed with 12 aye votes and 1 nay vote. Non-voting members do count toward making quorum. He added that he is trying to establish an open, honest document and stay transparent. Discussion was held regarding the past committee’s poor attendance and Michael Guerra said it is the constituent’s responsibility to make sure their representatives are present and encourage all members to keep attendance up.

3. **Review Facilities Council Charge/Charter**
   a. **Recommendations to College Council** – Jim Howen asked if Facilities Council makes a recommendation does College Council have the right to change our recommendation and the answer was yes.

   b. **MJC Health & Safety Committee** – Michael Guerra stated that the MJC Health & Safety Committee will be a sub-committee of the Facilities Council and report out to us. Becky Crow stated they have held one meeting thus far and a second meeting is scheduled.

   c. **IT Vacancy** - Jillian Daly asked Melissa Beach to add “Director of Technology Services-Vacancy” to the Facilities Council membership list.

4. **Engaging All Voices** – Michael Guerra read the list of Facilities Council members named in the Engaging All Voices document on shared governance. Sherri Suarez asked with this vote on ex-officio to be non-voting, will that be changed in the language of Engaging Voices as well and Michael Guerra said yes.

5. **Previous Facilities Council Actions** – Michael Guerra said College Council asked that we revisit our past actions that were made without quorum.

   a. **Student Lounge Furniture Bolting** – Michael Guerra opened for discussion the Student Lounge bolting of furniture. Jim Howen asked what the concern was of the students that they felt the need to bolt the furniture. They were concerned that the college uses the room on several occasions and when they do they move the furniture outside for 2 days and lock the room. Bolting the furniture would keep students from hogging the tables and moving them across the floor causing damage to the new flooring. Jillian Daly said one thing that came out of the College Council meeting was we do not want to over use the Students’ Lounge and do want it specifically for student use, but bolting seems extreme. She added that probably not all students or even future students would want the furniture bolted and the student government isn’t speaking for all students. One member stated they had this same problem in another college space and they learned to police it. They suggested the students do the same, watch the area and allow for flexibility. Mike Sharif stated it is not extreme at all and makes sense. He added that the other students asked ASMJC to be the voice of the students and asked them to vote. Dave Keener said the floor in the Student Lounge is beautiful and once you start drilling and bolting you forever ruin the floor, as it is permanently scarred. John Zamora said in terms of priorities what do the students envision the main use to be? Mike Sharif said they want it as a lounge, somewhere between the cafeteria and library, where they can hang out and relax before their next class. John Zamora said they are suggesting a permanent solution to a possible temporary problem. He suggested they define the space use and let the college know what they want. Tim Nesmith asked if the furniture was designed to be bolted. Jim Howen said if students have rules of no food and...
someone comes in with food, are you going to police it and kick them out? He said it should be the same with moving the furniture. They need to have signage indicating what is not allowed.

Some members felt that bolting the furniture seemed like a way for students to say 'this is our room', when it’s actually a district space just like the rest of the campus. Michael Guerra said he sits on both committees and many presentations of the Student Lounge renovation took place but bolting the furniture was never was part of the presented plan. One member mentioned that the new furniture has already been moved and reconfigured from the original schematic for placement, so what if it had been bolted? Would we be discussing unbolting it already? Francisco Banuelos said in College Council it was stated that we staff have overbooked the use of the Student Lounge. Jillian Daly said she is very uneasy with black or white and why not explore ideas and meet the needs. One member said it sounds like students want to bolt the furniture so no one else can use it. Mike Sharif stated when we went to the Facilities Council we voted on bolting the furniture and it passed and one member stated, we have learned that we did not have quorum to make that vote. Jim Howen moved that Facilities Council recommend to College Council for no bolting of any furniture in the Student Lounge. Jillian Daly seconded. Motion passed with 6 aye votes and 2 abstentions.

MJC & ASMJC Student Lounge MOU – Jillian Daly said instead of completely relinquishing use of the Student Lounge, can we limit our use to possibly twice annually for the Holiday Annual Party and Tenure Recognition Celebration.

Sherri Suarez recommends we have a clear, precise MOU with the students in place. There are too many entities on campus that will want to use the facility and without some guidelines it is not fair to expect the student senate to have to approve or disapprove as more and more people will request the use and we will be back in the same situation we are in now. Mike Sharif stated the students also limited themselves from use of the Student Lounge and they do not allow it to be used for ASMJC meetings or clubs. He asked Jillian Daly if the students wanted to use the Faculty Lounge, could they and she said with permission they can. Sherri Suarez said she personally thinks the Student Lounge should belong solely to the students. She said if they can't get that, then she suggested they tighten up their schedule of availability. Mike Sharif asked what if the President doesn’t approve the time constraints?

Andrew Campbell joined the meeting at 3:50pm and asked us to review earlier discussion. He asked if the Bolting of Furniture was on the agenda as he was told by another student senate member it was not. "Agenda Item 7. Previous Facilities Council Actions- Lack of Quorum" referred to the Bolting and other motions made at the last Facilities Council meeting. John Zamora suggested after a year we review and assess the Student Lounge. Sherri Suarez motioned to leave the Student Lounge exclusive for student use and revisit after one year. John Zamora seconded. Motion carried with 8 aye votes and 1 nay vote.

a. **Auditorium Benches** – No time for discussion.

b. **Softball Fencing** – No time for discussion.

c. **Recommendations for Student Lounge Protection** – Michael Guerra said College Council wants ideas recommended by Facilities Council on how to solve the issue of furniture being moved. Will signage stop this problem? Jim Howen stated they had this problem in Founders Hall and placed gliders on the bottom of table legs that wouldn’t hurt flooring if moved. Discussion was held on possible options of enforcing no food or drink and no moving of furniture. Michael Guerra stated it sounds like all we have agreed to at this point is signage and he made the recommendation to use signage of “Please No Food or Drink” and “Please Do Not Move Furniture” at a minimum and that students can bring other ideas forward. All approved unanimously.

da. **Measure E Project Updates** – No time for discussion.

d. **President’s Facilities Secondary Effects Taskforce Update** – No time for discussion.

d. **Updates:**

   - **ADA Issues** – No time for discussion.
   - **Facilities Update** – No time for discussion.
   - **Facilities Planning** – No time for discussion.
   - **Scheduled Maintenance Projects** – No time for discussion.
   - **Recycling** – No time for discussion.
   - **Risk Management** – No time for discussion.
   - **Campus Safety / Parking & Traffic Issues / MJC Health & Safety Sub-Committee** – No time for discussion.
e. **Agenda Development:** No time for discussion.

f. **NEXT MEETING:** May 20, 2012, 2:30pm – 4:30pm, Sierra Hall 204

**MEETING ADJOURNED:** 4:10pm, Reported by Melissa Beach
FACILITIES COUNCIL MEETING
June 17, 2013
2:30pm – 4:00pm
MJC East Founders Hall 134

AGENDA

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- Support the legal responsibilities of all constituency groups.
- Campus Safety Committee to ensure Health and Safety.

DISCUSSION ITEMS

1. Review Agenda
2. 5/2/13 Facilities Council Minutes for Approval
3. Tree in Memory of Tom Schilperoort – Patrick Bettencourt
4. Auditorium Benches – Mike Sundquist
5. Measure E Project Updates
6. President’s Facilities Secondary Effects Taskforce Update
7. Updates:
   ADA Issues – Francisco Banuelos
   Facilities Update – Dave Keener
   Facilities Planning – Tim Nesmith
   Scheduled Maintenance Projects – Tim Nesmith
   Recycling – Doug Smith
   Risk Management – Dorothy Pimentel
   Campus Safety / Parking & Traffic Issues / MJC Health & Safety Sub-Committee – Becky Crow
8. Agenda Development
9. Next Meeting – July 24, 2013, 2:30pm – 4:00pm, MJC West, Sierra 204
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<td>ASMJC Rep, Voting member</td>
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<tr>
<td>Jim Howen</td>
<td>Academic Senate Faculty Rep, Voting member</td>
</tr>
<tr>
<td>Bill Kaiser</td>
<td>Dean, Voting member</td>
</tr>
<tr>
<td>Dave Keener</td>
<td>Campus Operations Manager, Facilities Operations, ex-officio</td>
</tr>
<tr>
<td>Erik Klevmyr</td>
<td>CSAC, Voting member</td>
</tr>
<tr>
<td>Tim Nesmith</td>
<td>Director, Facilities, Planning &amp; Operations, ex-officio</td>
</tr>
<tr>
<td>Dale Phillips</td>
<td>YFA Rep, Voting member</td>
</tr>
<tr>
<td>Dorothy Pimentel</td>
<td>Risk Management Specialist, ex-officio</td>
</tr>
<tr>
<td>Alejandro Sabre</td>
<td>Academic Senate Faculty Rep, Voting member</td>
</tr>
<tr>
<td>Sherri Suarez</td>
<td>Events/Facilities Coordinator &amp; CSEA Rep, Voting member</td>
</tr>
<tr>
<td>Jeff Swank</td>
<td>Director of Technology (Interim), ex-officio</td>
</tr>
</tbody>
</table>

MEETING BEGINS: 2:40pm

DISCUSSION ITEMS:

1. **5/2/13 Facilities Council Minutes** – The 5/2/13 Facilities Council Minutes were unanimously approved.

2. **Tree in Memory of Tom Schilperoort** – Michael Guerra stated he had seen the proposal for the tree in memory of Tom Schilperoort and he would appreciate the Council’s support on this project. Dale Phillips motioned to approve the tree planting in memory of Tom Schilperoort. Erik Klevmyr seconded and the motion was
unanimously approved. Michael Guerra asked Patrick Bettencourt to please express appreciation to the students on
this memorial.

3. **Auditorium Benches** – Michael Guerra stated that Michael Sundquist has the funding for the benches and just
needs the approval of the Facilities Council. John Zamora motioned to approve the purchase and placement of
Auditorium benches. Dale Phillips seconded the motion and the motion was unanimously approved.

4. **Measure E Project Updates:** – Michael Guerra read through the handout of updated Measure E projects on
those that are closed out, still in progress, etc. Patrick Bettencourt reported in the Fall semester he will have 40
students at Columbia College taking classes. Mark Anglin stated they were unable to do the storage building
project, as the price came in higher than expected. This project is on hold for the time being. Michael Guerra will
send the Student Transfer/Career Center expected completion date to Council members. Melissa Beach will
change the close out date on projects to June 2015.

5. **President’s Facilities Secondary Effects Taskforce Update** – Michael Guerra said we are looking at $115,000
in expenses for secondary effects at this time which is more than twice of what was projected in the beginning.
The good news is we have savings from Measure E due to the storage lease ending and no longer paying that
bill. He is hopeful the funding will be available. The taskforce is currently looking at placing MICL and
Jewelry/Lapidary in a new location. The building they are presently in is dilapidated and needs to be taken offline.
Dale Phillips asked if Community Ed classes are allocated as instructional space. Michael Guerra will find out. He
added that Community Ed will need to work with deans for unused space for them to hold their classes.

6. **Updates:**

**ADA Issues** – Francisco Banuelos said the ADA Committee hasn’t met over the summer. The automatic doors
are moving forward and being installed in the downstairs restrooms and the DSPS office. He also said that
several people have told him that the ground around the baseball field is not level. Not only is it hard for those in
wheelchairs, but could be a problem for many people. He will check with Dave Keener and report back. There are
no other issues at this time.

**Facilities Update** – No report due to absence.

**Facilities Planning** – No report due to absence.

**Scheduled Maintenance Projects** – No report due to absence.

**Recycling** – No report due to Doug Smith preparing for retirement. John Zamora will find a faculty replacement
for Doug Smith and try to find someone with knowledge on recycling.

**Risk Management** – Dorothy Pimentel said we just had our follow up inspection from Stanislaus County
Environmental Agency and we passed.

**Campus Safety / Parking & Traffic Issues / MJC Health & Safety Sub-Committee** – Becky Crow said the
Safety Committee’s next meeting is 7/10/13 at 12 noon so she will have information after that meeting. There is
nothing to report on Parking at this time. She added that they just received 2 new electric cars called GEM cars
through a grant at no cost to the college. A car will be located on each Campus.

7. **Agenda Development**: The standing agenda items will remain on the agenda and members can contact Michael
Guerra and Melissa Beach with any additional agenda items.

8. **Other** – Michael Guerra passed out a schedule of proposed meeting dates/times for Fall semester with us
meeting the 3rd Monday of each month, from 2:00pm-4:00pm like we did last Spring. We will confirm dates after
we find out when College Council meets.

Bill Kaiser reported there is a large tree near the baseball diamond that is a safety hazard. The roots are very
large and exposed for possible trips and slips and he’d like it removed and to replace it with 3 appropriate trees.
He spoke to Dave Keener on this and he recommended Bill get the Facilities Council’s approval first. Michael
Guerra asked Bill work with Dave Keener on this and report back to Facilities Council on the outcome.
Mark Anglin said he has a similar request for tree planting regarding a faculty member. Discussion was held that you don’t actually need “approval” to plant a tree, but you need to bring it to Facilities Council for informational purpose and to obtain the proper tree replacement plan options. One also needs to notify Dave Keener with all tree removal and planting prior to doing so.

9. **Requested Information:**
   a. Question: Are Community Ed classes allocated as instructional space? Answer: The time used to teach a Community Ed class in a regular classroom space that is calculated in our space inventory will not count as scheduled time in our space utilization calculations. It does not generate WSCH or FTES, therefor does not help gain space utilization efficiency.

   b. Question: When is the Student Transfer/Career Center completion date? The construction will be finished on August 19th. After that we will start moving furniture, doing IT and Media set up and then moving the people into the space. We expect to have the space operational sometime in mid-September.

10. **NEXT MEETING: July 24, 2012, 2:30pm – 4:00pm, MJC West, Sierra Hall 204**

    **MEETING ADJOURNED:** 3:22pm, Reported by Melissa Beach
FACILITIES COUNCIL MEETING
July 24, 2013
2:30pm – 4:00pm
MJC West Sierra Hall 204

AGENDA

DISCUSSION ITEMS

1. Review Agenda

2. 6/17/13 Facilities Council Minutes for Approval

3. Measure E Project Updates

4. President’s Facilities Secondary Effects Taskforce Update

5. Updates:
   ADA Issues – Francisco Banuelos
   Facilities Update – Dave Keener
   Facilities Planning – Tim Nesmith
   Scheduled Maintenance Projects – Tim Nesmith
   Risk Management – Dorothy Pimentel
   Campus Safety / Parking & Traffic Issues / MJC Health & Safety Sub-Committee – Becky Crow

6. Agenda Development

7. Next Meeting – August 19, 2013, 2:30pm – 4:00pm, MJC East, Founders Hall 153
MEETING BEGINS: 2:40pm

DISCUSSION ITEMS:

1. **6/17/13 Facilities Council Minutes** – The 6/7/13 Facilities Council Minutes were not approved due to lack of quorum.

2. **Measure E Project Updates** – *(See attached project update list)* Matt Kennedy reported they are starting a patio remodel of the Art Building which is an ADA project and DSA has the drawings now.

    At Columbia College the Allied Health project Red Bud is almost complete. The Distance Ed learning component will be complete in August. The projected Ribbon Cutting date has not yet been determined.

    The Plaza around the Science Community Center is complete with all landscaping and West Campus signage is complete as well. The building has been occupied for some time now. The DNA sculpture has just been installed in the stairwell and the GVM installation of exhibits is ongoing. They had to work with DSA on some issues. The GVM Storage behind the Science Community Center will house GVM taxidermy animals. That project is still in DSA going out to bid after.
The Library remodel is in the later stages of construction with the painting just being completed and soon the floor coverings will be installed. They are scheduled for a November completion date but Matt Kennedy is certain they will complete sooner.

The Student Transfer Center in the Student Center has been barricaded for a while now and the barricades will come down before school begins. The North Hall project is out to bid for end of July/beginning of August.

There is no activity taking place on the Patterson and/or Turlock projects.

Michael Guerra stated the Fireside Lounge has opened and he commended the excellent work done by the students.

3. **President’s Facilities Secondary Effects Taskforce Update** – Michael Guerra stated there are no secondary effects updates as the work group has not met. Kitchell is working on a design to move MICL to El Capitan. Once done we can take some buildings off line. Francisco Banuelos said he was asked by a couple deans to inquire on the John Muir building. Michael Guerra said it has been taken off line and will not be used by MJC.

4. **Updates:**

   **ADA Issues** – Francisco Banuelos stated the ADA Committee has not met over the summer, so there is nothing to report at this time.

   **Facilities Update** – Dave Keener stated an emergency tree removal was held on East Campus last month and there are more trees to be removed. Presently there is one to be removed by the baseball field.

   **Facilities Planning** – No report due to absence.

   **Scheduled Maintenance Projects** – No report due to absence.

   **Risk Management** – No report due to absence.

   **Campus Safety / Parking & Traffic Issues / MJC Health & Safety Sub-Committee** – Becky Crow stated the Health & Safety committee met on July 10th and they had a full turnout. They had a demonstration from ASCIP to see if we (MJC) are on the right path. ASCIP was pleased with MJC’s Health & Safety charter. There was discussion regarding trees on Campus and slippery surfaces in some buildings. Yolanda Avila is checking into it regarding something to put down on the floors to make them less slippery.

5. **Agenda Development:** The standing agenda items will remain on the agenda and members can contact Michael Guerra and Melissa Beach with any additional agenda items.

6. **NEXT MEETING:** August 29, 2012, 2:30pm – 4:00pm, MJC East, Founders Hall 153

   **MEETING ADJOURNED:** 3:14pm, Reported by Melissa Beach