

**Modesto Junior College
Facilities Council Meeting
Meeting Summary
September 16, 2013
2:00pm-4:00pm
Sierra Hall 132**

Committee Member	Representing	Present	Absent
Vacant	Chair, Vice President of College & Administrative Services		
John Zamora	Academic Senate Faculty Co-Chair	X	
Francisco Banuelos	ADA Coordinator	X	
Melissa Beach	Recorder	X	
Becky Crow	Director, Campus Safety	X	
Jim Howen	Academic Senate Faculty Rep	X	
Bill Kaiser	Dean	X	
Dave Keener	Campus Operations Manager, Facilities Operations	X	
Erik Klevmyr	CSAC	X	
Tara Luihn	ASMJC Rep		X
Tim Nesmith	Director, Facilities, Planning & Operations	X	
Dale Phillips	YFA Rep		X
Dorothy Pimentel	Risk Management Specialist	X	
Kathy Rau	ASMJC Rep	X	
Alejandro Sabre	Academic Senate Faculty Rep		X
Sherri Suarez	Events/Facilities Coordinator & CSEA Rep	X	
Jeff Swank	Director of Technology (<i>Interim</i>)	X	
Angie Vizcarra	CSEA Rep	X	

Substitute

Name	Member Substituting For
Brenda Thames	Chair, Vice President of College & Administrative Services

Guest

Name	
Matt Kennedy	Kitchell
Brian Sinclair	Computer Graphics

MEETING BEGINS: 2:40pm

DISCUSSION ITEMS:

1. **7/24/13 and 6/17/13 Facilities Council Minutes** – Sherri Suarez made motion to approve the 7/24/13 and 6/17/13 Facilities Council meeting minutes. Kathy Rau seconded. Motion passed unanimously.
2. **Measure E Project Updates** – (*See attached project update list*)

Matt Kennedy reported there is a new project for Art and that is the Art Patio which is currently in DSA. The construction will take place May 2014.

Allied Health just had their ribbon cutting for Columbia College's Red Bud Distance Learning teleconferenced to MJC. Teleconferenced tours were demonstrated between Glacier Hall (MJC and Redbud lecture rooms.) The ceremony was well attended, the projects are complete and the buildings are in use.

An infrastructure project between Glacier Hall and the Science Community Center which is the last project in that area has been completed and that is a fire road alongside of those buildings. Installation of West Campus signs are complete as well.

An active project in the Science Community Center is the installation of the Great Valley Museum. They have mobilized with the fabricator and have joint programs with the contractor presently taking place.

The GVM Storage project of the Science Outdoor Education & GVM Storage project is currently at DSA awaiting approval. Once approved they will go out to bid and start construction.

The Library building project including Academic Senate, YFA and all areas of the Library is complete with a scheduled move-in date of 11/12/13 for all staff. They are currently installing furniture.

The Student Transfer/Career Center which relocated to the Morris building during the remodel of their space in the Student Center have now moved back to their newly remodeled area in the Student Center.

The North Hall project has just started up with the fence going up around the project and today was the first day of demolition. Conversation was held asking if the sidewalk had to be fenced off as well, as students are now walking down the middle of North Drive, the entire way as if it were a sidewalk. Sherri Suarez shared concern that it is a liability issue. Matt Kennedy said they had no other choice but to fence the sidewalk to complete the project. Dorothy Pimentel was unaware and will assess the situation. Tim Nesmith said they could add some bigger signs. One member suggested adding arrows along North Drive in several areas so that folks just pulling out in the middle would see they are on a one-way road, as one person had to stop today for a car driving at a good speed in the wrong direction.

Brian Sinclair asked for an update on the YCCD offices and Matt Kennedy said he only reports on MJC project updates; however, there is work taking place on YCCD offices, the primary Data Center and other Columbia College projects.

3. Updates

ADA Issues – Francisco Banuelos stated at the beginning of the semester the elevator in Yosemite Hall was out of order and they had only minor difficulties. The ASL department faculty in there and their deans coordinated everything very well until faculty could take care of it.

Facilities Update – Dave Keener reported Facilities has been painting buildings, outbuildings and they still have some poles to paint on the East Campus baseball field. His department received approval to remove the tree on the baseball field, west side of the backstop which is a safety hazard and they are installing the new netting for the backstop as well. Facilities is currently working on Sierra 106 which is the second part of secondary effects with Pedro Mendez and Jim Howen. They had another emergency tree removal on West Campus and have been completing general maintenance.

Facilities Planning – Tim Nesmith announced that MJC's Student Services building and Science Community Center are both receiving architectural awards that will be honored this Friday night, 9/20/13, at 6:00pm at the State Theater. A LEED Silver certification plaque that was earned on the Student Services building project will be hung in the Student Services building lobby.

Scheduled Maintenance Projects – Tim Nesmith stated the Art Patio is being funded with maintenance dollars next summer and a new roof will be installed on the Poultry unit.

Risk Management – Dorothy Pimentel reported she is working with Athletics on a Pool Safety Plan and is currently making changes to the Risk Management website.

Campus Safety / Parking & Traffic Issues / MJC Health & Safety Sub-Committee – Becky Crow stated traffic on West Campus has improved substantially since the beginning of the semester. She suggested staff coming from East to West for meetings and other 'in/out' needs to use Lot 201 (staff parking lot) as it most always has plenty empty parking spaces. She stated the next Health & Safety meeting is on 10/11/13, so she will report back after that meeting.

Becky Crow shared concern regarding Campus Safety's visibility, or lack thereof on East Campus, especially since they no longer have a presence in the Student Center. She is not complaining about their location at all, just concerned that it's hard to find them. It is difficult to communicate to folks that they are located in the Journalism building and said we might consider renaming the building, as no Journalism classes are being held there anymore either.

Jim Howen asked Becky Crow for a status report on our recent fire drills and she said most buildings and Building Coordinators did very well. She did say night classes were less successful, so she needs to communicate with the adjunct faculty as they were probably uninformed of the fire drill rules. Jim Howen asked for clarification, when an instructor clears a class shouldn't they count their students verifying that those that were in the class are all outside at the evacuation assembly point during the drill? Becky Crow said we do not do that in the college/adult setting like they do in High School/Elementary as it's almost impossible. Some students in college will just leave the campus or go elsewhere.

Jim Howen shared concern with cars coming off Carpenter Road onto Collegiate way, then turning left onto Brink and finally an immediate left into the college. The problem is that students turn left (northbound) onto Brink, but do so in the *southbound* lane before turning left into West Campus. Tim Nesmith explained that is a county or city road; therefore, we cannot paint stripes or change things with the road. Conversation was held on possibly adding yellow lines and ceramic bumps (lane markers) to Brink Avenue. Tim Nesmith said he will call the appropriate agency to inquire.

Jim Howen shared concern that he has found Sierra Hall unlocked on weekends with no cars in the parking lot. Dave Keener explained that the toggle fobs are for instructors only and if you use a toggle you have to lock the door back up. If you use the toggle fob to go in one door and exit another door, the first door will remain unlocked. He said the custodian on Saturdays will open the door if there are going to be classes on a Saturday. It's likely that it was opened with a toggle fob or the alarm would have gone off and/or sometimes classes are cancelled and Facilities is not notified to leave the building locked. Becky Crow suggested that faculty speak to their deans about this and see if it's happening with other instructors as well. Performing an audit trail should help. Bill Kaiser will announce the issue in Deans' Cabinet. Becky Crow asked that anyone concerned with finding a building unlocked to notify Campus Safety ASAP, as they can't do anything to remedy the situation if they're uninformed.

4. **Other** – Brenda Thames informed John Zamora and Council members that a list would be forthcoming of unfunded projects that we will have as a first read in October and then take action to prioritize at the November meeting. Projects are primarily infrastructure and other non-instructional upgrades we need to address with Measure E funds.

Jim Howen said now that Electronics classes have moved to Sierra Hall, he has concerns that there are several large men in Sierra Hall classes trying to fit into these little desks better suited for small females. He suggested some large desks be moved in there. Sherri Suarez directed him to contact Susan Kincade, as all instructional related furniture is handled through her office.

Jeff Swank needs to meet with John Zamora regarding the hi-tech needs of North Hall and he shared that Science Community Center remains a challenge. GVM is nearing completion.

Sherri Suarez asked for a status report regarding secondary effects of facility space and if the Secondary Effects workgroup will meet again? She said that according to our previous charge when assigning vacant facilities everything is supposed to go through program review and brought to the committee for recommendations to fill vacant spaces and she is concerned that changes will be made regarding vacant spaces, etc., without going through proper procedures. Brenda Thames will inquire on second effects and report back.

Melissa Beach will work with Erik Klevmyr for rescheduling all West Campus meetings to a Fire Science classroom.

5. **Agenda Development** – John Zamora asked Facilities Council members if they would like to add any other agenda items for the next meeting. We will add Technology Services for Jeff Swank to report on and Space/Scheduling reporting for Sherri Suarez. John Zamora suggested we add a spot for public comments as well and he will meet with Melissa Beach on the minutes.
6. **NEXT MEETING: October 21, 2012, 2:00pm – 4:00pm, MJC East, Staff Dining Room**
MEETING ADJOURNED: 3:25pm, Reported by Melissa Beach