

MODESTO JUNIOR COLLEGE

CAMPUS DEVELOPMENT ADVISORY COMMITTEE

March 18, 2011

2:00 p.m. – 3:00 p.m.

Morris B

AGENDA

Facilitator: Carmen Fernandez & Doug Smith

Recorder: Melissa Beach

ACTION ITEMS

1. Additions/Revisions to the Agenda – *Committee*
2. Approval of Meeting Minutes – January 21, 2011 & February 25, 2011

DISCUSSION ITEMS

3. CDAC Procedures Form – Final Approval
4. Updates
 - a. ADA Issues *Nancee*
 - b. Facilities Update *Dave*
 - c. Facilities Planning *Tim*
 - d. Scheduled Maintenance Projects *Tim*
 - e. Recycling *Doug*
 - f. Risk Management *Dorothy*
 - g. Campus Safety *Becky*
 - h. Next Meeting – April 15, 2011, 2:00pm-3:00pm, Morris Conf. Room B

★ Attachments

Revised: 3/15/2011 3:00 PM

MODESTO JUNIOR COLLEGE
Campus Development Advisory Committee
Meeting Summary
Friday, February 25, 2011
2:00pm - Morris B

Present:

Melissa Beach, CDAC Recorder
Donna Blagg, CSEA Member
Nancee Carrillo, Campus ADA Coordinator, ex officio
Becky Crow, Director of Campus Safety, ex officio
Carmen Fernandez, Chair, VP of College Administrative Services
Dorothy Pimentel, Risk Management Specialist, ex officio
Doug Smith, Co-Chair, Academic Senate Member
Gabrielle Steiner, East Campus Academic Senate Member

Absent:

Dave Keener, Campus Operations Manager, ex officio
Tim Nesmith, Director of Facilities Planning & Operations, ex officio
Charles Palmer, ASMJC Member
Sherri Suarez, Campus Facilities & Events Coordinator
Vacancy, Academic Senate Faculty Member
Vacancy, West Campus Academic Senate Faculty Member

ACTION ITEMS:

1. ADDITIONS/REVISIONS TO AGENDA – No action.

2. APPROVAL OF 1/21/11 MINUTES – Minutes will be carried over to next meeting for approval, as not enough members present to make a quorum.

Open Discussion: Members questioned if our current CDAC Charge and Membership should be reviewed and revised as attendance has been low especially in the areas of voting members. The current membership balance has more faculty voting, however, we are down 2 faculty members. Melissa Beach will contact Academic Senate again and copy Doug Smith requesting the need for 2 faculty replacements. Members present questioned possibly amending our bylaws. It was determined we need 5 people to make a quorum in this meeting. Melissa B. will send out the CDAC membership and charge to committee members.

Further discussion was held about possibly changing the dates/times of meetings.

DISCUSSION ITEMS:

3. CDAC PROCEDURES FORM – Members present looked over the CDAC procedures form and made minor suggested corrections. Melissa B. will revise the document and send via email for committee approval before making it a fillable form to be placed on the CDAC webpage.

Unofficial meeting ended at about 3pm.

Next Meeting – Friday, March 18, 2011, 2:00-3:00pm, Morris Conference Room B



Modesto Junior College

Campus Development Advisory Committee Project Procedures

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.

Directions: The following project proposal procedures are to be followed prior to any activities or change to the physical plant or grounds of the college. Complete this document, print, obtain approvals and signatures, and submit it with any necessary attachments to the Campus Development Advisory Committee, via College Administrative Services office, Morris Room 211, ext. 6742. The Advisory committee will review all proposals and forward their recommendation to the college President and College Council.

Requested by: _____ Requested Date: _____

Written Project Summary Description (include a thorough description of the project. Attach additional information if needed.): _____

Approving Unit Manager: _____

Who will typically use the facility: (check all that apply) Staff Students Community Members

Check all that apply: Drawings Attached Photographs Attached More Detailed Project Description Attached
(Conceptual drawings or narrative addressing the structure's interior, exterior and location, as well as any special considerations relating to utilities (ex: electrical, plumbing, heating/cooling), disabled person access or security.)

As a precautionary measure, the proposal writer will consult with the District Office of Facilities/Operations in preparing conceptual drawings or narrative.

Preliminary Review by Facilities/Operations: Name _____ Date _____

Will programs and/or staff be affected by the project (including the results of preliminary consultation with those affected)?

Yes No If yes, please explain: _____

Approximate Project Cost: \$ _____

Source of Funding (including anticipated donors of cash and/or in-kind contributions. It is important that this information be provided and discussed with the College President prior to any contact/solicitation being made. Solicitations to all individuals or organizations, within or outside the community, must be made with full knowledge of the context of other recent, current or planned solicitations):

Project presentation to Campus Development Advisory Committee date: _____

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Approval Signatures & Dates:	
CDAC Chair: _____	Facilities Operations _____
College Council: _____	Project Final Approval (MJC President): _____