

Modesto Junior College
Facilities Council Meeting
 Meeting Summary
October 21, 2013
2:00pm-4:00pm
MJC East Staff Dining Room

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
Margo Guzman	Director of Technology
Susan Kincade	Chair, Vice President of College & Administrative Services
Brian Sinclair	Academic Senate Faculty Co-Chair

Guest

Name	
Brian Greene	Library
Matt Kennedy	Kitchell
Karolyn Moses	ASMJC

MEETING BEGINS: 2:11pm

1. **Welcome & Introductions** – Facilities Council members introduced themselves and their representation on the Council. Susan Kincade introduced herself and shared that she was substitute chairing today’s meeting. She also shared her background experience with facilities work, projects, planning and construction at her previous College.

ACTION ITEM

2. **9/16/13 Facilities Council Minutes** – Susan Kincade stressed the importance of approving and posting precise meeting minutes. She asked that everyone review them carefully as to accurately reflect conversations and information that was had. This is crucial for accreditation. Suggested corrections included: adding Brian Sinclair as Guest; removing Chrystal Whitely from membership; marking Kathy Rau as Present; changing “softball” to “baseball” field; and adding “netting” to backstop. Change “Science Outdoor Education & GVM Storage” to “GVM

Storage” on Measure E Projects List. Sherri Suarez made motion to approve the 9/16/13 Facilities Council meeting minutes. Tara Luihn seconded. Motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

3. **MJC East & West Bike Routes** – Brian Greene shared his interest in improving bike routes between East and West Campuses. Becky Crow gave him a contact at the City. There are a few different ideas of routes and though all have their drawbacks, those could be improved quite easily. He met back with Becky Crow again and shared the feedback on route ideas he had received which were provided in our handouts. The first option would turn one 9th Street lane into a dedicated bike path. The drawback is up at the Briggsmore overpass where there aren't really any options. The second option shows routes for Woodland Avenue, with the drawback being the overpass as there is no room for a bike path on the overpass. A possible solution is for the bike path to continue on Woodland to Rosemore. A third option is using the existing dirt road next to the railroad tracks if we could get approval from the City to pave it and this would solve many problems as there is no overpass. One member liked the first option with finishing up what the College already has with continuing the path on Brink to Culpepper. The City responded to Brian Greene with a map and they are working on the bike path situation. He initially met with our student senate regarding covered bike racks and shared the bike route information. He will next be sharing at the Health & Safety Committee meeting. Susan Kincade asked members if they would be willing to work as a subcommittee with Brian Greene and come back to Facilities Council with a recommendation. Dorothy Pimentel, Erik Klevmyr and Francisco Banuelos volunteered to work with Brian Greene as the subcommittee on bike routes.
4. **Covered Bike Racks** – Tara Luihn said after looking around the Campuses there are no bike racks that are completely covered to protect from rain, etc. She feels with the new bike routes it will increase the bikes on Campus. The Operations Committee met and brainstormed ideas. Becky Crow said a couple bike racks are somewhat covered by an overhang which at first appeared like a great space but was not good security-wise. She stressed the importance when looking at areas for possible bike rack placement to consider the security component. We need to educate how to get bikes registered and to use a solid U lock to lock the bike, etc. Melissa Beach said Dave Keener and Tim Nesmith from Facilities are both absent and probably could have answered these questions had one of them been here and offered to contact them. Tara Luihn will email Melissa Beach different ideas of bike rack placement and Melissa will email these questions to Dave Keener and ask him to identify current bike racks on maps for Facilities Council.
5. **Measure E Unfunded Projects** – Susan Kincade stated Facilities Council members need to talk about unfunded MJC projects and prioritize the list. A handout of Unfunded MJC Projects with approximate costs was provided. She said there are four broad categories for the unfunded projects: unfinished projects; safety issues, secondary effects, and exterior paints; adding that the exterior paints is a Board priority. Matt Kennedy said the dollar amounts next to the projects give an idea on the magnitude of the project and he provided background on each unfunded project.

Ag Storage Building-Ag has requested a storage unit to be placed next to the Ag Pavilion. Soil investigations were performed and the site was cleared. The storage is mainly for large Ag equipment (tractors, trucks, etc.) The project will be approximately \$1.2 million. This would be a very large building and is modeled after the new Shipping & Receiving building.

Campus Painting-Two rough estimates have been put together for East and West painting. Mostly the older buildings would be painted which would tie them together with the newer buildings. It would be all exterior painting and would pull the Campuses together.

East Campus Roads & Pathways-They performed an assessment of all pedestrian pathways and roads on East Campus and brought in an engineer to look for the worst areas. South Drive is in structural failure and would be a major project and some areas by athletics and the fields have resurfacing and lots of sidewalk needs. Dorothy Pimentel stated we have already had a couple claims regarding sidewalks on East Campus.

EI Capitan – Bldg. 6000 Move-We have two buildings that were built in the 1940's that need to be demolished. The old Shipping & Receiving building and Bldg. 6000. With this project, the groups need to be moved out of Bldg. 6000. Angie Vizcarra shared that they have been held off and history hasn't been brought forward on all the plans regarding MICL, Heavy Arts & Crafts, Jewelry & Metalcraft, Lapidary, etc. She would like to share options the department has researched which might offer a cost savings. Discussion was held on which programs would

move. Angie Vizcarra said Community Ed's proposal was to move Jewelry & Metal Craft into the old kitchen area of El Capitan which would keep those programs away from everything else. They would put up a sound wall where the restrooms are and move MICL to more of a classroom setting. More discussion was held on possible locations. Susan Kincade commended Angie Vizcarra for bringing up a good point regarding 'process' and asked Facilities Council members to exercise that process and take this item back to their constituents as this needs to be prioritized. Facilities members would need to be here for this discussion as well and to identify any safety issues. The MICL group's class schedule is active Monday through Friday all semester from 8:00am – 3:30pm and Summer too. Becky Crow asked for usage from a parking standpoint with walking distances and mobility as MICL is our Older Adults program. She said El Capitan has mostly unpaved parking, so she asked that Campus Safety be informed of any plans for MICL every step of the way.

Morris Building 1st Floor Remodel-This is a result of secondary effects. At one point Morris 1st floor was vacated, then served as swing space for the Library remodel, and soon will be empty again. The space is not slated for anyone yet and it's going to take money to remodel. There are many requests for this space. Karolyn Moses, ASMJC, said she is planning on putting a game room for students somewhere on Campus and she is interested in 1st floor Morris. She would like to see a lounge area, game tables, pool table, and a TV with movie rentals available.

Parking on East Campus (Old GVM Site)-This is a result of secondary effects. The GVM is under construction on West Campus and the East Campus GVM is vacant and was intended for parking to be installed. There is no known designation on whether it would be student or staff parking.

Science Outdoor Education-This is a West Campus project that would have contained a pond, arboretum, trees, a representation of an eco-system from the mountains to valley, and a greenhouse. The project now is only the designed outdoor storage area which is moving forward.

West Campus Roads-Matt Kennedy provided a handout of YCCD/West Campus and said one of the problems with West Campus is its circulation, which is bigger than the parking problem. *(See attached map)* Planned projects at district is demolishing some district buildings and turning those areas into parking. 1: This makes another entrance to Campus. 2A: Needs a little adjustment of entry road to make it work. 2B: With the signalization of Blue Gum and Pritchard and the alignment of road adjustment we can put a lot of cars onto the Campus. In our present situation, due to poor circulation, they come onto Campus a lot faster than they are able to exit. 3: Adjacent to Second Street; trying to make an internal loop. 4: Creating an 'S' turn to make the transition smooth. 5: Connecting Yosemite Hall parking to the East open area. 6: Changes the entry location along Brink Avenue to eliminate the three-way intersection. The new entry point will allow for a 90 degree intersection with Brink Avenue. Becky Crow asked if this area can be a 3-way stop.

Matt Kennedy stated we want to get the whole list completed. Conversation was held regarding how much funding we presently have toward these unfunded projects, which are most important, how to tackle making the decision, etc. Susan Kincade said areas used to spend every bit of their allotted amount on their Measure E projects. Presently the method they are using is 'if it works, don't replace it,' as with the Library and North Hall projects. If there are items they can still use they are keeping them. Dale Phillips suggested making a prioritization list with rationale and reasons. Facilities Council members were asked to take the Unfunded Projects list back to their groups to prioritize and for members to bring those prioritized lists back to our next meeting. Becky Crow asked what the process was to get these unfunded projects on this list and are they included in our facilities master plan. Susan Kincade said YCCD and MJC are doing their facilities master plans and pulling from their program reviews. Bill Kaiser said some projects are so different like building a greenhouse or fixing a road, which is a safety issue and we need to address safety issues first.

UPDATES

Measure E Project Updates *(See attached project update list to include all projects: active and closed out)*

- Parking Structure/Parking Lot-Can start closing this project out with a possible cost savings.
- Art Patio-Has been approved by DSA and will begin construction May 5. This is an ADA issue and completion will take approximately 2 months. Access to classes will be maintained regardless of noise and/or dust.
- GVM Storage-The exhibits are being installed presently with the approved structural support and completion scheduled for March/April.

- Library-12/16/13 is the scheduled move-in date for Library staff and faculty. They are still installing furniture and the December move date will get everything up and running and ready for the new semester in January 2014.
- Career Transfer-Located in the Student Center and is currently in operation.
- North Hall project-Under construction, in the demolition phase with July 2015 projected completion date.
- Patterson Educational Site-Jill Stearns, Brenda Thames and Susan Kincade met with Scott Kuykendall on their Patterson building and we are going to partner with SCOE. They have a lot of space and few students.
- Turlock Site-Presently the property is in escrow.

ADA Issues – Francisco Banuelos reported that automatic doors have been installed in the new Student Services building. The front door of the DSPS program did not have an automatic door originally and they received many complaints. They now have the automatic door with a remote control at the front desk.

Facilities Update – Same report as Measure E Project Updates.

Facilities Planning – No report at this time.

Scheduled Maintenance Projects – Poultry roof and HVAC upgrade this coming summer. Art Patio replacement this summer.

Risk Management – Risk Management – Dorothy Pimentel reported we are moving forward on the pool safety plan and ASCIP, our insurance administrators, will be contracting with an ADA consulting firm.

Campus Safety / Parking & Traffic Issues / MJC Health & Safety Sub-Committee – Becky Crow stated the Health & Safety committee last met on 10/11/13 and discussed motorcycle trainings, road patches, the big tree that fell on the sidewalk and concerns on that. In fact, they are holding a special meeting regarding trees in general. They addressed vehicles driving on sidewalks which was a lengthy discussion and requested clarification on who can and cannot drive on sidewalks, what the speed limit would be, etc. They discussed a smoking ban on Campus and Tara Luhn will take that issue back to student senate. Conversation was held that Board Policy does not address chewing tobacco on Campus.

Susan Kincade asked if there is a list of safety trainings required by category (ex: executives take these specific trainings, staff take these trainings, etc.) and Becky Crow said that list is currently in the works.

Technology Services – Margo Guzman said nothing to report at this time and asked if there were any technology requests.

Other - Sherri Suarez asked Matt Kennedy when the project start date on the new Central Services building was and he said approximately one year out. She wanted confirmation for events held on West Campus and the last date they can still use that lawn area in 2014.

6. **NEXT MEETING:** November 28, 2013, 2:00pm – 4:00pm, MJC West, Fire Training Center Rm. 108

MEETING ADJOURNED: 3:55pm

Reported by Melissa Beach