

Modesto Junior College
Facilities Council Meeting
 Meeting Summary
June 17, 2013
2:30pm-4:30pm
Founders Hall 134

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.
- Review and interpret research data related to facilities development and space utilization.
- 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.

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

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, therefore 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