

MODESTO JUNIOR COLLEGE

CAMPUS DEVELOPMENT ADVISORY COMMITTEE

December 16, 2011

1:00 p.m. – 2:00 p.m.

Morris B

AGENDA

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.

Facilitator: Michael Guerra & Doug Smith

Recorder: Melissa Beach

ACTION ITEMS

1. Additions/Revisions to the Agenda – *Committee*
2. Approval of Meeting Minutes – October 21, 2011

DISCUSSION ITEMS

2. No Smoking on Campus *Committee*
3. Updates
 - a. ADA Issues *Francisco*
 - b. Facilities Update *Dave*
 - c. Facilities Planning *Tim*
 - d. Scheduled Maintenance Projects *Tim*
 - e. Recycling *Doug*
 - f. Risk Management *Dorothy*
 - g. Campus Safety *Becky*

★ Attachments

Modesto Junior College
Campus Development Advisory Committee
Meeting Summary
December 16, 2011
1:00pm-2:00pm
Morris B

Present: Donna Blagg, Dale Pollard, Doug Smith, Gabrielle Steiner, Sherri Suarez
Guests: Doug and Laura Dyrssen representing ASMJC
Absent: Melissa Beach, Tanner Blazeby, Becky Crow, Michael Guerra, Dave Keener, Tim Nesmith, Dorothy Pimentel

Introductions: The committee welcomed Doug and Laura Dyrssen representing ASMJC, and committee members introduced themselves around the table.

ACTION ITEMS:

1. APPROVAL OF 10/21/11 MINUTES – It was moved by Dale Pollard and seconded by Gabrielle Steiner that the minutes of the 10/21/11 meeting be approved as written.

2. ADDITIONS/REVISIONS TO AGENDA – Additions to the agenda were a proposal from ASMJC for more seating on campus and a proposal from Dale Pollard for a tree planting.

DISCUSSION ITEMS

1. **NO SMOKING ON CAMPUS** – College Council has proposed that we make MJC a No-Smoking campus. Handouts were provided showing Santa Rosa Junior College's policy. Doug Dyrssen felt that it would be too drastic to change from a policy of very little restriction/enforcement to a complete ban including fines for violation. He also mentioned that there is not enough signage designating 'no smoking areas,' so students are not aware. There are only designated smoking areas on MJC East in Pirates Village. Doug Smith mentioned there is an area near Ansel Adams on West Campus. Doug D. stated there is no signage identifying it as a designated smoking area. Current signs are very old and faded. Sherri asked with allowing smoking only in designated smoking areas. Doug D. stated they do not favor the smoke-free campus but would be OK with smoking only in designated smoking areas. Doug S. suggested this group should look into this possibility and check with Becky Crow regarding enforcement issues. Sherri will look at old notes from this committee from past discussions. Doug S. suggests we could identify a couple of places on each campus as designated smoking areas. Dale mentioned the need to post signs that can be read and the need to provide cigarette receptacles. We should ask about this and the maintenance of the areas. Sherri mentioned that it would be a waste of money to replace current signs if the policy is going to be changed. New signs should probably wait until the new policy has been decided upon.

After much discussion, Doug S. recommends we look at the feasibility of a ban, consider designated smoking areas, and set a date for making an official recommendation on a policy change. We would stay with the current policy until then. Things that need to be looked into include checking with Becky Crow regarding whether or not enforcement of a complete ban would be possible. Sherri mentioned that if cigarette receptacles are put in place, it will, in effect, create smoking areas, so we need to be careful where we have them placed. Doug S. recommends that we go ahead with receptacles but not new signs yet. Maybe we could have four locations on each campus where the receptacles could be placed, in consultation with maintenance. We will get input from Becky regarding enforcement of a ban and possible penalties. After checking with Becky, we should bring the following options back to College Council: 1) Can we ban smoking completely or 2) Offer a few designated smoking areas with some kind of shelter, or 3) Be safe and responsible with enforcement of current policy by providing receptacles and signs.

2. **UPDATES -**
 - a. ADA issues – no report
 - b. Facilities update – no report, however members present questioned when the parking lot would be opened.
 - c. Facilities Planning – no report – There will be ribbon cuttings for Ag and Glacier Hall on January 4, 2012.
 - d. Scheduled Maintenance – no report
 - e. Recycling – Doug S. says we are moving ahead, E-waste collection was successful, we are getting more containers.
 - f. Risk Management – no report
 - g. Campus Safety – no report. Dale mentioned there is an issue for trucks maneuvering in the parking lot near the new Ag Pavilion.

3. **PROPOSAL FOR MORE SEATING** – Laura Dyrssen brought the proposal for more seating in the Quad and also in other areas where there is already seating. Concerns were expressed about putting more concrete areas in the quad, and we would like to preserve the grass. Donna Blagg mentioned the possibility of installing benches lining the current sidewalks as has been done in the Plaza project on West Campus. The students feel there is a need for more seating; either benches and/or picnic tables. ASMJC would be willing to purchase them but need approval to have them placed. Dale mentioned there is a nice seating area near the library that is not utilized much. There was discussion regarding why it is not used more. Maybe we could make it more accessible with a transition picnic area on the outside edge. Laura will take these ideas back to the students.

4. **TREE PLANTING** - Dale brought a proposal on behalf of Nancy Holmes to plant a Cherry Blossom tree to represent San Francisco's sister city in Japan. The Japanese Consulate is donating the tree. We need to research appropriate locations for the tree, perhaps near one of the new buildings. It should be a location that honors the donation; perhaps we could make a nice meditation area around it.

5. **MEETING LOCATIONS** - Doug S. proposed that we alternate meeting on West campus every other meeting and meet on West next time. Alternating may require more reminders so that we all go to the right location. The time could stay the same. Sherri will check the schedule and find a location and send the information to Melissa.

Laura D. will attend the next meeting to bring a proposal to redesign the Fireside Lounge between May 1 and August 30. Sherri stressed the need to let her know due to scheduling issues.

Doug S. will be taking leave during spring semester but will continue to participate in this committee.

Next Meeting – January 20, 2012, 1:00pm – 2:00pm, Morris Conf. Room B

Respectfully submitted,

Donna Blagg

Donna Blagg

CDAC Past Minutes Regarding Smoking Policy at MJC
January 20, 2012 Meeting

November 15, 2002

3.4 – Smoking Huts – Derek Waring shared the three proposed areas for designated smoking: 1) east end of North hall, 2) parking lot, 3) northeast area of South hall. CDC members shared concern with loitering, vandalism, etc., if the designated smoking area is moved to the parking lot and Alfie Johnson stated he did not foresee that these problems would occur, speaking from experience, security-wise. He suggested the circular area, under the trees that presently has concrete seating located at the northeast corner of South Hall. This area is more than 20 feet from the building even farther from any entrances. Derek Waring stressed the importance for a covered area due to winter elements. Dave Ashleigh stressed that designated areas need to be present on both campuses. Doug Smith suggested that Student Services research and bring back proposed sites to the next CDC meeting. Derek Waring suggested CDC gather input from faculty and students. CDC members agreed to contact Jeff Swank (CSEA President), Terry Lyle (Academic Senate President), Wilma McLeod (Vice President, Student Services) and Wendy Byrd (Director of Student Development) to obtain their input on designated smoking areas, as well as acceptable structures. CDC members agreed to place the smoking Hut item on hold until feedback from above-mentioned groups is obtained (Emilio Vaca/Alfie Johnson).

January 29, 2003 Meeting

3.1 – Smoking Huts – Derek Waring stated there is no new information at this time, as Student Services, Academic Senate and ASMJC need to identify the designated areas before moving forward on the smoking huts. Bill Scroggins stated the huts have been placed on hold due to the lack of funding, however, he suggested a small task committee work on this to bring back proposed designated smoking areas. The task committee consisting of: Emilio Vaca, Terry Lyle, Bill Scroggins and Derek Waring. Dave Ashleigh suggested, from the health aspect that no smoking huts be placed due to the high risk of second hand smoke, which is worse than first-hand, adding that the entire Physical & health Education department is against any smoking huts on Campus. Bill Scroggins asked that the task committee named above bring designated smoking areas back to the next CDC meeting, adding that the recommendation for “No Smoking Huts” may be brought back as well, if that were the choice.

March 1, 2003 Meeting

3.4 Designated Smoking Areas—CDC members agreed that instead of placing “No smoking” signage on buildings that signs should be posted in parking lots only stating “Non-smoking Campus—Parking Lots Only.” Richard Nimphius questioned if a person stood on the sidewalk smoking, as the ashtray cans are on the sidewalk, would that be a violation and should the cans be moved to the parking lots. CDC members discussed the importance of enforcement, how that would take place and what the violation would be. Derek Waring suggested the item be brought back to next CDC meeting, addressing enforcement, when Willie McDaniel is present. Sherri Suarez suggested changing the signs to read “Smoking Allowed--All Exterior Parking Lots Only” to prevent smoking from occurring on North and South Drive as well as the bus turn-around area by Child Development. CDC members were all in agreement.

April 2, 2003 Meeting

Unfinished Business

3.1 Designated Smoking Area/Enforcement – Jim Williams reported that serious consideration has been given to designating MJC as a non-smoking campus, with permitting smoking in parking lots only. He stressed the need for policy, rules and enforcement questioning how patrolling would take place. Willie McDaniel, Director of Campus Safety, stated that designating the Campus as a “Non-smoking Campus”, yet allowing smoking in the parking lots would be contradicting. He added that many hours of duty would revolve around citing, creating tickets/graduated tickets, determining degrees of punishment for subsequent offenses, etc. He stated that in such offenses MJC is unable to hold student records as a means of punishment as it is virtually impossible to enforce with faculty and staff. Willie McDaniel stated that he feels everyone is following the current posted signage (the 20-foot rule), with little or no enforcement. Emilio Vaca stated that he met with Bill Scroggins regarding the ‘No Smoking’ policy and the outcome of that co-committee was to make MJC a non-smoking campus where tickets are given to those in

violation, enforced by the city. Jim Williams stated the topic needs to be addressed by the entire Campus—speakers for Classified and Academic staff, College Council, YFA, CSEA, etc. Terry Lyle suggested an article be placed in the Pirates Log discussing the issue. Emilio Vaca questioned with ASMJC elections coming up if this topic could be added to the ballot. Doug Smith made recommendation that all parking lots be designated as the only smoking areas, excluding North Drive, South Drive and the bus turn-around by Child Development and that this issue be presented to the President, College Council, Student government, CSEA, and YFA and review the feedback received from all. Emilio Vaca suggested that a choice of designated areas be given—not just the parking lots. Willie McDaniel questioned procedure for this item and how it fits into the Campus Development Committee's Charge tracking sheet and Richard Nimphius explained that the 'tracking sheet' is for structural issues only—not for policy implementation. Emilio Vaca voiced concern regarding the numerous times this same issue has been brought to CDC but has never been resolved. CDC members recommend that designated smoking areas be all parking lots, excluding North Drive, South Drive and the bus turn-around in front of Child Development, and to forward this recommendation to College Council, ASMJC, CSEA and YFA. (Doug Smith/Bobbie Kline)

April 18, 2003 Meeting

3.2 Designated Smoking Area/Enforcement - Jim Williams, referring to last month's minutes regarding the possibility of MJC being designated a non-smoking campus, announced the topic will go to the April 28 College Council meeting.

December 19, 2003 Meeting

6.1 Designated Smoking Area/Board Policy – Derek Waring questioned CDC members on the decision toward a "Smoking Area" or making MJC a "non-smoking campus", as the issue remains unresolved. He stated that policy could not move forward without procedures and signage in place. Bill Scroggins disagreed, stating that MJC would be considered a "non-smoking" Campus since there are no designated smoking area signs. CDC members, by consensus, are in agreement with the current policy on smoking. It is the committee's intention to not designate smoking area(s) at this time and to possibly reinforce a 'non-smoking campus'.

January 23, 2004 Meeting

5.1 Designated Smoking Area—Derek Waring stated he took the last CDC recommendation regarding Smoking Policy to Dr. McLeod and the recommendation will be incorporated into the Board policy. Willie McDaniel gave an update stating that MJC is in standard compliance with the 20-foot ruling regarding smoking.



7-21-10

POSSIBLE SMOKING BAN IN PIRATES VILLAGE

Smoking bans have been enacted in the United States with various levels of restriction since 1990. The California legislature in 1994 found and declared that “regulation of smoking in the workplace is a matter of statewide interest and concern.” The Smoking Law passed in 1994 went into full effect in 1998. This law pertains to smoking in enclosed places of employment. Effective January 1, 2004, California bill AB846 “bans smoking within 20 feet of the entrance or operable window of a public building (‘public building’ means a building owned and occupied, or leased and occupied, by the state, a county, a city, a city and county, or a California Community College district.)” Additionally, there were amendments to the law in January 2008, and among them is a statement that says, “Local jurisdictions may regulate smoking more strictly than the state.”

Pirates Village is very dense with buildings. There are few places where smoking would be allowed outside under current rules because of the prohibition of “20 feet of the entrance or operable window”. There is some open space behind the Journalism Building and along the side of Electronics. This area could be set up as a designated smoking area, but if the rain cover is installed there, it may be an irritant to allow smoking there.

Below are some local jurisdictions in California that have regulated smoking more strictly than the state:

- Berkeley (March 2008): banned all commercially zoned sidewalks and within 20 feet of a bus stop.
- Beverly Hills (Oct 2007): banned in all outdoor dining areas
- Burbank (April 2007): banned in most public places including Downtown Burbank, outdoor dining & shopping areas, parks, service lines.
- Calabasas (2006): banned in all indoor and outdoor public places with a few scattered exceptions. Believed to be the strictest ban in the U.S.
- El Cajon (August 2007) : banned on city streets, in outdoor patios in restaurants and outside the local shopping mall.
- Escondido (2005): Increased the distance to 80 from the entrance to buildings.
- Glendale (Oct 2008): banned smoking in and on all city property except streets and sidewalks; enclosed and non-enclosed public places.
- Loma Linda (July 2008): banned on all sidewalks, streets, common areas in shopping centers, bus stops, parks, restaurant patios
- Los Angeles (2007): banned in all city parks and 77 of the 80 miles of beaches
- San Diego (July 2006): banned at all City of San Diego beaches and parks

Smoking Ban in Pirates Village (cont.)

- San Jose (Oct 2007): banned in all city parks
- San Luis Obispo (August 1990): Banned in city parks and outdoor recreational facilities
- Santa Monica (2006): banned on local beaches

Below are a few fast facts on the dangers of second hand smoke:

- The U.S. Surgeon General says there is no safe level of exposure to secondhand smoke. Secondhand smoke exposure is toxic and causes cancer, heart disease, adult and childhood asthma and sudden infant death syndrome.
- In 2006, the California Air Resources Board classified secondhand smoke as a "Toxic Air Contaminant" in the same category as asbestos, cyanide, arsenic, and car exhaust which can lead to serious illness and death.
- Scientific studies show that in multi-unit housing such as apartments and condominium, secondhand smoke seeps into and out of open windows and doors, shared ventilation systems, ceiling crawl spaces and gaps around electrical wiring, light fixtures, plumbing, ductwork and even baseboards.
- Stanford University researchers studied how smoking affects air quality at places like sidewalk cafes and park benches. The researchers found that a nonsmoker sitting a few feet downwind from a smoldering cigarette is likely to be exposed to substantial levels of contaminated air.
- Since 2003, a statewide ban has prohibited smoking of tobacco products and disposing of tobacco-related waste within 25 feet of a playground or tot lot sandbox.

As of January 1998, the Occupational Safety and Health Standards Board has indicated that employers should reduce the permissible employee exposure level to environmental tobacco smoke to a level that will prevent anything other than "insignificantly harmful effects to exposed employees." Because of the intensity of the space in Pirates Village, permitting smoking in this area may be inadvisable. Such a prohibition would mean that a portion of the East Campus would be nonsmoking.

YCCD is a political entity in the State of California. We are a special district and are the equivalent of local government or a local jurisdiction. The Smoking Law allows for local jurisdictions to regulate smoking more strictly than the state law, and clearly there is precedent in smoking being banned in outdoor places (see above).

It does not seem unreasonable to prohibit smoking in Pirates Village in the interest of public health.

Because we have employees working outside around the Pirates Village buildings, I believe that this would be a change in working conditions and the unions have the right to bargain the effects.

It is my understanding that the President can make the call regarding the smoking ban, but I would imagine that he would want to run it through some shared governance before making that call. This can be very contentious, but since we are not talking all of MJC, it may be more doable.

Prepared by Becky Crow



SRJC Enforces No-Smoking Ordinance on Campuses and Sites

At the opening of the fall semester starting August 17, 2009, the Santa Rosa Junior College District Police will begin issuing citations to enforce the City of Santa Rosa's no-smoking ordinance on and near the Santa Rosa Campus and SRJC's Southwest Center.

Smoking is prohibited not only *on* the college's property, but also *within 20 feet* of all Sonoma County Junior College District property. This means that smoking is also prohibited on the sidewalks and a portion of the city streets adjacent to college property.

City fines for smoking ordinance violations are up to \$100 for the first offense, \$250 for the second offense, and \$500 for each subsequent offense.

SRJC is currently working with Sonoma County and the cities of Windsor and Petaluma to extend the same enforcement on and near *all* college sites.

Background of SRJC's Smoke-free Policy

In January 1989, the Board of Trustees of the Sonoma County Junior College District adopted a smoke-free environment policy to promote a safe and healthy atmosphere for students, faculty, staff, and visitors to its campuses, centers, and multiple sites. This policy was revised in April 2005 to clearly state that tobacco use is prohibited both indoors and outdoors on district-controlled property.

Despite this policy and clearly worded signage across SRJC sites, smoking has not only continued, but it has become increasingly worse. In response, the District's Associated Students initiated a move toward stronger policy enforcement, specifically the ability of District Police to issue citations to policy violators. It was determined that the best way for SRJC to issue citations is through the enforcement of state, county, and city laws and ordinances.

The District has entered into an agreement with the City of Santa Rosa that specifically grants SRJC's District Police the authority to enforce the city's non-smoking ordinances on or near District property, and with that agreement, SRJC's District's Police now has the legal authority to issue city citations to violators of the college's smoke-free policy, both on and within 20 feet of District property in Santa Rosa.

At SRJC's Board of Trustees meeting on July 14, 2009, Board Procedure 6.8.6P was revised - Smoke-Free Environmental Procedural Guidelines - to include the following language: "...the Sonoma County Junior College District Police shall enforce all state, county, and city ordinances that prohibit smoking on or near District Property."



6.8.6P

SMOKE-FREE ENVIRONMENT PROCEDURAL GUIDELINES

REVIEWED: March 8, 2005

ADOPTED: APRIL 12, 2005

REVISED: JULY 14, 2009

GOVERNMENT CODE: 7597

ED CODE: 76031; 76033(e); 7233

In accordance with the Sonoma County Junior College District Smoke-Free Campus Environment Policy, the following procedures are implemented:

1. Tobacco use including smoking is prohibited on all property and in all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by the District.
 - a. Notification of the Smoke-Free Environment shall be published on a continual basis in the College Catalog and Class Schedules.
 - b. "Welcome to Santa Rosa Junior College: We Are a Smoke-Free Campus" signs will be posted at major campus entrances.
 - c. "No Smoking" signs may be posted at building entrances, breezeways, air intake systems, etc., as needed.
 - d. No cigarette urns will be placed on District property
2. Tobacco use is prohibited in all District-owned vehicles including vans, automobiles, and all types of delivery, maintenance, and service vehicles.
3. The District will support and assist efforts to stop smoking by providing literature, referrals to community cessation programs and by sponsoring periodic campus smoking cessation campaigns.
4. Tobacco products will not be sold on District property.

Implementation of the Smoke-Free Campus Environment Policy will be the shared responsibility of every student, faculty member, staff person and visitor; additionally, the Sonoma County Junior College District Police shall enforce all state, county and city ordinances that prohibit smoking on or near District property.



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Rules & Regulations

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Santa Rosa Junior College is committed to an environment in which all employees and students are treated with respect and dignity. In addition, a significant aspect of our mission is to promote and maintain a learning community that is safe, lawful and responsive to individual rights.

SRJC Enforces No Smoking Ordinance

With the opening of the fall semester, which starts August 17, 2009, the SRJC District Police will begin issuing citations to enforce the City of Santa Rosa's no-smoking ordinance on and near the Santa Rosa Campus and SRJC's Southwest Center. Smoking is prohibited not only on the college's property, but also within 20 feet of all District property, including all sidewalks and a portion of the city streets adjacent to college property. City fines for smoking ordinance violations are up to \$100 for the first offense, \$250 for the second offense, and \$500 for each subsequent offense.



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Last update: August 4, 2009

**ALL FACULTY ASSOCIATION
EXECUTIVE COUNCIL
MEETING MINUTES**

March 22, 2006

(Approved by the Executive Council 4/12/06)

Executive Council members present (noted by *):

* Janet McCulloch, <i>presiding</i>	* Jim Elrod	* Michael Ludder	* Deborah Sweitzer
* Alix Alixopoulos	Peggy Goebel	Joel Neuberg	* Doris Tolks
* Ted Crowell	* Ann Herbst	* Andrea Proehl	* Linda Weiss
John Daly	* Johanna James	* Greg Sheldon	* Lynda Williams

Also present: Courtenay Anderson, Phil Forester, Michael Kaufmann, Judith Bernstein.

The meeting was called to order at 4:10 p.m.

MEMBER CONCERNS

1. **Academic Affairs Reorganization.** Michael Ludder and Lynda W. each expressed concern about the proposed reorganization of Academic Affairs. Janet said that she has a copy of the presentation that Mary Kay Rudolph, Vice President of Academic Affairs, made at the March 21 Department Chair Council/Instructional Managers meeting. (Janet was told that it is also posted on the Academic Affairs web site.) She recommended that this issue be placed on the agenda for the next Council meeting, to allow for a thorough discussion that would include the contractual implications of the reorganization (e.g., hourly assignments and department chairs). Janet reported that she has already communicated some of these concerns to Dr. Rudolph.
2. **Implementation of Non-Smoking Policy.** Johanna expressed concern about the way in which the campus-wide non-smoking policy has been implemented. She said that AFA's endorsement of the proposed policy, which was reached after lengthy discussion, was conditional upon the establishment of designated and sheltered smoking areas; however, signs are currently posted all over campus indicating that designated areas are for a one-year transition period only and that those areas will be entirely eliminated after that. Johanna's concerns are that students won't make it back to class on time, and that the will of AFA (and the Academic Senate) was ignored.
3. **Anti-Immigration Legislation.** Michael Kaufmann expressed concern about legislation, recently passed by the House of Representatives and currently being debated in the Senate, that would make it a felony to be an undocumented immigrant and also to provide assistance to undocumented immigrants (the latter could affect churches and schools). He said that this legislation, if passed, could have strong repercussions for the College (and not just in the credit or non-credit ESL areas).

MINUTES

There were no additions or corrections to the March 8, 2006 Executive Council meeting minutes, which were unanimously approved as written.



**NO FOOD
OR DRINK**



4 Signs

No Food or Drink

2 - each 11" x 6"

2 - each 9" x 6"

Locations:

2 on floor 1 Auditorium

1 on floor 1 Sun Room

1 on floor 2 Community Room

NO SMOKING



9 Signs

No Smoking

9 - each 12" x 2.5"

Locations:

Exits into courtyard

**NO SMOKING
IN COURTYARD**



1 Sign

No Smoking in courtyard

1 - each 9" x 6"

Location:

Exit to courtyard from floor 1 elevator room.

**NO SMOKING
ON BALCONY**



3 Signs

No Smoking on balcony

3 - each 9" x 6"

Locations:

Exit to outside balcony from floor 2



**NO FOOD
OR DRINK**



4 Signs

No Food or Drink

2 - each 11" x 6"

2 - each 9" x 6"

Locations:

2 on floor 1 Auditorium

1 on floor 1 Sun Room

1 on floor 2 Community Room

NO SMOKING



9 Signs

No Smoking

9 - each 12" x 2.5"

Locations:

Exits into courtyard

**NO SMOKING
IN COURTYARD**



1 Sign

No Smoking in courtyard

1 - each 9" x 6"

Location:

Exit to courtyard from floor 1 elevator room.

**NO SMOKING
ON BALCONY**



3 Signs

No Smoking on balcony

3 - each 9" x 6"

Locations:

Exit to outside balcony from floor 2