



**MJC FACILITIES / CAPITAL CONSTRUCTION ADVISORY
COMMITTEE**

**May 20, 2010
10:00 a.m. to 12:00 p.m.
Science Room 127**

AGENDA

ACTION ITEMS

Meeting Summaries from April 9 and April 29, 2010. *

DISCUSSION ITEMS

Additions to Agenda

1. Measure E Project Updates:

New Property on Campus Way

West Campus - Loop Road and Utility Infrastructure

Library / IRC

Central Plant Building

Science Community Center

Allied Health Building

Student Services Building/Morris Building Remodel

Founders Hall Modernization and Swing Space

High Tech Center

Softball Complex

Ag Projects

Art Building

Patterson Educational Site

2. Science Building – Removal of Shrubs

3. Leased Spaces

4. Parking *

5. Scheduled Maintenance Projects – update from Facilities and other members

6. Next Meeting – June 10, 2010, 10:00am – 12:00pm, Science Room 127

7. *Indicates handout

Modesto Junior College
Facilities/Capital Construction Advisory Committee
Meeting Summary
May 21, 2010
10:00am – 12:00pm
Science Room 127

Present: Mel Ainsworth, Melissa Beach, Donna Blagg, Becky Crow, Cece Hudelson-Putnam, Lloyd Jackson, Matt Kennedy, Brian Larsen, Audrey Mills, Tim Nesmith, Brian Sanders, Elaine Schuber, Brian Sinclair, Ken White, Gary Whitfield, Clement Xavier, John Zamora

ACTION ITEMS:

MEETING SUMMARIES FROM APRIL 9 AND APRIL 29, 2010 – Brian Sanders asked for statement to be added to 4/29/10 Special Meeting Summary stating “the committee approved by consensus a recommendation to move forward.” Both meeting summaries were unanimously approved by all members present.

DISCUSSION ITEMS:

1. MEASURE E PROJECT UPDATES

A. New Property on Campus Way

Tim Nesmith reported the YCCD Board approved the college to negotiate the purchase of the property for parking.

B. West Campus – Loop Road and Utility Infrastructure

There are lots of trenches and the streets are torn up as sewer, water, gas and power are going in for all the new buildings. This will be ongoing with the majority of infrastructure work completed before the Fall semester begins. There are two phases with one being the underground utilities for West Campus and the second being the plaza that connects the Science and Allied Health buildings. Both, Allied Health and the Science Community Center buildings must be completed before the plaza project can be done. The second increment will also include signage and road work. Loop Road refers to repairs of existing roads. Matt Kennedy introduced Alec Gallindo from Kitchell who is now working on the West Campus projects after finishing up at Columbia College. Tim N. stated the requested maps have been completed: a set for the new president and a set to bring to each Facilities meeting.

C. Library / IRC

The Library project is ongoing and currently in design/development phase as they look at the electrical, mechanical and plumbing systems of the building to see what is needed.

D. Central Plant Building

Work is being completed underground and the Central Plant project is on schedule.

E. Science Community Center

The Science Community Center is coming along and they have already held their Groundbreaking Ceremony.

F. Allied Health Building

The tilt-up walls are scheduled to be raised on the Allied Health building the last week in May. When the walls and braces are up that will be 40% completion of the project.

G. Art Building

No report at this time.

H. Student Services Building/Morris Building Remodel/Trees

Grass has been removed for the footprint of the Student Services building. Trenching, the fencing around it and partial North Drive blockage will be down and finished prior to the start of Fall semester. In regard to some past tree damage due to construction, we now have tree protection plans that have to be in place and approved before any construction takes place. Conversation was held regarding trees left to die during construction due to lack of water and members asked if periodic assessments would be performed as this has been a problem many times. Gary Whitfield suggested we add

"Trees" to the standing agenda item "Student Services Building/Morris remodel as a way to keep them on the forefront monthly to assure they are being monitored. The Morris Building remodel was approved by DSA so we are waiting for completion of the Student Services Building to move Morris staff out and begin that project.

I. Founders Hall Modernization and Swing Space

Fifteen portables were moved in as of last week and it's looking good; like it was intended. Issues that have come up have been resolved. Mel Ainsworth and Clement Xavier are ahead of schedule in moving technology out of the labs and have it figured out for the portables. Members present thought it would be helpful to have a link with updated information regarding Pirates Village on our website (ex: Star Testing, Guidance, etc., relocations.)

The Founders Hall remodel bid is going out 6/8/10. Cece Hudelson-Putnam reported they are holding an early August meeting with faculty regarding color, etc.

J. High Tech Center

There are currently no new reports. The next meeting on the High Tech Center will be in the Fall semester.

K. Softball Complex/Concession Stand/Restrooms

The Softball complex is completed other than the concession stand and restroom area. There are code issues with the handrails and they are currently working on the correction list. Gary W. stated we will add "Concession Stand/Restrooms" to the standing Softball agenda item.

L. Ag Projects

The Beef and Sheep units will be completed in July and Facilities have torn down some old buildings in the way. They have also made improvements to the road adjacent to the Pavilion. What was a dirt road will now be a 2-lane paved road.

M. Patterson Educational Site

No report at this time.

2. SCIENCE BUILDING – Removal of Shrubs

On the East side of the Science Building there are shrubs in the way of trenching that must go in. Facilities is requesting permission to remove the shrubs, as they are not a special or rare breed. A thumbs up vote by committee members gave general consensus to tear up the shrubs.

3. LEASED SPACES

Melissa B. will add "Leased Spaces" as a standing agenda item so we can continue to be aware of our needs for relocating departments as their leases expire. The current leased spaces have the following expiration dates: Community Ed, Carpenter Road – 5/8/2011; Campus Security, 9th Street – 6/30/2012; Technology Services Storage, 9th Street – 5/31/2013; Technology Services, Stoddard Avenue – 6/1/2013. On Monday President's Cabinet members will tour the 211 Campus Way AMR Building.

4. PARKING – Becky Crow will send the current "Parking Spaces per Lot" document to Melissa B. as the handout provided at this meeting was outdated. We will review the updated data at our next meeting. Becky C. explained that she researched many methods to come up with the most accurate information regarding our parking situation-how many spaces we have and how many we are short, which lots are being underused, etc., while trying very hard to get the most accurate count of staff and students to know exactly how many spaces we need on each campus. She decided on using the calculation of 3 spaces for every 4 employees. We have a surplus of parking on West Campus presently. Lot 107, the new lot on Tully Road, is being underutilized with only half of the lot being used, except for the first 2 weeks of school. Lot 111 by Kruse Lucas is only half full as well. Becky C. passed out her "MJC Parking Analysis" showing how she comes up with the needed spaces for each campus. She uses the calculation of 25% of classroom seats and Brian Sanders would like to see her use a 50% calculation. For the next meeting Becky C. will bring the analysis back with an additional column showing 50% information. John Zamora stated we need to analyze this data on a regular basis, with the same formula, as it changes over time. Cece Hudelson-Putnam suggested we use the Class Climate tool to find out student needs regarding paying the parking permit fee, riding the bus, ride sharing and looking at peak times as well. Most students do not want to pay for the permit. She would be interested in doing a class project having her students checking out parking lots and reporting back on the usage/underuse at different times of the semester, day, etc. Those present would like to see figures with the new Allied Health, Science Center and Tech Center added into the equation in needs of parking.

5. SCHEDULED MAINTENANCE PROJECTS – Update from Facilities and Other Members

Tim Nesmith reported they are restriping the track next weekend and are replacing the HVAC in the Gym. He stated repairs have been made to the chiller in Founders Hall. Friday an email was sent out stating the air conditioning would be down for 4 hours on Friday. The Boiler project is scheduled and a meeting was held yesterday on it. Temporary showers will be set up during that project which will run through the summer.

6. NEXT MEETING – June 10, 2010, 10:00am – 12:00pm, Science Room 127

MEETING ADJOURNED

PARKING SPACES PER LOT
Modesto Junior College

Campus Security AUG 2009

East Campus

Lot Name	Staff	Student	Visitor	Motorcycle	Disabled	District	Total
Lot 101		187			4		191
Lot 102	18	408	2	0	11		439
Lot 103	50			6			56
Lot 104	9	34	2	4	3		52
Lot 105	14	271				4	289
Lot 106		168		8			176
Lot 107		394			9		403
Lot 108	12	206		16	7		241
Lot 109	41				2	18	61
Lot 111		98			3		101
Lot 112	50				7		57
Lot 113	8				2		10
South Drive	62		1		12		75
South Campus	39				3		42
North Drive	51		4		4	1	60
North Campus	33				4	1	38
Library Student Center							
Ag Compound	2					8	10
Emergency Staff	6						6
Total	395	1766	9	34	71	32	2307

West Campus

Lot Name	Staff	Student	Visitor	Motorcycle	Disabled	District	Total
201	65				2		67
202	16	214			7		237
203		198			6		204
204		12					12
205	36						36
206							0
207	40	221	2		7		270
208	8	80	5		4		97
209		103			4		107
210	28	47	18		2		95
211	41	119	8	18	5	6	197
212	12	66	5		2		85
Building 7100						2	2
Cabaret West N		5	2		2		9
Total	246	1065	40	18	41	8	1418

TOTALS

Lot Name	Staff	Student	Visitor	Motorcycle	Disabled	District	Total
East Campus	395	1766	9	34	71	32	2307
West Campus	246	1065	40	18	41	8	1418



6-10-10

MJC PARKING ANALYSIS

EAST		W/Seats @ 50%
Full time: 443 X 75%	333	333
Classrooms	87	87
Seats: 5488 X 25%	1372	2744
Adjunct/PT: 350 X 60%	210	210
Use of Services	479	479
Total Needed	2481	3853
Current Total Spaces	2307	2307
Spaces Short	(174)	(1546)
WEST		
Full time: 300 X 75%	225	225
Classrooms	47	47
Seats: 2120 X 25%	530	1060
Adjunct/PT: 108 X 60%	65	65
Use of Services	306	306
Total Needed	1173	1703
Current Total Spaces	1418	1418
Surplus Spaces/Short	245	(285)

- “Spaces” = paved spaces
- Staff spaces needed on East = 543; current staff spaces on East = 395; (148)
- Staff spaces needed on West = 290; current staff spaces on West = 246; (44)
- Motorcycle permits sold annually = 349; current M. spaces = 52; one motorcycle space for every 6.7 permits sold. With current behavior, motorcycle spaces seem to be meeting the need.

- Loss of Lots 103, 108, 109 & South Campus Way = 302 spaces; staff = 167; motorcycle = 22; Disabled = 15. Replacement spaces have been taken from student parking in Lots 102, 104, 105 & 106 for staff and disabled and some motorcycle. We will likely need more motorcycle spaces.
- Underutilized lots this year: 103 (50-staff spaces); 112 (50-staff spaces); 107 (394-student spaces), and 111 – Kruse Lucas (98-student spaces). Usage averages 50%.

AMR property = 150 – 200 spaces possible, 85 now
Proposed lots on West = 400 spaces

Disabled Spaces: East required = 67; currently have 71. West required = 50; currently have 44.

Submitted to MJC Facilities & Construction Committee by Becky Crow

Math Drop-In Tutoring Center Expansion Proposal – Summer 2010

The MJC Mathematics Department supervises two drop-in tutoring centers, one on each campus. The goal of these centers is to increase student success and retention by tutoring them through math problems as they arise, versus waiting for a scheduled appointment at a later date. For instance, if a student is working on factoring polynomials and runs into a snag, he can simply drop into the center and find a tutor to walk him through the steps.

The West Campus Math Drop-In Center is a joint venture with the Literature and Language Arts Division within Sierra 214. This is a large room, half computer lab and half tutoring center. It provides an effective tutoring environment for students, and demand for services is growing. We plan to increase hours there within the next two years to include evenings and Fridays.

The East Campus Math Drop-In Center serves thousands of students each year. In fact, records from login computers in the Center show a total of 8365 separate student logins between May 1, 2009 and May 1, 2010. The table below represents hours spent in tutoring and associated FTES earned.

Course	Hours	FTES
MMATH 10	566.77	1.08
MMATH 101	190.93	0.36
MMATH 105	66.48	0.13
MMATH 106	1.93	0.00
MMATH 111	167.68	0.32
MMATH 121	588.85	1.12
MMATH 122	442.33	0.84
MMATH 130	114.10	0.22
MMATH 134	788.70	1.50
MMATH 138	115.27	0.22
MMATH 171	542.33	1.03
MMATH 172	135.32	0.26
MMATH 173	182.72	0.35
MMATH 174	377.50	0.72
MMATH 20	752.45	1.43
MMATH 47	15.27	0.03
MMATH 49	79.53	0.15
MMATH 50	42.33	0.08
MMATH 70	2277.02	4.34
MMATH 71	38.07	0.07
MMATH 72	223.20	0.43
MMATH 90	3354.20	6.39
Total	11062.98	21.07

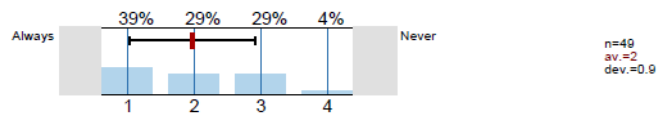
These FTES are submitted to the state for non-credit apportionment as Supervised Tutoring, with a remuneration rate of \$2,745/FTES. Therefore, the total income to the college for these hours is \$57,837. Expansion of services would yield an immediate and cost effective increase in non-credit FTES.

The current Center consists of two areas – one small room with a large table in the center and narrow work tables around the perimeter, plus an adjacent tutoring area that was carved out of a study area by cutting in a doorway and surrounding two more work tables with bookcases. The center is highly utilized by students during all hours of operation, 8 am to 8 pm Monday to Thursday and 10 am -4 pm Friday and Saturday, with frequent requests to increase evening and weekend hours. Effective occupancy of the center is limited to approximately 12-15 students at a time, working with two or three tutors and the coordinator, and students frequently turn away at the door when they see the crowd.

In Spring 2010, the Mathematics Department surveyed the students in both the East and West campus Math Drop-In Centers. Students expressed thanks and gratitude for the tutoring they received in both labs. They believe that the Drop-In Tutoring Centers help them to succeed in their courses. In the 2010-11 academic year, the Department will study the success rates of students using the drop-in centers and conduct a longitudinal study to objectively look at the effectiveness of the service.

However, one item within the Spring 2010 survey indicated that improvement is needed:

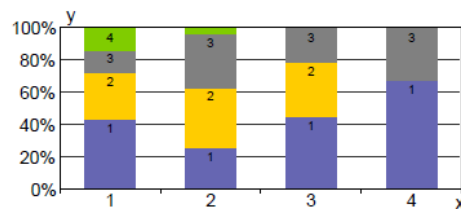
2.5) The learning environment in the Drop-In Center is free from loud, distracting noises and commotion.



Further examination of the data shows that the “noise problem” is most deleterious to our most at-risk students:

Math Drop-In Tutoring Center, Spring 2010 Point of Service Survey

	y	1	2	3	4	
x						
1		42.9%	28.6%	14.3%	14.3%	100%
2		25%	37.5%	33.3%	4.2%	100%
3		44.4%	33.3%	22.2%	0%	100%
4		66.7%	0%	33.3%	0%	100%
		38.8%	28.6%	28.6%	4.1%	100%



x:

Please select the type of math class you're being tutored for.

- 1: Skills Development - Math 10, 20, 47, 49
- 2: Transfer Prep - Math 50, 70, 71, 72, 90
- 3: Transfer General Education - Math 101, 105, 106, 111, 130, 134,
- 4: Precalc/Calculus - Math 121, 122, 171, 172, 173, 174

y:

The learning environment in the Drop-In Center is free from loud, distracting noises and commotion.

- 1: Always
- 2:
- 3:
- 4: Never

Two students provided some interesting insights that further shed light on the situation:

- MATH DROP IN CENTER ON THE WEST CAMPUS IS ALWAYS VERY HELPFUL AND IS FREE OF ANY IMPROVEMENTS. THE MATH LAB ON THE EAST CAMPUS IS QUITE A CHALLENGE TO GET ANY WORK DONE, DUE TO THE SMALL ROOM ENVIRONMENT AND NOISY TUTORS AND STUDENTS. I CHOOSE THE WEST CAMPUS MATH LAB ANYDAY. THE EAST CAMPUS TUTORING CENTER NEED AN OVERHALL WITH A MUCH BIGGER CLASS ROOM. (1 Count)
- West campus drop in was like heaven. Dmitri was very helpful and spent time well with me. East campus drop in is noisy and altho the man who helped me knew what he was doing, the entire environment was not conducive to me learning and memorizing my algebra procedures. (1 Count)

Diagnosis: The cramped environment of the East Campus Math Drop-In Center is a hindrance to students learning mathematics. The goal of the center is to tutor them on an as-needed basis on the specific skills with which they're struggling, but the room is too cramped to be effective and this negatively affects the students. The effect is most pronounced on the lowest level students taking our Skills Development courses. Their low confidence in their abilities coupled with their need for focused and calm explanation of skills, make the current environment almost unworkable.

In the remodel of Founders Hall, the plan is to put the Math Drop-In Center into a standard-sized classroom. This should have a positive effect. The new space will be half-again as large as the two spaces together are currently. However, with all the students in the same room, the noise effect may be even more problematic.

In addition, a document presented to the Founders Hall planning committee by Elzbieta Jarrett and Brian Sanders on November 5, 2008 recommended that, based on current and near-future needs, the mathematics department would need 10 faculty offices and 6-7 dedicated classrooms in Founders Hall, plus a drop-in tutoring center. Yet as the plans are being implemented, the department has been assigned only five dedicated classrooms. With the number of remedial and transfer-level math courses needed to support all the students enrolled in East Campus programs (behavioral and social sciences, business and computers, art and music, physical education, communication, journalism, literature and writing, agriculture, ESL, etc), it's critical that the department have a minimum of six dedicated classrooms.

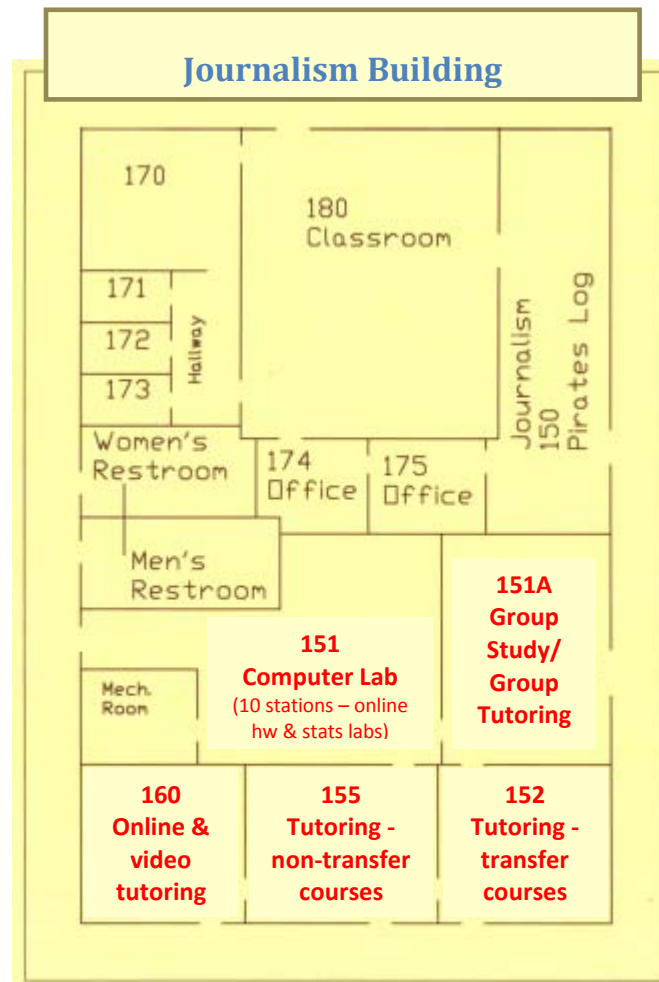
THE PROPOSAL

In Fall 2011, the Student Services Building is slated for completion. At that time, Disability Services will vacate its current space in the Journalism building. **The MJC Mathematics Department and the Science, Mathematics, and Engineering Division propose that the Journalism building space currently used by DSPS be reassigned as the East Campus Math Drop-In Center and that the newly developed Math Drop-In Center in Founders Hall be rededicated as a regular mathematics classroom.**

Benefits

- Provides a sixth dedicated mathematics classroom in Founders Hall, allowing for a 20% increase in mathematics courses on the East Campus over current plan.
- Provides separate rooms for tutoring remedial and transfer-level courses.
- Provides a dedicated space for after-hours online video tutoring.
- Provides a separate, outside-entry building so math tutoring can be offered on the weekends, potentially including Sunday afternoon or evening, without students entering Founders Hall.
- Provides space for group study sessions.
- Provides a small computer lab for students working on online homework or statistics lab assignments.

Tentative Floor Plan for East Campus Math Drop-In Center





MJC Facilities / Capital Construction Advisory Committee Request for Measure E Funds Procedures

Following the bid award an evaluation period will take place to determine the financial status of a project. The evaluation process will include the President or designee, project committee, facility director, and program management team, which will be referred to as the Evaluation Team hereafter. The Evaluation Team will determine:

- If a project is underfunded to complete its original intent and scope. Projects that are deemed underfunded will have their project committee submit a request for additional Measure E funds as described below.
- If a project is properly funded to complete its original intent and scope. The Evaluation Team will pursue all uncompleted needs to fulfill the original intent and scope of the project. The project will maintain an agreed upon reserve fund through an occupation period, not to exceed one year. The reserve fund will be determined by the Evaluation Team.
- If the original intent and scope of the project can be financially met with clear and obvious excess of funds as determined by the Evaluation Team, a written recommendation from the project committee chair will be forwarded to the President or designee that a reasonable amount of funds may be reallocated to the college contingency fund, the amount to be agreed upon by the Evaluation Team. The project will maintain an agreed upon reserve fund through an occupation period, not to exceed one year. The reserve fund will be determined by the Evaluation Team.

Monies will not be pulled from a Measure E project if its original intent and scope have not been fulfilled. Once the occupation period and the original intent and scope of the project have been met, as determined by the Evaluation Team, a written recommendation will be made by the project committee chair to the Facilities Capital Construction Committee that any remaining funds may be reallocated to the College Contingency Fund.

The funds to be reallocated will be available for projects that submit a "Request of Measure E Funds". Deadlines will be announced for "Requests of Measure E Funds" and requests will be submitted to the MJC Vice President of College and Administrative Services. Requests will be rated by the Facilities/Capital Construction Advisory Committee and a recommendation will be forwarded to the MJC President for consideration.

- Highest priority will be given to current MJC Measure E Projects where budgeted funds were not sufficient to complete the scope and original intent of the project.
- If funds are available and all Measure E Projects are completed, then funds will become available to new projects. All new projects will follow the procedures for requesting Measure E funds, as described above.

The MJC President's recommendation will be shared with the MJC Facilities/Capital Construction Advisory Committee prior to the decision being brought to College Council.