



**MJC FACILITIES / CAPITAL CONSTRUCTION ADVISORY
COMMITTEE**

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

AGENDA

ACTION ITEMS

Meeting Summary from May 20, 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/Trees

Founders Hall Modernization and Swing Space

High Tech Center

Softball Complex/Concession Stand/Restrooms

Ag Projects

Art Building

Patterson Educational Site

2. Leased Spaces

Community Ed, Carpenter Rd – exp. 5/8/11
Security, 9th St – exp. 6/30/12

Tech Svcs., 9th St. – exp. 5/31/13
Tech Svcs., Stoddard Av. – exp. 6/1/13

3. Parking *

4. Math Drop-In Tutoring Center/DSPS Offices *

5. Request for Measure E Funds

6. Scheduled Maintenance Projects – Update from Facilities and other Members

7. Next Meeting – July 8, 2010, 10:00am – 12:00pm, Science Room 127

* Indicates handout

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

Present: Mark Anglin, Melissa Beach, George Boodrookas, Tobin Clarke, Becky Crow, Cece Hudelson-Putnam, Lloyd Jackson, Bill Kaiser, Dave Keener, Matt Kennedy, Brian Larsen, Ken Meidl, Audrey Mills, Bob Nadell, Tim Nesmith, Martha Robles, Brian Sanders, Elaine Schuber, Sherri Suarez, Sandy Vanwey, Gary Whitfield

ACTION ITEMS:

MEETING SUMMARY FROM MAY 20, 2010 – Under Allied Health, change “tilt up walls were raised” to “scheduled to be raised.” Under Parking, the lot by Kruse Lucas is Lot 111, not 103. Next meeting should read June 10, not July 12. The 5/20/10 meeting summary was unanimously approved by all members present.

DISCUSSION ITEMS:

1. MEASURE E PROJECT UPDATES

A. New Property on Campus Way

Tim Nesmith reported the down payment has been made on the property and it is currently in escrow. They are presently in phase 1, the environmental assessment which takes approximately 2 weeks. Gary Whitfield reported he toured the property and it has lots of open space. He also toured another AMR property that has a 2-story building on it which is not suitable for classrooms but could possibly work for offices with much work to be done. Most likely this property option will not be purchased.

B. West Campus – Loop Road and Utility Infrastructure

Progress continues with the first increment proceeding. The Plaza is increment 2 and the road projects will not take place until the Allied Health project is complete.

C. Library / IRC

The design and planning of the structure have been completed. The infrastructure (plumbing, heating, etc.) is being completed now. They are trying to decide on the size of shelving now and they may need to remove one faculty office from the plan.

D. Central Plant Building

The Central Plant building will house the boiler and chiller for the Allied Health and Science Buildings. It is currently under construction and they are proceeding on schedule. It's not necessary to bring this project on line until the Allied Health building is ready to be occupied.

E. Science Community Center

Bids were opened 2 months ago. Ken Meidl stated the lack of motion from the district is making this more difficult. It's closing the window of opportunity to move the Sciences during summer 2012, as they cannot move everything over a weekend and need the summer; therefore, this project could be pushed out a year longer. The new procedure is slowing the project down as well.

F. Allied Health Building

The walls are scheduled for tilt-up 6/17/10 and the beams are up now. They are meeting next week regarding FF&E choices.

G. Student Services Building/Morris Building Remodel/Trees

Bob Nadell questioned what the details were on the tree damage concerns as he was unable to attend the last meeting. Members stated Dale Pollard has concerns with whether the trees and grass are being watered as they appear to be quite dry, during the Student Services building project. Tim N. reported he has a meeting scheduled with Ken White and Dale P. regarding the trees. There were some issues with the construction and irrigation lines, but that has all been repaired now and normal watering is taking place. He stated that a tree by the gas line must be removed.

H. Founders Hall Modernization and Swing Space

Brian Sanders reported the movers are presently moving everything out of Founders Hall. Two storage units have been leased on Woodland Avenue: 1000 square foot unit for 1 year lease and 4000 square foot unit for 3 months. Folks are moving into Pirates Village and in 2 weeks the furniture will be moved in and completed by 7/20/10. He commented this process is coming along nicely. He encourages folks to appropriately plan for moving everything they must have into Pirates Village vs. using the storage units with using careful thought. Some items are slated for auction with the campus having the first opportunity to make purchases. The Founders Hall remodel starts 8/8/10 and will be out to bid soon.

I. High Tech Center

The design meeting will be held in the Fall for the High Tech Center.

J. Softball Complex/Concession Stand, Restrooms, Storage Shed, Press Box

Bill Kaiser said this is a two-phase project, with one being the softball field and the other being the concession stand/restroom part—this is being completed with the extra \$500,000. Audrey Mills stated they are currently working on the field punch list (corrections) with the contractor. This should be 100% complete very soon, as only minor items are needed. The sprinkler system is in and working fine and they are waiting for a missing cable to get the scoreboard working. Bill K. shared his concerns regarding other parts of the project and asked if the Concession Stand, Storage Shed and Press Box could be added to this standing agenda item. He asked Kitchell reps if they will be able to play ball in the fall. The concession stand has to go through DSA, so they will wait until after softball to assure keeping it open. Bill K. feels the storage should be built first and this will be addressed at the 7/22/10 meeting with Kitchell.

K. Ag Projects

The animal facilities are on schedule with a mid-July completion date. The Pavilion project has had no progress for the past month, but is back in process. The schedule of completion was moved back approximately 6 weeks due to rain. Mark Anglin shared deep concerns with this later deadline, as MJC is hosting the 4/15 – 4/17/11 National Judging Competition which he says cannot be changed. There is an issue with the steel company and this project has already been pushed back a year. He stated the rain issues were included in the schedule, but this other issue needs to be expedited.

L. Art Building

The Art Building renovation of the AC & ventilation systems is scheduled for August 2011 completion.

M. Patterson Educational Site

The EDA grant has been denied at this time due to President Obama's redirecting all funds to the Gulf BP Oil Spill. This leaves them with three choices: 1) wait until October 2010 and re-apply for the grant; 2) move forward with the project "at your own risk," hopeful funding will come through; 3) move forward with a smaller project. The Patterson project at present would cost \$6.2 million.

2. LEASED SPACES – This item has been added as a standing agenda item to remind us of upcoming expirations on leased spaces and the need to find new spaces, if necessary. The next lease to expire is Community Ed on Carpenter Road, 5/8/11. Brian Sanders announced two new leased spaces that will store furniture and equipment due to the Founders Hall renovation: 1000sq ft. Founder's Storage, Woodland Av, expires 10/10/10 and 4000 sq ft. Founder's Storage, Woodland Av, expiring 10/10/10.

3. PARKING – Becky Crow passed out an updated parking grid showing where we were prior to construction (Measure E projects.) Using the pilot formula, she added a column with classroom seats at 50% instead of 25%. She also updated the document with AMR property information. She stated, as you look at the formula that she used for 10 years at a previous commuter school, this formula is pretty accurate. 50% suggests we have a shortage of 1,570 spaces on East and 305 spaces on West campuses. Becky C. does not think "50%" is an accurate calculation and based on her experience suggests we use the 25% formula. Her documentation has been calculated before new buildings and only includes paved parking. The parking situation (shortage) will continue to get worse after construction is completed. She suggested the Facilities Committee continue to evaluate the parking and she will bring an updated grid including the new Science Community Center and Allied Health buildings to show a more accurate count on where West Campus is to our next meeting. We have to keep in mind behaviors of people (ex: newer added lots that remain empty, continual parking in neighborhoods, etc.) Discussion was held regarding making the Art parking area "All Staff" during construction and Becky C. will need to take that to the Parking & Traffic Advisory for direction. Brian Sanders urges we use a percentage between 25-50% to have a more accurate count.

4. MATH DROP-IN TUTORING CENTER/DSPS OFFICES – Brian Sanders proposed we use the Journalism Building in Fall 2011 as a Math Drop-In Center, when it will be vacated by Disability Services and there is presently no plan for using that space. He stated the Math department has been in Founders forever with 6 classes and 14 offices not able to fit in Founders Hall. In the future there is no room in the Science, Math & Engineering building for math classes so they will need to be held in Founders. By moving the Math Drop-In Center to the Journalism Building, this would also free up the present Math Drop-In Center in Founders enabling it to be an additional Math classroom which is much needed. He recently viewed a Math Tutoring Center at another college which was fabulous. With our current structure it is impossible to achieve all the results of other colleges. Presently our Tutoring Center is too small and noisy. He stated there is a lot of potential in this area to provide online tutoring for online classes, which we need to do for accreditation and we can provide a quiet study area with lap top availability and the infrastructure is already there. We currently have the demand/request and could use this area. We would not need to air condition all of Founders Hall for the additional night/weekends we offer tutoring which we have to do now and we need this area to properly serve our students. Martha Robles stated Bob Nadell has need for the space as well, but this is a good beginning for discussion.

Gary W. suggested a separate taskforce study vacated space and report back to the Facilities Committee. Martha R. stated she only heard about this proposal yesterday and needs more communication. Sherri Suarez strongly agreed for the need of a small group to properly study vacated space and come up with solutions to this constant and ongoing problem. If all these spaces stay on line and have to be reported it's going to sorely hurt our FTEs because we have so much under-utilized space. No one wants to ever give up or share their space. Becky C. suggested everyone write a plan stating their actual needs in regards to 'space' and Cece Hudelson-Putnam encouraged the group to study this as a 5-year plan, including the needs for when the economy changes. The Facilities Committee members make a recommendation to the President to form an appropriate body "Vacated Space, Space Utilization & Program Needs taskforce" to review space issues with appropriate stakeholders. All present were in favor.

5. REQUEST FOR MEASURE E FUNDS –

6. NEW PROCEDURE – Sandy Vanwey stated she was recently told there is a new procedure and when contracts are ready to go out, administration puts a stop to it. It has to go to the President's Steering committee and then to the Chancellor to be signed off, to keep everyone aware of what is going on. She said the problem is that we have specific deadlines and dates to meet during construction and then this meeting is set with the administrators who have had to cancel and reschedule a couple of times which has moved their project 2 months out. Ken White has called for an emergency meeting in hopes to make this process smoother. How do we get these additional signatures and approvals in a timely manner and avoid slowing down projects? Sandy V. wants everyone to be aware so their projects are not delayed.

7. SCHEDULED MAINTENANCE PROJECTS – Update from Facilities and Other Members – Nothing new to report at this time. The Track re-stripping project is complete.

8. NEXT MEETING – July 8, 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 |



6-30-10

MJC PARKING ANALYSIS

| | A | B | A1 | B1 |
|-----------------------------|-----------------|------------------|-----------------------------------|-----------------------------------|
| EAST | W/Seats @25% | W/Seats @ 50% | W/Measure E Changes and 25% | W/Measure E Changes and 50% |
| Full time: 443 X 75% | 333 | 333 | 333 | 333 |
| Classrooms | 87 | 87 | 107 | 107 |
| Seats: 5488 X 25% | 1372 | 2744 | 1548 | 3095 |
| Adjunct/PT: 350 X 60% | 210 | 210 | 210 | 210 |
| Use of Services | 479 | 479 | 479 | 479 |
| Total Needed | 2481 | 3853 | 2657 | 4127 |
| Current Total Spaces | 2307 | 2307 | 2307 | 2307 |
| Spaces Surplus/Short | (174) | (1546) | (350) | (1820) |
| WEST | | | | |
| Full time: 300 X 75% | 225 | 225 | 225 | 225 |
| Classrooms | 47 | 47 | 91 | 91 |
| Seats: 2120 X 25% | 530 | 1060 | 946 | 1891 |
| Adjunct/PT: 108 X 60% | 65 | 65 | 65 | 65 |
| Use of Services | 306 | 306 | 306 | 306 |
| Total Needed | 1173 | 1703 | 1589 | 2578 |
| Current Total Spaces | 1418 | 1418 | 1418 | 1418 |
| Surplus Spaces/Short | 245 | (285) | (171) | (1160) |

- “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 issued annually = 349; current M. spaces = 52;

one motorcycle space for every 6.7 permits issued. 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. We will lose additional spaces in front of Founders Hall for the remodel, but it is undetermined by Kitchell at this time.
- 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%.
- Measure E Changes:
 - We do not know how John Muir will change.
 - Pirates Village will temporarily reduce the formula by 4 classrooms and 70 seats (not shown in table).
 - We don't know how much staffing will move from East to West Campus.
 - We don't know if we will hire more staff and where they will be located.
 - We don't know how "use of services" will change.

AMR property (211 Campus Way) = 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 Parking and Traffic Advisory 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 |

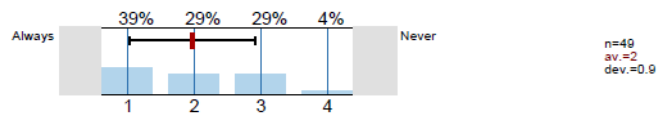
These FTES are submitted to the state for non-credit apportionment as Supervised Tutoring, with a remuneration rate of \$2,745/FTES. Therefore, the total income to the college for these hours is \$57,837. Expansion of services would yield an immediate and cost effective increase in non-credit FTES.

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:

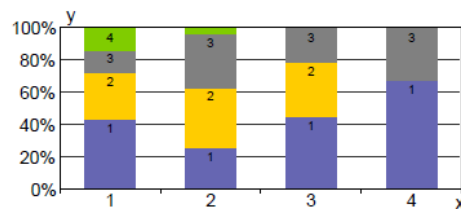
2.5) The learning environment in the Drop-In Center is free from loud, distracting noises and commotion.



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.

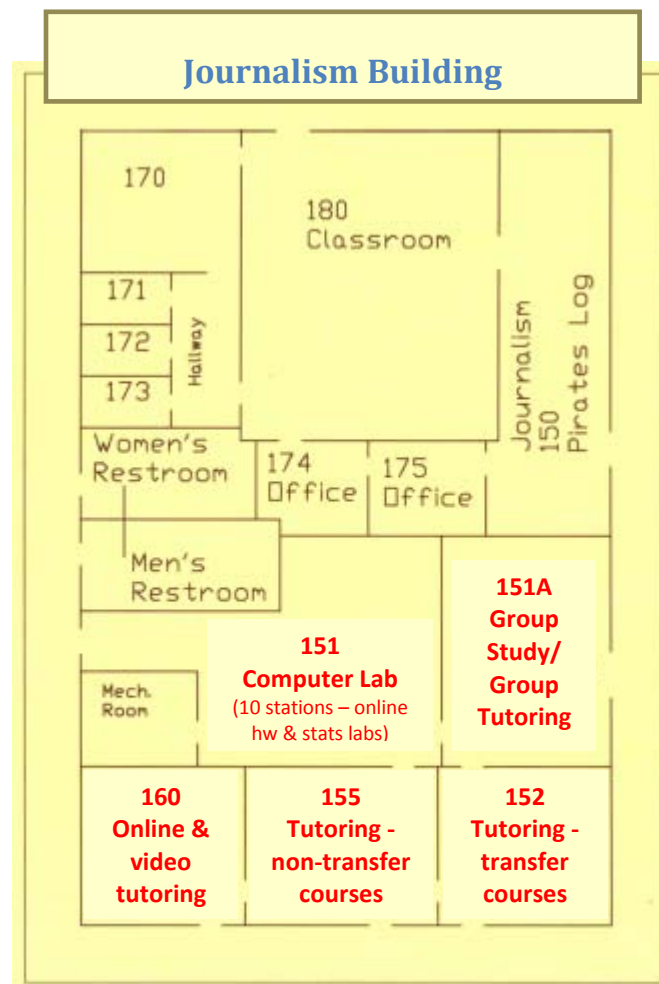
THE PROPOSAL

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.