



**MJC FACILITIES / CAPITAL CONSTRUCTION ADVISORY COMMITTEE/
CAMPUS DEVELOPMENT ADVISORY COMMITTEE JOINT MEETING**

**June 7, 2012
9:30am – 11:00am
Science 127 (East)**

AGENDA

CDAC 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.

MJC Facilities/Capital Construction Charge: Reporting to the College President and convened by the Vice President of Administrative Services, this advisory committee analyzes and prioritizes all capital projects including remodels and new construction.

DISCUSSION ITEMS

1. 5/3/12 Facilities/CDAC Minutes for Approval
2. Joining Committees – Naming
Charge Integration, Best Practice, Membership, Representation
3. Glacier Hall Additional Mural Project
4. District Signage Program – Tim Nesmith
5. Fireside Student Lounge Renovation Update – Laura Dyrssen
6. Measure E Project Updates:
West Campus – Infrastructure / Plaza – Matt Kennedy
Library / LRC – Patrick Bettencourt
Science Community Center – Ken Meidl/Sandy Vanwey
Allied Health Building – Maurice McKinnon/Elaine Schuber/Donna Blagg
High Tech Center
Ag Projects
Art Building
7. President's Facilities Secondary Effects Taskforce Report
8. CDAC Updates:
ADA Issues – Francisco
Facilities Update – Dave Keener
Facilities Planning – Tim Nesmith
Scheduled Maintenance Projects – Tim Nesmith
Recycling – Doug Smith
Risk Management – Dorothy Pimentel
Campus Safety / Parking & Traffic Issues – Becky Crow
9. Leased Spaces/New Homes
 - a. Tech Services, 9th St. – exp. 5/31/13
 - b. Tech Services, Stoddard Ave. – exp. 6/1/13
 - c. MICL – Needs to be relocated
10. Next Meeting – July 12 2012, 9:30am – 11:00am, MJC West, Sierra 128

Modesto Junior College
Campus Development/Facilities Advisory Committee Meeting
Meeting Summary
June 7, 2012
9:30am – 11:00am
Science 127

CDAC 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.

MJC Facilities/Capital Construction Charge: Reporting to the College President and convened by the Vice President of Administrative Services, this advisory committee analyzes and prioritizes all capital projects including remodels and new construction.

Present:

Melissa Beach, Recorder
Donna Blagg, Allied Health, Co-Chair
Laura Dyrssen, ASMJC Rep
Michael Guerra, Vice President of College & Administrative Services
Chris Henson, ASMJC
Lloyd Jackson, Campus Safety
Matt Kennedy, Kitchell
Maurice McKinnon, Allied Health Workgroup Chair
Ken Meidl, Science Community Center Workgroup Chair
Audrey Mills, Kitchell
Tim Nesmith, Infrastructure/Loop Road Workgroup Chair
Brian Sanders, Founders Hall Modernization
Brian Sinclair, High Tech Center, Co-Chair Nadia Vartan, Director of Media & Information Technology
Sandy Vanwey, Science Community Co-Chair
John Williams, Interim Dean BBSS
John Zamora, Founders Hall and High Tech Center, Co-Chair

Absent:

Mark Anglin, Agriculture Project's Workgroup Chair
Mel Ainsworth, Network Analyst, Information Technology
Francisco Banuelos, ADA Coordinator
Patrick Bettencourt, BBSS Interim Dean
Mark Boddy, Kitchell
Becky Crow, Campus Safety
Bill Kaiser, Softball Field Workgroup Chair
Dave Keener, Facilities Planning & Operations
John Mendes, Ag
Pedro Mendez, Technical Education
Mark Newton, Kitchell
Marie Otaya, Kitchell
Martha Robles, Student Services Building, Co-Chair
Elaine Schuber, Allied Health, Co-Chair
Doug Smith, CDAC Faculty member
Sherri Suarez, Facilities/Events Coordinator
Mike Sundquist, Performing, Media and Arts Center Workgroup Chair
Brenda Thames, Student Services Building Workgroup Chair
Nadia Vartan, Technology Services

MEETING BEGINS: 9:40am

DISCUSSION ITEMS:

1. **5/3/12 Facilities/CDAC Minutes for Approval** – Maurice McKinnon wanted it noted in documentation that it is the Child Development program, not Child Care. Maurice McKinnon made the motion to approve the 5/3/12 CDFAC minutes, seconded by Laura Dyrssen and all members unanimously approved with an aye vote.
2. **Joining Committees –Charge Integration** – John Zamora stated the subgroup charged with this task is unable to meet until June 18, 2012; therefore, there is nothing new to report.
3. **District Signage Program** – Tim Nesmith said part of the infrastructure plan included adding to our existing signage. He passed out pictures and diagrams of the sign structure and placement. The Blue Gum corner sign will be renovated and the signage program includes new and renovated signs and some kiosks. The kiosks are 3-sided with correct orientation and can be viewed coming from buildings, in parking lots and main entrances. The new buildings will need new signage and they will look exactly like the existing signs. Discussion was held on how much information should be listed on signage: just departments and divisions or programs as well. John Zamora suggested keeping the signs as simple as possible, using just building names not programs. Members present want the Campus Safety phone number included on all signs. Members discussed the idea of putting the Google map codes on signs which gives the ability to be read by cell phones. Brian Sinclair hopes in the future that MJC will improve its way finding and the signage on East Campus as well. Tim N. asked what the best way is for him to get the correct department/division verbiage for signage. The deans have 2 weeks to put a list together of their signage needs on an excel spreadsheet and give to Tim N. He will then bring back a template to our next CDFAC meeting.
4. **Fireside Student Lounge Renovation Update** – Laura Dyrssen wanted to give the CDFAC members an update from the Fireside Lounge renovation they approved in February 2012. They have been working on the design ever since then and wanted to provide an update. Ms. Fern showed the paint schemes, locking art dedication display case, the ASMJC centerpiece, workstation including computer hook ups. She showed the drop lighting and track lighting that will be used opposed to canned lights due to the asbestos problem. There will be some circular sofas and lounge seating added. She is changing the décor of the fireplace to not be so overbearing and the colors and materials Ms. Fern shared with committee members were very nice. She explained in art there is weight, balance and movement as she shared paint schemes that seemed to provide movement and flow. Discussion was held on desiring to have the ability to show digitized art in the Fireside Student Lounge.
5. **Measure E Project Updates** – A spreadsheet showing all Measure E projects and their status was handed out to committee members and we have 3 years left on these projects. Matt Kennedy stated currently the new data backbone is being installed and the poles will come down. The plaza in front of Allied Health will be split into 2 projects as not to damage the Science area. They have been delayed until 10/1/12 for the area against the Science Community Center; however, when that building is complete they will finish the plaza area against the building. There is a new parking lot going in south of the plaza and that project has been bid with construction beginning soon. The Ag Pavilion has some extended work: parking, retractable bleachers, etc., taking place and the parking will be complete by Fall semester 2012. On the East campus, the Art and Student Services buildings are complete and the Career Transfer Center has moved into the Admissions area. The timeline for the Career Transfer bid package is the end of this year. The Library modernization is out of DSA and out to bid this summer with a very tight budget. The timeline is to move out in September and start construction. The Library will move to Morris building floor for swing space. YFA and Academic Senate are moving to Ansel Adams. The High Tech project is in budget and will go to bid by end of year. When Science vacates the building they can begin construction on that. They did value engineering, a constructability review and made it work within the budget. October 29, 2012 is the completion date for the Science building. Brian Sanders asked if he will be able to schedule for Spring 2013 and he was advised to go ahead and schedule but that it is prudent to have a shadow schedule. His absolute deadline for scheduling is September 1st. There is a ½ hour difference between East and West campus' schedules which would

be detrimental to students. Also, any delay of opening the Science building will delay High Tech by 1 semester. Matt K. added that the West Campus Library/Integrated Learning Center plans will be submitted to DSA real soon, started in the Fall and completed January 2013.

6. **President's Facilities Secondary Effects Taskforce Verbal Report** – Michael G. provided all recommendations made by the President's Facilities Secondary Effects taskforce to the President thus far to committee members. Michael G. explained that some recommendations have changed due to District IT coming to West Campus John Muir. Dr. Retterer wants to maintain Sierra Hall as an academic quad. We are presently trying to find space for leased areas that are expiring soon. The taskforce is working with Kitchell to prepare a gant chart to see what we are looking at. Michael G. stated we have other needs for space like Distance Ed. We need to get MICL offline, utilize El Capitan more effectively, find space for Research & Grants and are figuring out Morris. He will continue to report back to CDFAC. A lengthy conversation was held regarding no communication from the taskforce. Brian S. stated that word needs to get out and he wants a report to the college community. Michael G. said we need to ask "who is critical to have this information?" and get the information to those people ASAP. Sandy Vanwey mentioned a policy that took place many years ago with Monday memos that were sent out campus wide with a bulleted list of what was going on.

7. **CDAC Updates:**

ADA Issues – No report due to absence.

Facilities Update – No report due to absence.

Facilities Planning – Nothing new to report at this time.

Scheduled Maintenance Projects – Tim Nesmith reported there are no scheduled maintenance projects until next year.

Recycling – Tim N. met with Project Green and Operation Green Committees to see a presentation from San Joaquin Regional Conservation Corps. The Corps educates disadvantaged groups aged 18 – 25 through hands-on learning in conservation technology and sustainable programs while working towards their high school diploma or GED. YCCD entered into an agreement for them to distribute and collect from "clear stream" CRV collection containers. The Corps keeps 50% of the recyclables redemption value and the other 50% will go to the Operation Green Committee. The Corps also sends us a monthly report on the volume collected, therefore diverted from the waste stream. Operation Green is a student club on campus. He encouraged everyone to keep recycling!

Risk Management – Dorothy Pimentel reported she is busy dealing with claims regarding trip hazards. She has identified some here on East campus and asked committee members if they see something like a trip hazard, something dangerous, etc. to please report it to Campus Safety or Risk Management.

Campus Safety / Parking & Traffic Issues – No report due to absence.

8. **NEXT MEETING: July 12, 2012, 9:30am – 11:00am, MJC West, Sierra 128**

MEETING ADJOURNED: 11:35 am

Reported by Melissa Beach



Modesto Junior College

Campus Development Advisory Committee Project Procedures

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.

Directions: The following project proposal procedures are to be followed prior to any activities or change to the physical plant or grounds of the college. The Advisory committee will review all proposals and forward their recommendation to the college president, President's Cabinet and College Council. Complete this document, print, obtain approvals and signatures and submit it with any necessary attachments to the Campus Development Advisory Committee, Gary Whitfield or Melissa Beach, Morris Room 211, ext. 6742.

Requested by: Maurice McKinnon Requested Date: 5-15-12

Written Project Summary Description (a thorough description of the College activity that will be conducted in the space once the project is completed): Artwork to be located in Glacier Hall Room 150. This is an artwork that matches the already approved mural being painted in the lobby of Glacier Hall. It is an abstract work designed by Nicholas Brown.

Approving Unit Manager: Maurice McKinnon  5-15-12

Who will typically use the facility: (check all that apply) Staff Students Community Members
Check all that apply: Drawings Attached Photographs Attached More Detailed Narrative Attached
(conceptual drawings or narrative addressing the structure's interior, exterior and location, as well as any special considerations relating to utilities (ex: electrical, plumbing, heating/cooling), disabled person access or security. As a precautionary measure, the proposal writer will consult with the District Office of Facilities/Operations in preparing conceptual drawings or narrative.)

Approval from Facilities/Operations: _____ (name) _____ Date _____

Will programs and/or staff be affected by the project (including the results of preliminary consultation with those affected):
Yes No If yes, please explain:

Approximate Project Cost: \$1500.00. This project must run concurrently with the previously approved mural project. Thank you.

Source of Funding (including anticipated donors of cash and/or in-kind contributions. It is important that this information be provided and discussed with the College President prior to any contact being made. Solicitations to all individuals or organizations, within or outside the community, must be made with full knowledge of the context of other recent, current or planned solicitations): Estate donation made to the Nursing program through the MJC Foundation.

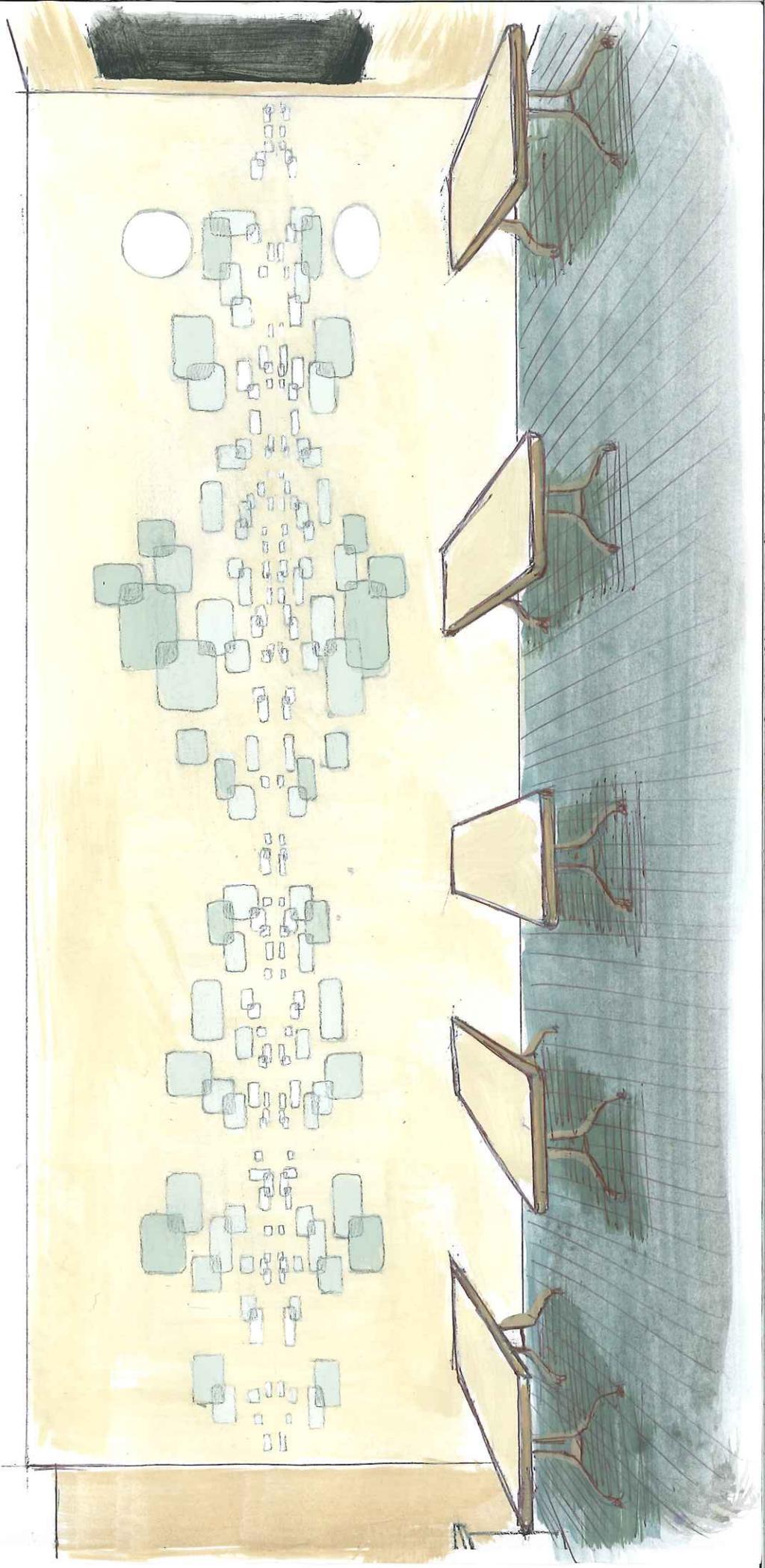
Project presentation to Campus Development Advisory Committee date: _____

Approval Signatures & Dates:

Facilities/Operations: _____ MJC President _____

President's Cabinet: _____ College Cabinet: _____

Project Final Approval (by MJC President): _____





Update: May 24, 2012

Construction Completion Date: June 2014 Close Out

Project	Status
Auditorium	Closed Out
Ag-Modular Living Units	Closed Out
Parking Structure/Parking Lot	Complete - Ongoing secondary effects expenditures
211 Campus Way Property	Complete - In close out activities
Ag-Animal Facilities Renovation	Complete - In close out activities
Softball Complex	Closed out with DSA, Financial close out end of fiscal year
Art Building	Complete - In close out activities
Founder's Hall Modernization	Complete - In close out activities
Allied Health Life Sciences	Active: Distance Learning (Columbia) & upgrades MJC
Ag-Multipurpose Pavilion Facility	Active: *Paving; Parking Lot
	*Increasing the size of the gravel lot on the North
	Technology upgrades
	P.A. System install
	Bleachers and fencing install

<u>Project</u>	<u>Status</u>
Student Services	Building Complete, Move in complete, Starting Close out Activites
Loop Road	On-going (construction needs to be completed for Science Building)
Utility Infrastructure	On-going (construction needs to be completed for Science Building)
West Campus Parking Lot	In Design Phase - 172 stall lot;The design has the potential to add a future solar installation in parking lot. Bidding is complete construction to start soon
Science Community Center	Anticipated completion October 29, 2012
Science Outdoor Education & GVM Storage	In Construction Document activities
Library/Learning Resources Center (LRC)	DSA Approved. Bidding Summer 2012
Student Center/Career Center	\$450K - In planning and design stages
High Tech Center	Updating the Cost Estimate

<u>Project</u>	<u>Status</u>
Interim Housing Phase II (Pirate's Village)	Parking lot back in use. Remaining portables will stay until High Tech is complete.
Patterson Educational Site	Meeting to reduce cost: \$5.5M to \$5.0M Pedro working with Arch
Turlock Site	Holding until site identified



Intra-office or Inter-District Communication

To: Mary Retterer

From: Michael Guerra

Date: March 20, 2012

Re: **Secondary Effect Taskforce Recommendations**

The purpose of this communication is to advise the president on proposed recommendations formulated by the taskforce as a result of the meeting conducted on March 20, 2012.

The Taskforce is now presenting to the President the following recommendations:

1. Recommend Library computer labs swing space be absorbed in Classroom Annex 101 with remainder to be absorbed in Founder's Hall rooms 211, 234 and 236 during Library renovation.
2. Recommend that STEM Grant move into Sierra 214 as swing space for Yosemite 235, during its remodel project for Fall 2012.

The above recommendations have been given due diligence in a refined process with much deliberation and represent the good work of a smaller group with the campus interest and future above all else.

cc: J. Abbott, M. Beach, L. Jackson, T. Nesmith, A. Peek, M. Robles, S. Suarez, B. Thames, M. Sundquist



Intra-office or Inter-District Communication

To: Mary Retterer

From: Michael Guerra

Date: April 13, 2012

Re: **Secondary Effect Taskforce Recommendations**

The purpose of this communication is to advise the president on proposed recommendations formulated by the taskforce as a result of the meeting conducted on April 10, 2012.

The Taskforce is now presenting to the President the following recommendations:

- 1. Taskforce members made the recommendation that the Help Desk move to upper John Muir with District IT to keep the instructional integrity of the instructional quad in Sierra Hall.**

The above recommendations have been given due diligence in a refined process with much deliberation and represent the good work of a smaller group with the campus interest and future above all else.

cc: J. Abbott, M. Beach, L. Jackson, T. Nesmith, A. Peek, M. Robles, S. Suarez, B. Thames, M. Sundquist



Intra-office or Inter-District Communication

To: Mary Retterer

From: Michael Guerra

Date: February 28, 2012

Re: **Secondary Effect Taskforce Recommendations**

The purpose of this communication is to advise the president on proposed recommendations formulated by the taskforce as a result of the meeting conducted on February 28, 2012.

The Taskforce is now presenting to the President the following recommendations:

1. Recommend Library computer lab space be absorbed in Founders Hall rooms 211, 234 and 236 during Library renovation.
2. Recommend that STEM Grant move into Sierra 214 as swing space for Yosemite 235, during its remodel project for Fall 2012.

The above recommendations have been given due diligence in a refined process with much deliberation and represent the good work of a smaller group with the campus interest and future above all else.

cc: J. Abbott, M. Beach, L. Jackson, T. Nesmith, A. Peek, M. Robles, S. Suarez, B. Thames, M. Sundquist



Intra-office or Inter-District Communication

To: Mary Retterer

From: Michael Guerra

Date: January 31, 2012

Re: **Secondary Effect Taskforce Recommendations**

The purpose of this communication is to advise the president on proposed recommendations formulated by the taskforce as a result of the meetings conducted on January 24 and January 31, 2012.

The Taskforce is now presenting to the President the following recommendations:

1. Recommend that Academic Senate operations move to Sierra 255 workstation and Sierra 251 for swing space during Library remodel.
2. Recommend the Photo Studio to use Performing Arts Center 222 as swing space during the Library remodel.
3. Recommend that ASMJC resume occupancy of space currently utilized by Alternate Media upon Alternate media's move to the new Student Service's building.

The above recommendations have been given due diligence in a refined process with much deliberation and represent the good work of a smaller group with the campus interest and future above all else.

cc: J. Abbott, M. Beach, L. Jackson, T. Nesmith, A. Peek, M. Robles, S. Suarez, B. Thames, M. Sundquist



Intra-office or Inter-District Communication

To: Larry Calderon

From: Michael Guerra

Date: December 20, 2011

Re: **Secondary Effect Taskforce Recommendations**

The purpose of this communication is to advise the president on proposed recommendations formulated by the taskforce as a result of the meeting conducted on December 20, 2011.

The Taskforce is now presenting to the President the following recommendations:

1. Recommend swing space for TRIO be incorporated with the existing DSPS Testing lab on West Campus.
2. Recommend Wawona units 1 and 2 be used for Community Education and Wawona units 3 and 4 be used for Childcare programs to address Child Development Lab Practicums and activities. The instructional program has need of this space in order to continue to offer our Infant-Toddler Practicum, CLDDV 127 courses. This course provides a student teaching experience for our child development students and is in high demand. We have obtained \$31,600 in CTE funds to purchase materials for the classroom to complete the classroom environment and prepare it for children and are making plans for summer and fall schedules now. We have yet begun spending any of these funds because we do not have classroom space and the funds must be used before June 2012. In addition, we must pass the Department of Social Services' Community Care Licensing process and the Fire and Safety inspection for the class offerings.

Recommendation 2 addresses the need for space: the closing of the Waterford Center relocating back to MJC; and facility needs for Community Education's Lifelong Learning Center with their upcoming lease expiration; and the need to remove the continued drain on resources and accommodate the issues relative to moving the program to campus.



Intra-office or Inter-District Communication

3. Recommend not to remove cameras from Mary Stewart Rogers where cameras are currently installed and active. This action further recommends that this area not be used for instructional purposes to alleviate the requirement to remove cameras from instructional classrooms.

Currently the issue of camera placement is being negotiated as to the placement and proper notice required to be given to the bargaining unit groups. This addresses cameras in instructional space. The MSR was used as instructional swing space for Founders Hall Measure E enhancements only.

The above recommendations have been given due diligence in a refined process with much deliberation and represent the good work of a smaller group with the campus interest and future above all else.

cc: J. Abbott, M. Beach, L. Jackson, T. Nesmith, A. Peek, M. Robles, S. Suarez, B. Thames, M. Sundquist

Yosemite Community College District
Intra Office or Inter District Communication

To: Larry Calderon

From: Michael Guerra 

Date: December 15, 2011

Re: **Secondary Effect Taskforce Recommendations**

The purpose of this communication is to advise the president on proposed recommendations formulated by the taskforce. The group has had regular meetings beginning November 9, November 22, November 29, December 6, and December 13, 2011.

Membership of the committee is composed of a cross section of individuals charged to make recommendations to the President's Office that incorporate and consider the current and future space and facility needs of the college's Educational Master Plan as a resource to identify our needs, resources, immediate; intermediate; and long-term requests (10-15 years out). Priorities identified were: 1) before discussing recommendations for assignment of space this taskforce should tour all spaces that are in play, 2) identify any priorities for space allocation that have been established by the President or VPs prior to open discussion, and 3) schedule long meetings in order to hammer out the solutions in perhaps one or two extended sessions.

The committee has made visual tours and instituted expectations and outcomes and identified ground rules and resources.

1. Ground Rules:

- Rude/Interrupting speakers unacceptable.
- What we agree on in meetings is what gets reported out-consensus agreement. We will end meeting by agreeing on what we are going to report out.
- No rumors; equal voice; first name basis-no "titles" in this taskforce.
- Attendance is extremely important and necessary to complete this task. Alternates can impede work progress as there is too much catch up.

2. Resources:

- Educational Master Plan
- Institutional Effectiveness Report
- Accreditation Recommendations (*when we receive them; meanwhile, revisit prior recommendations*)
- Technology Plan
- CEOP (Comprehensive Emergency Operations Plan)

Yosemite Community College District Intra Office or Inter District Communication

- Strategic Plan
- Resident Knowledge Expertise (*utilizing expertise in the Taskforce*)
- Vacated Space Request Compilation Report
- MJC Vision & Mission Statements & Core Values
- Facilities Master Plan
- Other

The Taskforce is now presenting to the President the following recommendations.

1. Recommends using Lock Out to maintain control of space until it is allocated. Though this would appear to be an extreme recommendation the committee recommends to advise all college units that space of the college is college space and not exclusive to programs and units. The entire college space inventory is subject to assignment or repurposing. In extreme cases locks or rekeying would be implemented to control space.
2. Recommends to the President, that it be communicated to the Deans for IAC and SSC to give us a list of any plans they have with any/all spaces. We are trying to locate space for secondary effects due to Measure E, the homeless, and those with immediate needs due to expired leases. If they have made plans on their current space, we need to be aware of these, as they might not actually have that space to use.
3. Community Education to occupy the 2nd floor Muir Hall rooms, 265, 260, 259, 259E & 259D and to share space with Tech Ed and Workforce Development (Pedro Mendez) for Muir Hall rooms 255 and 264. If something is already scheduled, they will work around it.
4. Recommendation to move Campus Safety to the Journalism building permanently.
5. Recommendation to temporarily move MJC East Duplicating Services for swing space to their West Campus Duplicating area, with the possibility of that becoming their permanent location. We need to do the assessment and address the concerns of courier, delivery and service to make this transition transparent to all programs and units.
6. Recommend Annex 103 will be swing space for the Math Drop-In and Writing Center.
7. Recommend Morris 107 will be swing space for Career Transfer Center.
8. Recommend Petitions Office in Student Center will be swing space for International Students.

The above recommendations have been given due diligence in a refined process with much deliberation and represent the good work of a smaller group with the campus interest and future above all else.

cc: J. Abbott, M. Beach, L. Jackson, T. Nesmith, A. Peek, M. Robles, S. Suarez, B. Thames, M. Sundquist