

MODESTO JUNIOR COLLEGE

CAMPUS DEVELOPMENT ADVISORY COMMITTEE

April 16, 2010

2:00 p.m. – 4:00 p.m.

Morris B

AGENDA

Facilitator: Gary Whitfield & Doug Smith

Recorder: Melissa Beach

ACTION ITEMS

1. Additions/Revisions to the Agenda – *Committee*
2. Approval of Meeting Minutes – March 19, 2010

DISCUSSION ITEMS

3. Procedures – *Gary Whitfield*
4. Updates
 - a. ADA Issues *Nancee*
 - b. Facilities Update *Dave*
 - c. Facilities Planning *Tim*
 - d. Scheduled Maintenance Projects *Tim*
 - e. Recycling *Doug*
 - f. Risk Management *Dorothy*
 - g. Website for CDC
 - h. Next Meeting

★ Attachments

Revised: 9/29/2010 3:07 PM

Modesto Junior College
Campus Development Advisory Committee
Meeting Summary
April 16, 2010
2:00pm – 4:00pm
Morris B

Present: Melissa Beach, Donna Blagg, Becky Crow, Dave Keener, Tim Nesmith, Dorothy Pimentel, Gabrielle Steiner, Ken White, Gary Whitfield

Absent: Nancee Carrillo, Charles Palmer, Dale Pollard, Doug Smith, Sherri Suarez, Jeremy Wilson

ACTION ITEMS:

1. ADDITIONS/REVISIONS TO AGENDA – No additions

2. APPROVAL OF 3/19/10 MINUTES – Correct recycling grant by removing the word “large.” Change Doug Smith’s Art Exhibit to East Campus. Add page numbers to minutes. Minutes unanimously approved with suggested changes.

DISCUSSION ITEMS:

3. PROCEDURES – Gary Whitfield stated CDAC needs to review its procedures for proposals to assure proposals come through CDAC and other proper areas and that all steps have been taken (ex: cost and funding source information, proper signatures of approval, drawings/diagrams and all details of project, responsibility of upkeep, etc.) Recently a remodel was done to the Faculty Lounge where they put in new cabinets and there are problems with electrical and plumbing, which never came through CDAC for approval. He stated it looks nice, but we need to get our procedures refined, in place and followed. The first is on the CDAC Procedures document where it mentions “manager approval” which has not been happening on some projects. Essentially, the procedures document we have in place has not been followed with manager, dean and vice president approval. Committee members read the present document and made the following suggestions:

- Develop a form with prompts to assure all information, approvals have been made;
- Gary Whitfield takes the proposal to College Council for approval.
- Change name on form to “Campus Development Advisory Committee Project Procedures;”
- 1b-Key point: consult with “District Office of Facilities & Planning”—make sure this takes place.
- 1e-“Solicitations” –reword this, change words to “Full knowledge and approval”, as the President or other might be seeking other money from the same source for a different, possibly more important issue.
- Melissa B. will write article regarding the CDAC procedures document for the Vista newsletter.
- Add an introduction to Procedures document that is clear and names all steps/requirements “what qualifies as a CDAC project/alteration to building?”

Gary W. stated he and Melissa Beach will prepare a draft form and directions and send to CDAC committee and all necessary groups for approval. We need to keep in mind and state as well, if doing “fundraising” there is an additional form that needs to be completed for that as well.

4. UPDATES

A. ADA Issues – No report due to absence.

B. Facilities Update – Dave Keener reported they are presently taking care of Measure E projects, so there is nothing new to report. Gary W. stated he drove by today and the Allied Health structure is moving along nicely and the Softball field looks great as well.

Facilities Planning – Tim Nesmith reported they are going through the Softball Field punch list items next week and are almost complete. They made some improvements to the concrete and landscape; changed the irrigation; and made pathway improvements. They planted Slow-Mow (slower growing) grass as well. The Groundbreaking will take place with an inaugural game when softball season starts next year and they are presently in the process of planning the restroom and concession stand. This is not an actual locker room, but they are in design.

Bid results are now available on the web located on Fiscal Services website for everyone to review. Go to YCCDnet homepage, Fiscal Services, Purchasing and prompt for bid results.

Tim N. thanked Ken White and Gary Whitfield for the funding to send an HVAC staff member for certification to be a pool technician to change chemicals. Before they only had 2 technicians that required they work every weekend to keep the pool maintained. Thanks to this funding, they now have 3 technicians.

Tim N. wanted to clarify on the “recycling grant proposal” as the recyclable containers are not large. There are some containers through Coca-Cola on the Athletic field being permanently placed. He should hear back next week on this. Student Services came in approximately \$5 million below bid, so now they can do the bottom floor Morris Building remodel. May 5, 2010 is the Science building groundbreaking.

(me check!) Parking Lot 103 will be shut down in two weeks, relocating to the Ag parking Lot 102. The space by Stoddard has 150 spaces and the Board wants to purchase this. Ken White is taking this forward to Facilities.

YFA Lounge-Tim N. met with Academic Senate regarding the remodel. They put in cabinets, did some remodeling and there was no contract with the District. All projects performed, whether by Facilities or an outside vendor, must have a contract in place with Facilities first. We are also supposed to use Facilities before seeking outside companies. They need to re-do electrical work and some plumbing on this project.

The Softball Field is almost complete. Some footings and foundations are down for Allied Health. Trusses are being welded for the Ag Pavilion and the beam signing is scheduled for the Topping Off ceremony. The Beef and Sheep units are complete.

The infrastructure is a mess and all torn up with data being placed underground. This is for the new mechanical plant to provide hot water to the Allied Health and Science buildings.

- C. Scheduled Maintenance Projects:** The Boiler and Gym HVAC projects will take place this summer. There are 2 designs being studied for privacy walls to place on the Student Center building to hide the ducting for the HVAC unit. Tim N. reported Mark Anglin has requested taking money from the Ag Pavilion project to put toward fencing for the animal project area so he will need to talk to him.
- D. Recycling** – No report due to absence.
- E. Risk Management** – Dorothy Pimintel reported she is working with the deans on contract language and reviewing contracts before they get to Teresa Scott to assure proper language, insurance, request policies are in place. Several contracts have been held up due to improper language. Dorothy P. stated a request was made regarding shade at the pool and she directed them to their division dean and Campus Security website.
- F. Website for CDAC** – Gary W. continued to urge members to check the CDAC website frequently and contact Melissa B. with any additions needed.

Next Meeting – Gary W. said we will work up a meeting schedule for Fall, book conference rooms and send invites.

Action Item:

- Add page numbers to all minutes. Confirm that the latest version of Charge is on CDAC webpage. Contact Linda Hoile regarding writing an article on CDAC procedures for Visions & Vistas. Schedule, invite and book rooms for Fall 2010 CDAC meetings. Change name on Procedures to CDAC and make noted changes.

WHO: Melissa Beach

WHAT: Add page numbers to all minutes. Confirm that the latest version of Charge is on CDAC webpage. Contact Linda Hoile regarding writing an article on CDAC procedures for Visions & Vistas. Schedule, invite and book rooms for Fall 2010 CDAC meetings. Change name on Procedures to CDAC and make noted changes.

WHEN: 5/3/10

MEETING ADJOURNED