

MODESTO JUNIOR COLLEGE

CAMPUS DEVELOPMENT ADVISORY COMMITTEE

March 18, 2011

2:00 p.m. – 3:00 p.m.

Morris B

AGENDA

Facilitator: Carmen Fernandez & Doug Smith

Recorder: Melissa Beach

ACTION ITEMS

1. Additions/Revisions to the Agenda – *Committee*
2. Approval of Meeting Minutes – January 21, 2011 & February 25, 2011

DISCUSSION ITEMS

3. CDAC Procedures Form – Final Approval
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. Campus Safety *Becky*
 - h. Next Meeting – April 15, 2011, 2:00pm-3:00pm, Morris Conf. Room B

★ Attachments

Revised: 3/15/2011 3:00 PM

MODESTO JUNIOR COLLEGE
Campus Development Advisory Committee
Meeting Summary
Friday, February 25, 2011
2:00pm - Morris B

Present:

Melissa Beach, CDAC Recorder
Donna Blagg, CSEA Member
Nancee Carrillo, Campus ADA Coordinator, ex officio
Becky Crow, Director of Campus Safety, ex officio
Carmen Fernandez, Chair, VP of College Administrative Services
Dorothy Pimentel, Risk Management Specialist, ex officio
Doug Smith, Co-Chair, Academic Senate Member
Gabrielle Steiner, East Campus Academic Senate Member

Absent:

Dave Keener, Campus Operations Manager, ex officio
Tim Nesmith, Director of Facilities Planning & Operations, ex officio
Charles Palmer, ASMJC Member
Sherri Suarez, Campus Facilities & Events Coordinator
Vacancy, Academic Senate Faculty Member
Vacancy, West Campus Academic Senate Faculty Member

ACTION ITEMS:

1. ADDITIONS/REVISIONS TO AGENDA – No action.

2. APPROVAL OF 1/21/11 MINUTES – Minutes will be carried over to next meeting for approval, as not enough members present to make a quorum.

Open Discussion: Members questioned if our current CDAC Charge and Membership should be reviewed and revised as attendance has been low especially in the areas of voting members. The current membership balance has more faculty voting, however, we are down 2 faculty members. Melissa Beach will contact Academic Senate again and copy Doug Smith requesting the need for 2 faculty replacements. Members present questioned possibly amending our bylaws. It was determined we need 5 people to make a quorum in this meeting. Melissa B. will send out the CDAC membership and charge to committee members.

Further discussion was held about possibly changing the dates/times of meetings.

DISCUSSION ITEMS:

3. CDAC PROCEDURES FORM –.Members present looked over the CDAC procedures form and made minor suggested corrections. Melissa B. will revise the document and send via email for committee approval before making it a fillable form to be placed on the CDAC webpage.

Unofficial meeting ended at about 3pm.

Next Meeting – Friday, March 18, 2011, 2:00-3:00pm, Morris Conference Room B

Modesto Junior College
Campus Development Advisory Committee
Meeting Summary
January 21, 2011
2:00pm – 4:00pm
Morris B

Present:

Melissa Beach, CDAC Recorder
Donna Blagg, CSEA Member
Becky Crow, Director of Campus Safety, ex officio
Carmen Fernandez, Chair, VP of College Administrative Services
Dave Keener, Campus Operations Manager, ex officio
Tim Nesmith, Director of Facilities Planning & Operations, ex officio
Charles Palmer, Associated Student Member
Dorothy Pimentel, Risk Management Specialist, ex officio
Doug Smith, Co-Chair, West Campus Academic Senate Member
Gabrielle Steiner, East Campus Academic Senate Member
Sherri Suarez, Campus Facilities & Events Coordinator

Absent:

Nancee Carrillo, Campus ADA Coordinator, ex officio
Gaither Loewenstein, MJC President
Vacancy, Academic Senate Faculty Member

ACTION ITEMS:

1. **ADDITIONS/REVISIONS TO AGENDA** – No additions to agenda.
2. **APPROVAL OF 10/15/10 MINUTES** – Change “Approval of 4/16/10” Minutes to “9/17/10.” Doug Smith made the motion to approve the 10/15/10 Minutes, seconded by Charles Palmer and the motion carried.

DISCUSSION ITEMS:

3. **AG MURAL PROJECT** – David Baggett presented a proposal for a ‘Central Valley Ag themed’ mural to be painted by MJC students under the direction of Deborah Barr, on the walls of Ag Room 125. This is the most used room in the Ag Dept and serves as a classroom, meeting area and dining space for community-based Ag events and presently the walls look terrible. This project would be paid for by the Ag Dept and Young Farmers. Deborah Barr will initially do the drawing for a first approval. Dave K. stated Facilities patrols all of MJC and YCCD daily for graffiti and clean-up, as this is on their regular daily schedule. He shared concerns because if damage or graffiti were to happen to this mural, his department cannot paint or touch up a mural; therefore, the Ag Dept. would have to be responsible for the upkeep and care of this mural. Becky C. suggested the statement regarding “Ag Dept. responsible for upkeep” from a vandalism point of view, should state “any vandalism will be taken care of in a timely fashion.” Doug S. asked if we could get something in writing from the division dean regarding the maintenance, upkeep and it taking place in a timely manner. David B. said yes and Dorothy P. will email Mark Anglin and send him a statement to sign. CDAC members moved to approve the Ag Mural Project contingent to the fact we get a MOU regarding: Timely maintenance, drawing from Dean, and that CDAC or another designated body has final approval for the project and actual mural design. Doug S. made the motion to approve, seconded by Charles P. and all CDAC members unanimously approved with an aye vote.

4. UPDATES

- A. **ADA Issues** – No report due to absence.
- B. **Facilities Update** – Dave Keener reported they have completed the new bus stop shed and added a new crosswalk to the encroachment, as the existing crosswalk was too far away. The shelter is in place and the students are staying dry.

His department is currently refinishing all the old wood signs on campus and replacing the old posts with metal ones, aesthetically improving their appearance.

His department is staying busy with maintenance at this time. Doug Smith questioned what is the status with the flooded grass area between Parking Lot 205 and the Tenaya Auto building. Dave K. reported the sidewalk has been extended, the utility work has been completed and some landscaping is being performed to that area. Also, more paving will take place in increment 2 of the Measure E projects. The underground utilities change was the reason for flooding in that area and the rains slowed progress for completing that project. Doug S. shared concern that there is no water currently taking place on different areas and Tim Nesmith stated the irrigation is back on.

- C. Facilities Planning** – Tim N. stated they are currently working on the purchased AMR building site planning the parking lot design. They received the HAZMAT report and specs are now complete. The second stage is planning the parking lot.

The bid opening began yesterday for increment 2 which is the Plaza area between the Allied Health and Science buildings. They will go through a period of protesting and bids and it will take about 6 weeks to choose a contractor. The Plaza should be started in May 2011 and by August 2011 there will be access to the buildings for students.

The new standard for roads is 50 feet wide. This will allow for a walking and biking path and utilities, such as transformers, will be outside that 50 foot wide path.

Sherri Suarez asked when the AMR project/parking lot would be completed and that work will be performed over the summer and completed by Fall 2011. Sherri S. stated she has not seen plans for the Plaza and asked if that area should be added as an “outdoor event” area in case there will be scheduling needs for it. Tim N. said yes, this space can be scheduled for outdoor usage.

Tim N. reported they are staying busy on all West Campus projects and today he will tour the Student Services building with Carmen Fernandez and Matt Kennedy.

Tim N. stated Founders Hall is scheduled for a 7/25/11 completion date. Then there will be commissioning and moving in.

Tim N. stated they have opened the bidding for the Concession/Restroom facility located between the Soccer and Softball fields.

- D. Scheduled Maintenance Projects** – Dave K. stated nothing new to report at this time.

- E. Recycling** – Doug S. stated the Project Green members are working individually on different projects at this time. They are working on providing collection bins to all departments with money they are collecting. He is recruiting students from the Environmentalist Group and that the student leader is new, revitalizing and has 30 participants. They are presently working on an Environmental Plan meeting. He enquired with Tim N. and Dave K. for any projects they might want student assistance with from this Environmentalist group. Tim N. and Dave K. stated if they had more people helping, it would be great, for instance capturing information on how much is being recycled is beneficial to the District to capture this information for reporting. They should always turn in receipts for recycling to Crista Noakes and Dorothy Pimintel needs this data as well. The reports need to include the volume recycled.

Gabrielle Steiner stated we need more recycling cans and suggested we could start a campaign where they could go to people and ask for donations, have students advertise, hang posters, email, etc., which does two important things—raise money and raise awareness that MJC is actively recycling. Dave K. stated he is making his staff aware and that the recycling bins in Pirates Village have been used so much this pick up spot is now on the daily schedule, as it was providing more volume of recyclables than they could keep up with. Therefore, he stated the recycling bins are being used. There are presently 4 recycling stations in Founders Hall and once everyone has moved back in there they will see the amount of volume captured and add more if need be. Non-secured recycling containers are subject to theft and there is a constant problem with vandalism of them and this happened in Founders in the past. People would drag the non-secured containers across the carpet causing further damage. Charles Palmer suggested maybe the cans could be assigned to each student group and be their responsibility. For instance, the Gamer’s Club is currently responsible for the recyclable bin in the Gamer’s Room. He said maybe the different clubs could be made responsible and they could be competitive and add logos to their containers, making it a competition

on who could collect the most volume. Doug S. asked if ASMJC would write up some Recycling Procedures and give them to Charles P.

Carmen F. stated there is a campaign competitive grant that can be applied for through the AmeriCorps program. She and Doug S. will meet on this in the next couple weeks. Doug S. would like to make an announcement promising bus rides to the Whole Earth Festival held on Saturdays. UC Davis has the most state-of-the-art recycling program and he would like to tour there later this semester. Tim N. suggested Doug S. talk to the Welcome Center to include this information in their orientations to get the word out to students regarding this trip and MJC's recycling efforts.

F. Risk Management – Dorothy P. reported the Hammer Cage proposed initial placement by the handball court on the corner of Student Center Drive/Collegiate Lane was reviewed by Gaither Loewenstein, Gary Whitfield and Teresa Scott and was denied due to it being a huge safety liability. The Hammer Cage will be placed adjacent to the Softball Field on West Campus.

G. Campus Safety – Becky Crow reported her department has given fair warning that parking enforcement begins next week. She has nothing else to report at this time.

Doug S. stated when you are coming down the overpass, this is the most dangerous area with that right lane on Carpenter as you approach Collegiate Lane just before Blue Gum where everyone enters the campus from that side of Carpenter and MJC traffic is causing the problem. He questioned if we have any input with the City on this. Becky C. said she has heard some discussion taking place regarding doing changes to this area. Doug S. added, additionally, the turn onto Brinks backs up and causes difficulty entering and exiting Student Center Drive.

Next Meeting – February 25, 2011, 2:00pm – 4:00pm, Morris Conference Room B

MEETING ADJOURNED



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. Complete this document, print, obtain approvals and signatures, and submit it with any necessary attachments to the Campus Development Advisory Committee, via College Administrative Services office, Morris Room 211, ext. 6742. The Advisory committee will review all proposals and forward their recommendation to the college President and College Council.

Requested by: _____ Requested Date: _____

Written Project Summary Description (include a thorough description of the project. Attach additional information if needed.): _____

Approving Unit Manager: _____

Who will typically use the facility: (check all that apply) Staff Students Community Members

Check all that apply: Drawings Attached Photographs Attached More Detailed Project Description 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.

Preliminary Review by 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: \$ _____

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/solicitation 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):

Project presentation to Campus Development Advisory Committee date: _____

FOR OFFICE USE ONLY
Approval Signatures & Dates:
CDAC Chair: _____ Facilities Operations _____
College Council: _____ Project Final Approval (MJC President): _____



Modesto Junior College

Campus Development Advisory Committee Charge and Membership

November 20, 2009

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.

Membership

The voting membership of the Campus Development Advisory Committee, with appointing bodies, is outlined below.

- Chair, Vice President College and Administrative Services
- Co-Chair, Faculty member from either East or West Campus approved by Academic Senate
- Faculty member from the Academic Senate
- Faculty member from West Campus approved by Academic Senate
- Faculty member from East Campus approved by Academic Senate
- CSEA member approved by CSEA President
- Campus Facilities & Events Coordinator
- Associated Student President or designated appointee

Ex Officio members

- Director of Facilities Planning & Operations, ex officio
- Director of Campus Safety, ex officio
- Campus Operations Manager, ex officio
- Campus ADA Coordinator, ex officio
- Risk Management Specialist, ex officio

Meetings

The Campus Development Advisory Committee meets monthly following a schedule established for each year at the end of the previous academic year. Preparation of agendas is the responsibility of the chair. Any member of the campus community may submit an item for the agenda. Minutes of meetings are taken by a staff member designated by the chair and are archived in the administrative office of the chair.