

**Modesto Junior College**  
**Facilities Council Meeting**  
 Meeting Summary  
**September 21, 2020**  
**2:00pm-4:00pm**  
**Online Zoom Meeting**

<b>Committee Member</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Sarah Schrader	Chair, Interim Vice President of College & Administrative Services	✓	
John Zamora	Co-Chair, Academic Senate Faculty	✓	
Don Borges	Dean Representative	✓	
Marissa Cahn	CSEA Representative	✓	
Manuel Cunha	Academic Senate Faculty Representative	✓	
Frank Funes	CSEA Representative	✓	
Ashley Griffith	ADA Coordinator	✓	
Lisa Husman	Recorder	✓	
Judy Lanchester	Director, Facilities Planning & Operations	✓	
Diana Ledesma	ASMJC Representative	✓	
Michael Morales	YFA Representative	✓	
Yolanda Perregil	Assistant Director, Facilities Planning & Operations	✓	
Dorothy Pimentel	Director, Risk Management, Purchasing and Receiving	✓	
Chad Redwing	Academic Senate Representative		✓
Aishah Saleh	YFA Representative		✓
Glen Stovall	CSAC Representative	✓	
Sherri Suarez	Events/Facilities Manager	✓	
Jeff Swank	Director of Media Services	✓	
Bill Watts	Campus Safety Operations Supervisor	✓	

**Guests**

Araceli Baliel	Jennifer Richmond
Laureen Campana	Fernando Velez
Lidia Gaines	Tivoli Walker
Margo Guzman	Paige Walters
Maria Marquez	Fareha Moulana Zada
Katie Moose	Analisa Zamara

**1. Welcome/Introductions/Call to Order**

Sarah Schrader called the meeting to order at 2:01pm. Sarah advised that the meeting is being recorded for the purpose of taking minutes. Several guests were present from the Smoke-Free Campus Taskforce and introductions were made.

**2. Approval of Facilities Council Minutes – 04/20/2020**

**Action Item:**

**Motion: Don Borges made a motion to approve the minutes from 04/20/2020.**

**Seconded by: John Zamora**

**16 ayes. 0 nays. 0 abstentions.**

**Motion passed.**

**3. Smoke Free Campus Update – John Zamora**

John presented a MJC Smoke-Free Campus Task Force packet to the Council that encompasses the participants work that has been done on this project so far. This is posted on the Facilities Council website. John pointed out different resources and websites that have been very helpful along with community partners that are being developed.

John advised that the taskforce is currently drafting language for policies and procedures. They are also being conscientious of educating students, faculty, staff, administration and the community regarding the health effects of tobacco and other smoking products.

There were several positive comments from the taskforce regarding the collaborative efforts of the group. The taskforce wants to promote a healthy environment for everyone on campus by utilizing an educational approach rather than a punitive approach. It was also stated that Columbia College is working together with MJC on this taskforce and policy.

**4. Updates:**

**Small Capital Outlay Projects & 5-year Scheduled Maintenance Plan – Judy Lanchester**

Judy shared a PowerPoint titled, “Construction Projects Small Capital Outlay (MJC) Scheduled Maintenance”. This document is posted on the Facilities Council website. Judy explained the stages of all of the small capital outlay projects which were prioritized at Facilities Council last spring along with the 5-year scheduled maintenance plan and the timeline.

There was discussion regarding funding the soccer path of travel, which is an ADA project. This project is approximately \$150,000 over the allocated amount.

Judy also shared the allocated amounts from the bond (Fund 42) and pointed out some overages of what was originally allocated and projected. Judy advised she would update the MJC project budgets within the bond fund so the Council can see exactly what is left to be allocated.

Judy then shared and explained the projects being funded under the 5-year scheduled maintenance plan. She shared the Fusion2 space inventory report.

Judy shared what the new MSR Enhanced Gathering Area looks like.

Sarah reminded the Council that with the current economic situation, the District received zero scheduled maintenance dollars from the state this year. The state uses that line item as a balancing budget line item. The Board elected not to move forward with a bond so the college will have to find alternative ways to pay for necessary facilities projects. A reminder that Facilities is doing the best that they can with what they have.

John inquired about the filtration systems in the buildings because of all of the smoke from fires. Judy explained the mandates required by the CDC.

**Facilities & Planning – Yolanda Perregil**

Yolanda reported that they are down a few positions in Operations.

The most heavily impacted area is HVAC, identifying and taking care of problems early.

MJC and Columbia Carpentry area has worked several hours to get plexiglass shields up and sidewalk markings for COVID guidelines.

The custodial team has been very busy with sanitizing the campuses.

She stated Facilities and Grounds have also been very busy with maintaining grounds, fields and projects.

Facilities received a request that the students want the benches between the Forum Building and the Student Center moved to the front of the library and would like an additional seating area like these throughout grass areas.

Bottle filling stations are currently being installed inside all of the buildings.

In order to enforce social distancing, water fountains have been covered along with some bathroom stalls and sinks.

The Ansel Adams and John Muir elevators are due for mechanical upgrades. Ansel Adams elevator is completely down but is not posing any ADA issues at this time.

An update of current painting projects was given.

#### **ADA – Jacquelyn Forte for Ashley Griffith**

No ADA report out at this time.

Ashley did have a concern from managers regarding building closures due to possible COVID contaminations not being communicated in a timely manner. She stated there are some managers and staff that come on campus and are not always aware of a building that is closed.

#### **Risk Management – Dorothy Pimentel**

No report at this time.

#### **Campus Safety/Parking & Traffic Issues/MJC Health & Safety Sub-Committee – Bill Watts**

Bill advised there has been some recent tree thefts and vandalism in the Ag Department. They may have found a solution as thefts and vandalisms have stopped.

Campus Safety is helping with the distribution of laptops and hotspots.

Assisting IT with providing available work space in their building.

#### **Media Services – Jeff Swank**

Media Services has been busy with different projects.

With the recent flooring replaced in the RFTC, a lot of AV equipment had to come out with the help of Facilities.

Toured the Electronics Building because of the remodel in order to find a design process for AV systems.

Reigniting systems that were taken down by various power outages and power fluctuations that have been experienced at MJC and Columbia.

Repaired and performed maintenance on all the AV systems in 118 MJC classrooms and have installed new computers or reimaged others. Margo's team was a huge help with that.

Scotty has been developing creative solutions for remote instruction and working one on one with instructors.

#### **Technology Services – Margo Guzman**

Margo advised that her team and Jeff's team have collaborated on a lot of projects.

She provided the following IT update:

Upgraded all of the west campus classroom computers to Windows 10.

We have imaged over 1,200 computers including the laptop bundles.

Another 600 computers are coming in and we are imaging those as we receive them.

Joe Macklin's team is responsible for the single sign on that will be activated the evening of the 28<sup>th</sup>.

The student's email password will allow them to access Pirates Net and Connect Columbia.

**Space/Scheduling – Sherri Suarez**

Sherri advised there has been a lot involved with walking through Facilities to set up spaces due to COVID.

The fall schedule is up and running. Starting to look at the spring schedule this week.

Mailroom personnel are coming in once a week on Thursdays and distributing mail.

Duplicating office is coming in a minimum of one day of week on Wednesdays.

**Note:** Sarah added that IT is going to be working on expanding the Wi-fi in the parking lots in the Ag instructional areas as well as the District Office area.

**6. Check-Out**

The minutes from 4/20/2020 were approved.

The Smoke Free Campus Taskforce presentation was given to the Council. Share the information with your constituent groups. Reach out to John with any questions.

Judy will be bringing back additional information regarding projects, savings and cost.

Monthly updated were provided.

**7. Adjournment**

Meeting was adjourned at 3:46pm.

**Next Meeting:** October 19, 2020, 2:00pm – 3:00pm, Online Zoom Meeting.