

**Modesto Junior College**  
**Facilities Council Meeting**  
 Meeting Summary  
**October 19, 2020**  
**2:00pm-3:00pm**  
**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	✓	
Maria Marquez	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**

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

Sarah Schrader called the meeting to order at 2:00pm. We started the meeting without quorum so we skipped to the first informational item and came back to the action items.

There was a change to the agenda to add the action item, “Update Project Scope – Soccer Path of Travel Project and Track Project”.

**Action Item:**

**Motion:** Don Borges made a motion to add the action item, “Update Project Scope – Soccer Path of Travel Project and Track Project” to the agenda.

**Seconded by:** Sherri Suarez

**14 ayes. 0 nays. 0 abstentions.**

**2. Approval of Facilities Council Minutes – 09/21/2020**

**Action Item:**

**Motion: Sherri Suarez made a motion to approve the minutes from 09/21/2020.**

**Seconded by: John Zamora**

**14 ayes. 0 nays. 0 abstentions.**

**Motion passed.**

**3. Update Project Scope – Soccer Path of Travel Project and Track Project – 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 she went back in and updated the figures for the bond project dollars. These figures reflect the original budgets, the total remaining dollars at this time, expenses and encumbrances.

The discussion today is if the Council wants to move the Soccer Path of Travel project forward as originally planned or add a shade structure to the project. The change in scope would increase the project approximately \$140,000.

The second item of discussion is allocating enough money to the Track and Jump Relocation Project which was originally \$350,000 and is now \$615,000. Judy advised the biggest bid difference is for pavement between the lanes instead of grass.

Judy provided updates on other projects as well.

There was discussion among the Council regarding the projects.

After the motions were made and passed, Judy advised she would send out a revised MJC Fund 42 reallocation to Lisa in order to share it with the Council, have for a record and for members to share with constituency groups.

**Action Item:**

**Motion: Don Borges made a motion to move forward with the upgraded Track and Jump Relocation Project including the pavement between the lanes.**

**Seconded by: John Zamora**

**13 ayes. 1 nay. 0 abstentions.**

**Motion passed.**

**Action Item:**

**Motion: Sherri Suarez made a motion to recommend the updated Soccer Path of Travel Project to include a shade structure.**

**Seconded by: Frank Funes**

**14 ayes. 0 nays. 0 abstentions.**

**Motion passed.**

**4. Scheduled Maintenance Projects Cost/Savings Update – Judy Lanchester**

Judy shared the 5 Year Scheduled Maintenance Plan that went to the State of California on October 2. She advised this can be shared with constituent groups and if anyone feels that a project needs to be added to the list or would like to give input, she is requesting this come forward in January or February of 2021.

Judy explained how this plan is established.

**5. Updates:**

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

Judy shared a PowerPoint titled, "Small Capital Projects – MJC". Judy explained that this includes the first two years of projects and how they are broken down into each group. Judy encouraged the

Council to share this presentation with the constituent groups as well. She advised she would like to get a recommendation from the Council in November to proceed forward with the projects identified as critical. She relayed that she would like to expend the remaining Central Services bond dollars on these projects and then start to segue into the amount that has been provided to the TCO to begin working on these projects to improve our facilities.

Sarah suggested that Judy prioritizes the project list and send it back to Lisa so we can get it back to the Council. This will help guide the conversation. Judy will send this back by the end of this week.

### **Facilities & Planning – Yolanda Perregil**

Yolanda reported they were cleared by the County Health Department to reopen the pool with COVID guidelines that include occupancy and spacing requirements with six feet social distancing inside the pool and on the deck.

Working on the bottle filling stations.

Obtaining quotes to replaster the Science Community Center water fountain.

Staff has been busy during remote operations doing repairs to areas that we do not normally have access to such as painting and chair rails to Founders Hall.

Electricians have been working on exterior lighting projects using warranties from the vendors that were paid through Prop 39 funding.

Replacing some lighting and converting other lighting in the library and ACE Pavilion utilizing a MID program.

HVAC working hard to make sure we are following CDC guidelines with maintaining and monitoring the outside air.

Maintaining grounds and athletic fields making sure the social distancing lines are visible.

### **ADA – Ashley Griffith**

No ADA report out at this time.

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

Dorothy advised her area is updating forms in Etrieve for better continuity and moving forward with going paperless in Purchasing, Accounts Payable and Receiving.

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

Campus Safety is still handing out laptops and hotspots. Nothing more to report at this time.

### **Media Services – Jeff Swank**

Jeff was not available for a report at this meeting.

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

Margo advised that her team is back on site this week and will start imaging the additional 300 laptops for students. They have also been working with Columbia and fulfilling work orders. Her team is working staggered days due to COVID-19

### **Space/Scheduling – Sherri Suarez**

Sherri advised they have finished the academic schedule for spring. Physical Education courses started back up in some sort of capacity last week so there is a lot happening on the fields. Duplicating and mailroom staff are coming in once a week for services needed for the fall semester.

## **5. Check-Out**

The minutes from 09/21/2020 were approved.

Judy will forward a prioritized list of projects so the Council can share those with their constituents. These prioritizations will be for the entire list not by individual section. The updated projects for the track and soccer path of travel including the shade structure were approved and will be recommended to College Council.

**6. Adjournment**

Meeting was adjourned at 2:46pm.

**Next Meeting:** November 16, 2020, 2:00pm – 4:00pm, Online Zoom Meeting.