

**Modesto Junior College
Facilities Council Meeting
Meeting Summary
November 16, 2015
2:00pm-4:00pm
Library Basement, Room 55**

| Committee Member | Representing | Present | Absent |
|-------------------------|--|----------------|---------------|
| Al Alt | Chair, Vice President of College & Administrative Services | ✓ | |
| John Zamora | Academic Senate Faculty Co-Chair | ✓ | |
| Aurora Wells | ASMJC Rep | | ✓ |
| Jim Howen | Academic Senate Faculty Rep | ✓ | |
| Lisa Husman | Recorder | ✓ | |
| Lloyd Jackson | Campus Safety Operations Supervisor | ✓ | |
| Judy Lanchester | Assistant Director, Facilities Planning & Operations | ✓ | |
| Erik Klevmyr | CSAC | | ✓ |
| Pedro Mendez | Dean | ✓ | |
| Tim Nesmith | Director, Facilities, Planning & Operations | ✓ | |
| Dale Phillips | YFA Rep | | ✓ |
| Dorothy Pimentel | Risk Management Specialist | ✓ | |
| Kathy Rau | ASMJC Rep | ✓ | |
| Martha Robles | ADA Coordinator | ✓ | |
| Alejandro Sabre | Academic Senate Faculty Rep | | ✓ |
| Sherri Suarez | Events/Facilities Coordinator & CSEA Rep | ✓ | |
| Jeff Swank | Director of Media Services | ✓ | |
| Angie Vizcarra | CSEA Rep | ✓ | |

Substitute

| Name | Member Substituting For |
|-------------|--------------------------------|
| N/A | |

Guest

| Name | Position |
|--------------|-----------------|
| Matt Kennedy | Kitchell |

1. WELCOME & INTRODUCTIONS/CALL TO ORDER

Al Alt called the meeting to order at 2:07pm.

2. APPROVAL OF MINUTES

10/19/15 Facilities Council Minutes for Approval

Action Item:

Motion: Pedro Mendez moved to approve the minutes of 10/19/15.

Seconded by: Kathy Rau

Result: Motion passed unanimously.

3. College Council Recommendations (Committee membership & Safety Committee)

Al brought forth a draft memo addressed to College Council recommending the membership change from Dave Keener to Judy Lanchester and Becky Crow to Lloyd Jackson. The memo will be posted on the Facilities Council webpage.

Action Item:

Motion: Angie Vizcarra moved to approve that the memo be sent to College Council.

Seconded by: Pedro Mendez

Result: Motion passed unanimously

4. Consider Agenda Format

AI relayed that he and John Zamora discussed the Council agenda format. College Council is looking at each Council charge. The discussion was to change the agenda format to more accurately reflect the Council's charge. Without taking action, the Council agreed to have an agenda prepared both ways for our next meeting and we can take action on it at the next meeting.

5. Road Projects Map – Matt Kennedy

Matt distributed maps to Council members regarding the loop road project. The map depicts the design of the west campus road projects, the phases and time lines of the project. The main features of the loop road project is pedestrian, bicycle and parking improvements. The map will be posted on the Facilities Council webpage. Matt advised of the following;

- The loop road will allow traffic to travel around the perimeter of the campus without having to leave the campus.
- The acute angle will be eliminated completely and Brink Avenue will be at a 90 degree angle which will increase safety.
- Three traffic circles will be included to slow down traffic.
- An important feature will be removing any diagonal parking that backs into the loop for safer circulation.
- The west end of the campus will have a long bus turn out to enable the stacking of busses west of the soccer fields.
- The green lines on the map represent safe pedestrian walkways. There will be a pedestrian walkway added near the softball fields where there is a lot of student traffic.
- There will be sidewalks inside the loop roads.
- On the east side of the campus, the bike path will connect with the city bike path along with lights.
- Phase 1 indicated with green lines on the map will go out to bid on December 3, 2015 and with weather permitting, construction will start after the first of the year. A 90 day construction phase is anticipated.
- Phase 2 indicated with blue lines on the map will start the first week in May and be complete during summer. A 90 day construction phase is anticipated.
- Phase 3 (parking) will wait until the District Office building is complete. This phase will have the longest duration and will include hazardous material removal and demolition.
- The campus will be landscaped more heavily at the entry points and will have trees and lights along all walkways.

6. Benches Project – Update of “Test” Bench

The test bench has arrived and is currently at the receiving department.

- Judy will look at bench and send an overview to AI and Lisa. The overview will then be sent to all of Facilities Council.
- There was consensus to bring the bench to Library Room 55 for testing. An email will go out to Council members, Dimitri Keriotis (faculty advisor on project), and involved deans once it's there.
- A vote via email will go out regarding the bench prior to our next meeting on December 21, 2015.

7. Updates

Measure E Project Updates – Matt Kennedy

- Working on a new round of projects that are in the design phase including the Outdoor Education Center, Ag Storage Building and the painting on east and west campuses.

West Campus Roads & Pathways – Matt Kennedy

- See agenda item #5.

East Campus Roads & Pathways – Matt Kennedy

- East campus roads and pathways project is complete.

ADA Issues – Martha Robles

- No issues to report at this time.
- In the process of updating the reporting process.

Facilities Update – Judy Lanchester

- Working with her staff to have an open area for student parking where MICL and the old receiving building was. There are entities giving away free telephone poles that would serve as a temporary parking perimeters along with temporary paint.
- Having monthly service manager meetings to work out projects.
- Kiosks on east campus are in poor condition. There are three kiosks in storage on west campus. Students are looking into the cost of bringing those to east campus and also having them painted.
- Delivered a plethysmograph for the respiratory program to Glacier Hall.
- There are currently painters in Sierra Hall and there are two classes in the art building scheduled for the holiday break.
- Will be painting the student center and food service in the spring.
- Electricians have completed the exterior lighting project on east and west campus including the stairwells in Sierra Hall and Yosemite Hall.
- Poultry unit lights will be completed by the end of November and the dairy unit will be completed by the end of the year.
- Band room lighting is scheduled for the holiday break.
- The temporary HVAC unit in Art 204 is working out great.
- Plumbers will be fixing showers in the gym and men and women's locker rooms over the holiday break.
- Carpenters are working on a chair rail solution for the walls in Founders Hall.
- The insulation in the Ag Pavilion will be re-attached over the holiday break.
- The athletic fields are in the sand, seed and fertilizer stage.
- Flooring and lighting were replaced in the elevators of Morris Memorial, Sierra and Yosemite Halls on November 11th.
- Grounds run plan completed. Working on a plant pallet, will present to Facilities Council. Will continue to patch holes with gravel/hot mix.
- Currently working with Sherri on athletic set-ups.
- Track and tennis court resurfacing is continuing.
- Will be working on exterior signage and an installation of a legend.
- Building inspections will continue over the holiday break.

Facilities Planning – Tim Nesmith

- In the process of a lighting retrofit project for the art building, gymnasium, library, Morris Memorial building along with parking lot and pathway lights.

Scheduled Maintenance Projects – Judy Lanchester

- Judy provided the Council with a handout of scheduled maintenance projects for 2015-2016 which are subject to change.
- Projects include the reroof of Tenaya Welding building, recoat Morris Memorial building, replace well pump #1, and replace heat exchangers and pumps in Founders Hall and the Forum building.

Risk Management – Dorothy Pimentel

- Just finished CERS reporting (California Environmental Reporting System) with Stanislaus County for both east and west campuses.
- Doing a lot of ergonomic evaluations for staff.

Campus Safety/Parking & Traffic Issues/MJC Health & Safety Sub-Committee – Lloyd Jackson

- The next Health & Safety meeting in next Monday, November 23, 2015 at 1:00pm
- Campus Safety has been looking into changing the alarm system from analog phone lines to IP lines which are a lot faster. If approved, the buildings would be updated over time.

Media Services – Jeff Swank

- No new projects to report at this time.
- Will be working on several projects over the holiday break that were mentioned at the last meeting.

Technology Services – Patrick Pimentel, Sr.

- Not available for a report at this time.

Space/Scheduling – Sherri Suarez

- Will be importing for the summer semester after the holiday break and fall semester in the beginning of February.

8. Adjournment

Meeting was adjourned at 3:12pm.

The next meeting is scheduled for Monday, December 21, 2015.