



## MINUTES

### Facilities & Environmental Improvement Committee

Friday, October 31, 2014

2:00 P.M. – 3:00 P.M.

Board Room

#### MEMBERSHIP

Jeff Enz – Chair/CMCA Representative  
John Lau – Administrative Representative *absent*  
Sergio Lopez – Administrative Representative  
Jose Lopez – Faculty Representative *absent*  
Ricardo Pradis – Faculty Representative  
Todd Hansink – Faculty Representative *absent*  
Jim Mecate – Faculty Representative *absent*  
Rick Webster – CMCA Representative  
Rhonda Ruiz – Classified Representative  
Carol Cortes-Ramirez – Classified Representative  
Edalaine Joy Tango-an– ASG Representative  
Priscilla Ortiz – ASG Representative

Recording Secretary: Angie Gallo

#### I. WELCOME

#### II. ACTION ITEMS

- a. Approval of the August 29, 2014 Committee Minutes

**M/S/C Lopez/Webster to approve as presented.**

#### III. DISCUSSION ITEMS

##### a. November & December meeting dates

- November – meeting date 11/28 (last Friday) lands during Thanksgiving break
- December – do we want a December meeting or will November be last meeting of calendar year?

Brief discussion among the committee and the recommendation was made to have the next meeting on December 5<sup>th</sup> to cover both November and December.

##### b. Construction Update – Rick W

Rick informed the committee that the 500 building has been demolished is completely gone. The area where the building stood will now be an open grass area. The area has been seeded and will be watered to get grass growing. Major construction on campus for now is done. Over the Christmas break there will be a remodel of the library for the new Student Health Center. The 1700 remodel is scheduled for next spring as part of the campus moves project. The 2000 building move has not been completed. The

Assessment Center was moved into the 400 building but there are still (2) of the TRIO Programs housed in the 2000 building. The Human Resources department also needs a home. Currently assessing the Counseling Center but also need to look at Admissions & Records, and consider the reconfiguration of counseling for the additional staff – new Vice President for Student Services and staff for SSSP.

Walkway from 3100/3200 buildings to main campus – there already is a walkway. The problem is students and staff aren't using it because it's the longer route onto campus. The back way, through maintenance department, is not designed as a walkway for student use and it is a big safety hazard.

Safety issues/concerns:

- lots of vehicle traffic, equipment traffic, as well as foot traffic;
- no paved walkway;
- no lights – very dark a night;

This area is where maintenance and purchasing departments are located and where all campus deliveries come through. Rick and Jeff will work together to draft a plan to bring back to the committee on how to address the foot traffic issue and/or blocking off area.

Cart Storage – behind bookstore for approximately six (6) carts to store and charge, with cement, shade and charging stations. Cart storage will be used by Parking Control and Information Technology Departments. As part of this same project, the asphalt driveway behind Student Affairs building will be redone.

c. Strategic Campus Beautification Plan – Jeff E

Need to work on a plan that lists what campus would like to see in order of priority. Rick would like to recommend spots that require the least impact to grounds staff due to current limited staff in grounds crew. Plan needs to include any costs associated with the location of proposed project(s). Will try and have more information for next meeting.

d. Digital signage and building numbering (wayfaring) – Jeff E

Building numbering issues at the start of the semester have been resolved. All buildings now have building numbers on the outside. Currently looking at other signage options for the campus such as digital signage/wayfaring. 2700 building has TV's where fish tank was supposed to be. 3100 building has (2) TV's. Omar and Jeff will draft short and long term ideas for the use of these and possible solutions that best meet the needs of our campus keeping in mind needs verse cost. The committee would like to see presentations from vendors similar to Regroup to see demonstrations how it could work for us. Tues. meeting will discuss short term solutions for now – 3100 and how to get something up and updated.

e. Campus Key/Issuance Policy – Rick W

Rick explained he has problems with issuing keys especially with part-time or temporary instructors who don't normally go through a check-out process to return keys. Omar has established a database with key information where Rick can pull up information based on building, door, or by employee.

In the past, the lack of consequence for lost keys has made it too easy to replace keys for staff. There is currently no penalty for lost keys. With a policy in place, Rick is looking to impose key procedures to help reduce the request for replacement keys and impose consequences for lost keys. Maybe a procedure that would have the 1<sup>st</sup> key replacement cost x amount, 2<sup>nd</sup> key replacement cost xx, and so forth. The policy would also help address who, what positions, get access to which keys, and why.

**IV. ADJOURNMENT**

**M/S/C/ Lopez/Cortes-Ramirez to adjourn the meeting at 2:39 pm.**