

FACILITIES COMMITTEE MEETING MINUTES

January 16, 2008, 10:00 a.m.
College Conference Room

PRESENT: Patrice Braswell-Burris, Jerry Buckley, Janet Castanos, John Colson, Sunita Cooke, Tim Flood, Kats Gustafson, Alba Orr, Roger Owens, Nancy Pipkin, Tina Pitt, Walter Sachau, James Spillers, Brad Tiffany

GUEST: Susan Herney

RECORDER: Tasa Campos

REVIEW OF AGENDA & MEETING MINUTES

Tim reviewed the day's agenda and noted the committee would only be addressing the first agenda item on parking today. All other items on the agenda will rollover to the next meeting.

PARKING UPDATE

The committee received three hand outs on parking updates. The group reviewed the one listing "Off Campus Parking FAQ's – Frequently Asked Questions" first. After reading thorough the questions, Tim stated initially, it was planned to start the off campus parking in February 2008, but timeline has been moved to March 3, 2008. Two off campus sites have been determined for faculty and staff parking. One will be the Later Day Saints Church parking lot that sits next to the college across the Perimeter Road from parking lot 1. This location will be used by faculty and staff as assigned only. This lot will house people who require quick turn around times and early start workers who are required to be on campus prior to the shuttle service starting. The second off campus lot is the Gillespie Field location. This is the larger lot and where all other faculty and staff will be required to park. Employees parking at this lot will be shuttled and/or bused to the campus at the start of their work shift and then back to the parking lot at the end of their work shift. The group then reviewed the Shuttle/Bus Schedule. The hand out contained times for the A.M., Mid-Day, and P.M. route times. Tim noted the A.M. schedule has more routes than the other times. After the routing system gets going and running smoothly the number of routes and shuttle/buses may be altered. Tim stated the college would need to install a sign at the Gillespie location stating the name of the parking area, hours of operation, and a small disclaimer prior to the lot being used. An official name will need to be determined for the temporary location. The group agreed to name the parking lot the "Gillespie Field Temporary Parking Lot".

Tim asked if there were any suggested additions or changes to the Off Campus Parking FAQ's. The following additions were suggested:

- On campus pick up and drop off locations.
- Main extension on campus to call for emergencies.
- Official lot name, "Gillespie Field Temporary Parking Lot".
- Change the current FAQ's hand out title of "Off Campus Parking FAQ's to "Employee Off Campus Parking FAQ's".
- Add the fact the parking lot will be locked and 7:00 p.m. and there will be no access to the lot after that time until the next morning.

It was suggested employees be informed a staff parking permit will be required as an identifier to park in the off campus lot. Part time faculty and employees who have been pre-assigned to park on campus or at the LDS church lot will be given a sticker to identify them. Tim shared John al-Amin has the assignment list, which will be distributed shortly. Due to an additional meeting Tim left the meeting at 10:35 a.m. Dr. Cooke took over chairing the meeting. The group discussed the following variety of ways to inform staff and faculty about the off campus parking:

- Division meetings.
- Classified Staff meetings.
- Hard copy of information into all the mailboxes.
- Information distributed at the Convocation the first day of flex week.
- Department chairs distribute to faculty in their departments.
- Information distributed at Academic Senate and Chairs & Coordinator meetings.
- Letters to all employees the first week of class.
- Letters mailed to all employees homes.
- Placing stacks of the information around campus.
- Attach information to rosters and checks/deposit slips.
- Hand out information with parking permits.
- Posting banners on campus.

Dr. Cooke shared her concern of making sure the transition process is as convenient for all employees as possible. She thanked everyone for their input.

The meeting was adjourned at 11:00 a.m.

The next meeting is scheduled for FEBRUARY 5 at 9:30 a.m. in the College Conference Room

TF:tmc