

## **FACILITIES COMMITTEE MEETING MINUTES**

July 5, 2011  
9:30a.m. – 11:00a.m.  
Griffin Gate

**PRESENT:** Janet Castanos, John Colson, Sheridan DeWolf, Tim Flood, Beth Kelley, Lisa Ledri-Aguilar, Dave Steinmetz, Reyna Torriente, Cary Willard

**RECORDER:** Tasa Campos

Tim greeted and welcomed everyone to the meeting. Tim welcomed two new members to the committee, Interim Deans Sheridan DeWolf and Cary Willard. Tim shared all past meeting information can be reviewed on the Administrative Services web page. Tim reviewed the agenda and asked if there were any more additional items. Reyna Torriente requested "Room Max Limits" be added to the agenda. It was agreed to and the item will be addressed under the "Other Items" section of the agenda.

### **POTENTIAL IMPACT of STATE REQUIRED STORM WATER PROTECTION**

Tim reported the state is now considering the college for Small MS4 level for required storm water protection. The committee reviewed two handouts on the information. This will now require the college to do storm drain water testing and training including outreach to the community. When originally planned it was looked at as an overall district effort District issue but now the state will be doing it separately by college. The state has identified all community colleges as being included in the new requirements. They have hit and missed on K-12 districts. Tim reported he is part of a group who is working to clarify and better define the language. Municipalities, counties and small port authorities are also being listed now along with some UC's. Tim reviewed the list of potential requirements with the committee and stated that if this mandate passes the requirements will have a huge impact on facilities. Tim shared there are professional companies who can assist with this. The college will be required to post any type of community event related to storm water protection on the web page.

**Action:** Tim will keep the Committee updated and once definite requirement language is developed the Committee will review the outline to determine exactly what the college is responsible for and how to get the work completed.

### **PAY PHONE NEED & SUGGESTED LOCATIONS**

Tim shared he had a request from students regarding locating a pay phone on campus. The college does not currently have any pay phones on campus. Prior to construction, there were payphones placed in front of Building 100, in the Student Center, and one in the 300 area but now there are none. Pay phone use and need started dwindling as cell phones use became more common. The last two years the college was charged for the pay phone service. The pay phone in the Student Center was the only one still self-supporting and actually generated enough money to pay for itself. The issue was brought forward to the ASGC and it was agreed a pay phone should be available on campus. Tim stated it will need to be a location where phone lines already exist or can be installed without a great deal of expense. It was suggested in front of the LTRC on the south side next to the ATM machine. Tim stated the location was a good area because phone lines are there for the ATM machine.

**Action:** Tim will check with Brian Nath on the phone lines to the ATM to see if they will also work with a pay phone and report back to the committee.

## **EOC-EMERGENCY OPERATION CENTER BACKUP LOCATION**

Tim shared before construction the EOC-Emergency Operation Center was located in the Griffin Gate. Once construction started the new designated Griffin Gate could not accommodate the needs of the EOC. It was then suggested the Public Safety conference room be used but was determined it was not large enough to hold the entire team during an emergency. The Distance Education Room in the LTRC was discussed and the room was large enough but cell phone reception was poor. Previously, the college had a back-up location site at the District Offices North in the Computer Training Room but at some point it was dismantled. The college now has reestablished the EOC back up in the district offices with sufficient phone and fax lines. This area also has better cell phone service than the distance learning center. The only concern is the building is in the back of the campus along the open spaces. All EOC items have been located up to the district office areas. The committee discussed generator use and access. Once construction is complete the new Griffin Gate will again be the EOC location. The committee discussed emergency supplies stored on campus and evacuation plans.

**Action:** Information Item

## **PERMANENT BUILDING SIGNAGE (Buildings 20, 23, 30, 41, 42, 70)**

Tim stated the Permanent Building Signage Item was being brought forward as an information item. When the new buildings were completed temporary signage was installed. Tim reported a meeting will be held with reps from each of the buildings to confirm office space and collect any ideas and input on how the current sign locations are working and any suggestions for changes and/or improvements. Funds for the plan are previously set aside Prop R funds. The committee discussed types of required signage.

**Action:** Information Item

## **SAFETY ITEMS**

- **Perimeter Road Work** - Tim shared work will be done on the east side of the perimeter road, directly in front of Public Safety offices, starting July 28<sup>th</sup> through August 5<sup>th</sup>. The committee reviewed a campus map reflecting exactly where the work will be completed. During repair, the section of road will be reduced down to one lane. A flag person will be used to direct traffic to help control traffic. Tim recommended entering campus using the other side of the perimeter road. The issue of the campus perimeter road security gates and use was brought forward. Tim stated the gates are up but are not blocking the road. Stop signs along with reflective safety warnings have not yet been posted on the gates. The hours of the gate use is tentatively planned for 11:00 p.m. to 4:00 a.m.

**Action:** Tim will send out a campus wide email regarding the road construction.

- **Firebreak West Side of Campus** – The committee reviewed a copy of a campus map reflecting the area where work will be completed to clear a required firebreak on the west side of the campus on the outer perimeter road. Tim reported the college has been meeting with the fire marshal and Michael Golden regarding a required 100 ft. clearance around the Nature Preserve. The fire marshal was requesting 100 ft. clearance around the electrical substation building down in the Nature Preserve area. If this amount is cleared it will take up most of the Nature Preserve area. After meeting with the fire marshal, it was agreed a less aggressive approach would be acceptable.  
The next area of concern the college and the fire marshal have been reviewing is the area on the outer perimeter road between Lot 4A to above the Nature Preserve. The fire marshal has requested a 10 ft. defensible clearance resulting in approximately 20 ft. of total clearance in the area. Tim shared the college will also have to meet with Fish & Wildlife Service to review the protected species and plant life in the area. The fire marshal has a MOU with Fish & Wildlife Services stating they are allowed, even in protected wildlife areas, to have a dependable fire safe area. Tim will be getting quotes for a contract to have the work completed. No work will be able to be completed until the end of August due to bird nesting occurring February through August. There will be no animal impact from the clearance work.

**Action:** Information Item

**OTHER/NEW ITEMS**

- Reyna Torriente brought forward the issue of room maxes and if any decisions had been reached after being previously discussed at a past Facilities Committee meetings. Tim reported no decisions had been made effecting fall semester but possibly for the spring semester. Tim also shared he has been working with different groups regarding fire code requirements, and needs to take any changes through the collegial consultation process. Tim will keep the committee updated.
- Tim reported the contract for KTU&A for the landscape educational zones construction is ready to be entered into the system and hopefully work should begin in October.
- Updates on in-house and construction projects will be given at next month's meeting.
- Tim shared classroom accent paint color choices have increased. The 500 North and East classrooms are tentatively scheduled to be painted over winter break. Tim asked that the deans who have classes in the areas suggest task force members to review proposed color and accent prior to the painting.

The meeting was adjourned at 10:40 a.m.

**The next meeting is scheduled for August 2, 2011 at 9:30 a.m. in the Griffin Gate.**