

FACILITIES COMMITTEE MEETING MINUTES

September 6, 2011
9:30a.m. – 11:00a.m.
Griffin Gate

PRESENT: Steve Baker, Patrice Braswell-Burris, Janet Castanos, Sheridan Dewolf, Diane Glow, Beth Kelley, Kerry Kilber, Lisa Ledri-Aguilar, Walter Sachau, James Spillers, Dave Steinmetz, Reyna Torriente, Cary Willard

RECORDER: Tasa Campos

Due to a meeting conflict, Tim Flood was unable to attend the day's meeting. Co-Chair Patrice Braswell-Burris lead the meeting.

Patrice welcomed everyone to the meeting.

SUGGESTED UPDATES/ADDITIONS TO FACILITIES REQUEST

Kerry Kilber reviewed an electronic version of a Grossmont College Facilities Request form with the committee. Kerry had requested the committee review the form to discuss possible updates and additions to the facilities request form. She requested a section be added if photography services would be requested for the event and a side note stating submitting the request will not guarantee photography service. Steve Harvey, Grossmont's photographer, is receiving many last minute requests for service. It was also shared last minute requests for Audiovisual Equipment and Services are being received. The proper process is the requester contact Instructional Media Services directly if there will be a need for their event. Walter Sachau shared a sub-committee, to the Facilities Committee, had been developed to review any changes and/or additions to the Facilities Request form and maybe it was time for the sub-committee to reconvene to decide on Kerry's suggested additions.

LTRC – ASSESSMENT AREA

Kerry Kilber distributed a handout and brought forward the issue of relocating the Tutoring office to the current Assessment area, Rooms 70-202 and 70-203. Assessment will be moved to the new student center once construction is complete.

Currently, all tutoring occurs in the Tutoring Center on the second floor of the Tech Mall. Occasionally, some tutoring occurs in the SETL lab on the first floor of the Tech Mall or in a group study room in the library. The area is a heavy traffic area and the Learning Assistance Center Specialist currently shares the small space with an hourly or work-study employee. Over 40 tutors employed by the tutoring department also use the area to check their schedules and prepare. The requested area has a reception area already in place as well has a separate space for tutors. The Learning Assistance Specialist would also have a private area. The moving of the area will then open up the existing location to be used as a group study room as originally intended.

After discussing, the committee voted and unanimously agreed to move forward the request. Kerry Kilber, Steve Baker, Lisa Ledri-Aguilar, Jim Spillers volunteered to be on the committee.

ACTION: Facilities Committee to move the request forward to Vice President John Colson.

SAFETY ITEMS

- Beth Kelley brought forward the issue of the painting of the staff spaces in Parking Lot 3. Walter stated he had received questions regarding other areas on campus. Tasa would follow up with Tim Flood and Kurt Brauer.
- The District Safety Committee was brought forward. Who should be involved and if there is an org chart in place. AED locations and training was discussed. Training will be on a volunteer basis.
- The issue of vehicles and ADA safety on the interior of the campus. Delivery, construction, and personal vehicles along with college carts were discussed.
- Skateboard use and safety was discussed and reviewed. Walter Sachau stated there are signs posted all across the campus. The possibility of monetary fines for riding skateboards on campus was discussed.
- The question was brought forward as to when the campus gates would be used and why where they not used during the electrical blackout.
- Cameras on campus were discussed. It was shared the only places on campus where cameras are places are the Tech Mall, ATM machine, and the new student center.

OTHER/NEW ITEMS

- Jim Spillers brought forward the issue of major gathering areas and the use of audio. There appears to be not enough electrical units for some of the events.
- It was suggested Debbie Yaddow be placed on the Facilities Committee.
- A purchase request and request for contract has been entered into the system to have the windows cleaned in Buildings 30 and 70.
- Building 370 – needs a smart cart installed and two bulletin boards installed.
- Building 220 – waiting for panels and light trellis to be installed. The e-phone will stay in its current location.
- Updates on moving into the new Student Center and Building 100 were discussed. Building 100 is still scheduled for winter break.
- The issue of a meditation/prayer area be designated was brought forward. It was stated the college should check to see how other colleges are handling this situation. Janet Castanos suggested this be an issue for the Equality Committee to review. It was suggested maybe there could be designated “Quiet Spaces” both indoor and somewhere outside on campus.

The meeting was adjourned at 10:30 a.m.

The next meeting is scheduled for November 1, 2011 at 9:30 a.m. in the Griffin Gate.