

## FACILITIES COMMITTEE MEETING MINUTES

October 4, 2011  
9:30a.m. – 11:00a.m.  
College Conference Room

**PRESENT:** Steve Baker, Barbara Blanchard, Kurt Brauer, Janet Castanos, John Colson, Sheridan DeWolf, Tim Flood, Diane Glow, Kerry Kilber, Alba Orr, Bobbi Prilaman for Reyna Torriente, Walter Sachau, James Spillers, Dave Steinmetz, Cary Willard

**RECORDER:** Patty Sparks

- **Landscape Education Zones - Update**

Tim reported that the Landscape Education Zone Committee is in the final analysis of the 90% construction plan drawings. He explained we began the project with a \$200,000 allocation and received an additional \$125,000 from last year's ending balance. Currently we are approximately under the \$200,000 in Phase One. Our Native Plant consultant gave us a list of plants that indicates the hard to get plants (due to seasonal limitations). We will attempt to reserve and purchase these plants sooner, if we wait until November we may not get them at all. We are going to incorporate art into the areas and initially were hoping to provide the seat walls and benches to the Art Department, but they are cast in place. The recommendation is to create vignettes for the benches and seat walls. We will be meeting with the Campus Art Committee to discuss this. The locations for the Landscape Education Zones are on the east side of the LRC.

- **Master Plan Signage - Update**

Tim reported that he met with Gafcon regarding the LRC and wayfaring signage. Tim reviewed with the Committee the interior and exterior designs with the Committee. There is a push to complete the LRC during winter break as it involves a lot of painting. He explained the paint color will provide aesthetic separations between the library and tech mall, work areas, and rooms. Columns will be painted as well. We have an acrylic mobile that needs to be hung but how to do that is causing delays. We are pushing hard to get this project completed.

Tim reported that he has received most of the signage plans back for the Student Center/Student Services Buildings. Once the LRC and the new buildings are completed, this Committee will need to come back and consider recommendations on the signage and wayfaring for the rest of the campus.

- **Mediation Garden**

Tim explained that the Diversity, Inclusion and Equity Committee are recommending a Mediation Garden for students. It will be a multi-use exterior area for students to pray, meditate and reflect. The area will be open always and will require some kind of protection from inclement weather. Location and design are still pending. Once we get a better understanding of what the needs are and how many students it will serve, we can prepare a design and plan. Tim will bring back information as to the needs and size to this Committee.

- **Campus Furnishing Standards – Discussion**

Tim stated that there have been some issues regarding some of the furniture selected during the original design guidelines, most notably the tab arm desks. The desks selected have good features however the desk surface is rough and not smooth. Replacement tops were ordered to replace the rough surface but overall some faculty members feel as if the desks are not as functional as they could be. Currently we have approximately 1,000 of the tab arm desks. We do not have a lot of upcoming need for more desks,

but Tim is questioning if we should establish a sub-committee or task force to revisit the standards and then try to work with the District to develop a new furniture design standards team. The previous task force (represented by faculty, staff and administrators from both colleges) visited a number of colleges and institutions, heard presentations and saw demonstrations. Although it was a long and arduous process it was necessary as furniture can be expensive (the desks alone were \$300 - \$400 apiece). He is asking if the deans could survey faculty in the new buildings and develop a list of desk functions that they need. It will be a large project but if faculty is unhappy with the current desks then the furniture standards need to change.

Tim will send the deans the original draft furniture survey sent to faculty for review. Any edits or changes can be forwarded back to him. Kerri Kilber stated that she will develop a survey.

*Action Taken: Tim will send the deans the last version of the faculty furniture survey. Any edits or changes can be forwarded back to him. Kerry will develop a survey (Survey Monkey) for review by this Committee.*

#### Furniture Issues:

Walter stated that we have approximately 31 classrooms on campus over cap, some over by 15 students. He explained that rooms are overcrowded and some classrooms had to be relocated. This is an on-going problem and students are taking desks from other classrooms, leaving some classrooms with students sitting on the floor. He stated we try and continue to accommodate classrooms with folding chairs.

Tim stated that this issue has been discussed at Leadership Council and Planning & Resources Council and will be discussed at Enrollment Strategies. This is a Facilities issue as there is limited furniture to go around and we cannot accommodate the current needs as well as deploy people to provide the additional furniture needs on a daily basis. We need to remind faculty of the impacts of taking on more students over cap.

#### Facilities Related Strategic Planning Initiatives

Tim explained that we have always had planning activities that we have forwarded for funding consideration through the IRC, however have never had a good wrap up regarding what activities were not funded. We should look at the activities that were not funded, compartmentalize them, review them, and discuss alternative resources that might be available. He provided a handout that includes facility needs that were unfunded or funded through alternate resources for the Committee to review. We may be able to address requests creatively by funding a portion of the request.

Tim explained that the handout provides information on activities that were funded. He explained that the GPS Clock installation was not funded through the activity proposal process, however was funded through the Maintenance and Operation budget and is nearly 90% completed. There are four facility requests that were not funded, they are:

- Purchase three additional AEDs  
(See below, **SAFETY**)

- Create collaborative study spaces in the library

Tim is suggesting that a sub-committee of this Committee tour the library and look at possible spaces. There may be a way to develop areas by re-arranging furniture. In addition, through our budgets start a phased approach to completing the project. There are alternative resources such as the ASGC grant process and the Foundation grant process. Tim is asking Walter to set up a committee to meet with the librarians, staff and library staff. Steve Baker volunteered to be a part of the sub-committee.

*Action Taken: Walter to set up a sub-committee to meet with library staff, Steve Baker volunteered to be a part of the sub-committee.*

- Upgrade three Earth Sciences classrooms  
This project was completed with the exception of replacing desks. 90% of this project was done in-house.
- Final build out of the GC Athletics “Hall of Champions”  
The building was designed and left this “Hall of Champions” area undone. We can make a recommendation here to go to Planning & Resources to allocate funds from this year’s ending balance to complete this project. Sheridan suggested that this would be a great fundraising project as there are so many great athletes coming out of our college. Tim stated that we need seed money to create a design then possibly attempt fundraising. The Committee agreed to move forward with a recommendation to request funding for design plans.

*Action Taken: The Committee agreed to move forward with a recommendation to request funding for design plans and completion.*

Janet inquired about the activity proposal regarding the 500 Building area (painting, new drapes, etc.). Tim stated it is not on the handout, but will go back and pull the proposal. He explained that there is funds set aside for the interior painting. He is suggesting that faculty from the area be a part of small task force to work with Dale Switzer. Janet stated that Edda Temoche-Weldele and Lisa Ledri have interests in participating. Tim explained that one building at a time will be done.

## **Safety**

- AED Locations on Campus – Discussion/Action  
Tim provided a handout, a map of the campus that shows where the current AED locations are. He explained that we have plenty of AEDs to cover the population, but the question is, are they located in the appropriate locations and do we need more? He reported that the west side of the campus is unrepresented. We had an activity proposal for three additional AEDs.

Placement of AEDs discussed:

Pool House Area  
Gym  
Health & Sciences Building, Building 34  
Room 220

Tim stated that we cannot place the AEDs on a wall as they will need to be secured. There is an AED located in the trainer’s area. Jim stated that particular AED is portable and is available to limited staff. Tim stated we may be able to relocate some AEDs currently on campus to a more functional area. Further the maintenance is more costly, but we need to plan for our faculty, staff and students. It was discussed whether FFE funds could be used to purchase a AED for the new Administrative 100 Building.

- Campus Safety Inspection Results  
Tim explained that he received the Safety Inspection Results. The results are coming to us in a web-link which can downloaded into an Excel worksheet wherein we can manipulate the information into priorities, areas, and departments. There are seven pages of a high priority projects. Tim provided the information to the Committee and explained that he is working on allocating staff and departments to address issues. He will divide the information by department and asked the deans on how to best distribute the document to departments and how the departments will document their response. It was discussed that the deans bring the information to their departments. Kerry Kilber requested assistance in distributing the items to her department. Tim responded that he would be happy to assist. It was recommended that he attend an IAC Meeting to address the issue.

*Action Taken: Tim will send the safety inspection recommendations to the deans and assist Kerry with her department. In addition he will discuss this information with IAC.*

- District Safety Committee Information - Discussion

- a) **Emergency Telephones:** Tim reported that we have emergency telephones in parking lots and the parking structure that have been inoperable for a significant amount of time. We have asked for a recommendation from the Safety Committee to get those completed. Our part-time risk manager sent a strong letter to get those repaired and they were repaired the next day. If you are informed that there are emergency telephones out, please notify Tim.
- b) **Driving on Campus:** The Safety Committee has requested a District Policy and Procedure regarding driving on campus. This would concern just about anyone who drives on campus including staff, technicians, delivery persons, etc. Joel Javines has drafted a Policy. John Colson requested the information be sent to Student Affairs. Tim agreed.
- c) **Skateboards on Campus:** This issue has been hard to enforce. We wanted the ability to cite students for riding their skateboards, but to do that El Cajon has to designate us as a non-skate board area. The Safety Committee has asked Joel Javines to work on this issue. We are hoping to get this accomplished wherein we can cite students for a nominal fee.
- d) **Eye Wash Stations:** Tim stated that we have had issues with Eye Wash Stations that dump water and chemicals directly out on the floors. We ordered portable rubber dams to help catch water and direct it to floor drains. We will survey faculty to see if these rubber dams help.
- e) **Training/Injury Prevention Plan:** Tim reported that plans are being updated regarding training and injury prevention. Ann Kruger will survey departments for training needs and requirements specific to departments.

## OTHER/NEW ITEMS

### Fine Arts Storage Area

Steve Baker is requesting this Committee to consider recommending purchasing containers for storage space as programs are outgrowing their spaces. The location for the containers would be the south side of the Hyde Art Gallery. Tim stated that there is a need for the storage. The next step, if this Committee agrees to the purchase, is to take it to Dale for his input. The Committee agreed to move forward with the recommendation.

*Action Taken: The Committee agreed to move forward with the next steps. Tim and Steve will schedule a meeting to go over the area and design plans.*

### Fire Inspection:

Tim reported that there will be a fire inspection on October 18, 2011. Tim sent an email on what they will be looking for and what departments need to review prior to the inspection. The entire campus will be visited.

### 70-221 Staff Lounge Second Floor LRC

Tim and Kerry will meet to discuss this issue outside of this Committee.

*Action Taken: Tim to meet with Kerry regarding 70-221*

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