

FACILITIES COMMITTEE MEETING MINUTES

November 1, 2011
9:30a.m. – 11:00a.m.
Griffin Gate

PRESENT: Steve Baker, Patrice Braswell-Burris, Kurt Brauer, Joel Castellaw, Sheridan Dewolf, Tim Flood, Beth Kelley, Kerry Kilber, Lisa Ledri-Aguilar, Alba Orr, Walter Sachau, James Spillers, Dave Steinmetz, Reyna Torriente, Cary Willard

GUEST: Nemie Capacia, Kathleen Flynn, Shawn Hicks, Shirley Pereira, Jennifer Vanden-Eynden

RECORDER: Tasa Campos

Tim welcomed everyone to the meeting and since we did have guests requested the committee members go around the table and introduce themselves.

Tim briefly reviewed the day's agenda and stated item "Math Lab Relocation" would be moved before the item "Lab Space for English 90" and noted the last two sets of meeting minutes had been sent out electronically. Please send any changes and/or additions to Tasa Campos by the end of the week or the minutes will be posted to the web as are.

MATH LAB RELOCATION

Shirley Pereira along with other representatives from the Math Department attended the meeting to give a presentation on a possible wanted Math Lab relocation/expansion. Shirley distributed a hand out and also gave an electronic presentation. The hand out stated the following information:

- The math department is in desperate need of relocating and/or expanding the Math Study Center, currently located in Room 70-112.
- The current lab can accommodate approximately 40 students at one time and is not able to accommodate all those in need. Students being turned away.
- Issue regarding inadequacies in providing tutoring services to Developmental Math students due to the fact most of the students using the Math Study Center are from higher level math courses.
- A larger space providing better accommodations for basic skills students.
- The Math Study Center current size is 752.5 sq. ft.
- The importance of privacy and individual tutoring to math students at different levels

The Math Department is requesting to switch spaces with the current individualized Tutor Center currently upstairs in the Tech Mall. This area is over 2,500 sq. ft. in size and would provide necessary space to accommodate all math student tutorial needs. The request also requested, with the switch, the Math Center Specialist and Coordinator would use the office space currently used by the Assessment Center which will be relocating to the new Student Center once the construction is complete. The office currently used by tutoring staff would then be converted to student study rooms. Shirley thanked the committee for their time. She shared any additional questions regarding is request after today's meeting should be addressed to Jeff Waller.

The committee discussed the request. The following items were discussed:

- Security issues.
- Secondary effect issues.
- Move timelines. Both new building will be ready prior to the start of the Spring 2012 semester.

- Various types of seating in the new Student Center to provide various types of atmospheres for students.
- Budget versus demand.
- The number of students served.
- Number of tutors the Math Study Center has throughout the day.
- The issue of tutoring funding being year to year and should be an ongoing allocation/budget line item.
- The collection of data on tutoring.

ACTION:

- Tim to work with Kerry Kilber and Lucy Price regarding the request. Tim requested Dean's shared this information with their departmental divisions and chairs and report back to the Facilities committee any input and/or concerns.

LAB SPACE for ENGLISH 90

Kerry Kilber brought forward, to the committee, the issue of the current English 90 Lab space in Room 52-571 and some security issues the lab is having. Lab used to be in 70-102, now that room is being used by ESL. Kerry stated the English 90 Lab is now looking for a possible relocation area. She brought forward the issue to request the committee review the current use of lab space and confirm the space is being used efficiently and if there are any current lab in existence not being used and may be looked at such as 70-103 and 104. The committee discussed the use of different labs and their capabilities. Tim reported the college has state requirements on labs based on the number of hours we have. The labs are opened 7:00 a.m. to 10:00 p.m. and are on a five day calendar which comes out to 37.5 hours per 70 hour week. Tim agreed it is time the committee review the computer lab space and see how they are being utilized and then make recommendation on how to better utilize, repurpose something or state we are well over state requirements and based on the different departmental needs the college may need to add an additional computer lab. The committee discussed how to review the labs and the following:

- Room 55-534 use.
- Instructional Operations role in scheduling the computer labs on campus.
- Centralizing computer lab scheduling.
- Open labs and the issue of scheduling classrooms to use.
- Labs belonging to the college or the departments.
- Not all labs being equal regarding use availability.
- Getting information on the upstairs Bibliography Room.
- How to get a list of all the labs on campus and how and which divisions they are used by.

ACTION: The committee to review the use and how the computer labs are being used and scheduled. Kerry will bring the information first to TTLC and then to ICAC. Kerry will follow-up with Tim on feedback for TTLC. Tim requested the Deans take this information back to their area divisions and chairs and bring back any input and or questions to the committee.

SAFETY ITEMS

- **Districtwide Safety Meeting** – Walter Sachau reported at the last District Safety Meeting AED training and the requirements for the District were discussed. A campus map will be developed showing where all AED will be located.
- **Driving on Campus** – Walter Sachau shared a small subcommittee will is being developed to review driving on campus. Kurt Brauer, Nicole Boyer and Bruce Farnham will sit on this committee and review policies and procedures regarding safety issues on both campuses.
- **Skateboards and Bikes** – Walter Sachau reported Public Safety is working with the City of El Cajon and the County Offices to get a policy and procedure on possible monetary fines for ticketing on campus.
- **Safety Emails** – Walter Sachau reported monthly safety emails may start to be sent out districtwide.

- **Battery Disposal** – Walter Sachau shared the campus does recycle batteries. Batteries are considered hazardous waste material and should not be put into the regular trash. Please send Walter and or Tasa and email if you need used batteries picked up and disposed of.

OTHER/NEW ITEMS

- Beth Kelley brought forward the issue of the swimming pool awning/cover and requested a possible timeline of when it may be installed. Tim stated he did not have an exact timeline yet but would follow-up with her and the entire Exercise Science department when he did.
- Tim shared there has been a request from the Diversity, Equity, and Inclusion Committee one of the three upcoming new landscape zones be used as a meditation garden that can be used by all students but also provide a location for some of the college's muslim students to be able to pray in a designated and safe area. The muslim students have currently been using an emergency exit in the Tech Mall and this could create a safety issue. Tim shared he had met with the DEI Committee to update them on what the Facilities Committees plan was on how the new landscape zone are to be used. Tim suggested the DEI Committee develop and forward a need request to him to bring to the Facilities Committee to help fill the need and meet the requested requirements.
- Tim reported the HVAC and boiler replacement previous planned for the upcoming winter break is now tentatively planned for the summer. Tim will keep the committee updated.

The meeting was adjourned at 11:10 a.m.

The next meeting is scheduled for December 6, 2011 at 9:30 a.m. in the Griffin Gate.

TF:tmc