

FACILITIES COMMITTEE MEETING MINUTES

May 3, 2011
9:30a.m. – 11:00a.m.
Griffin Gate

PRESENT: Fred Allen, Steve Baker, Patrice Braswell-Burris, John Colson, Tim Flood, Chris Hill, Beth Kelley, Kerry Kilber, Lisa Ledri-Aguilar, Walter Sachau, Wendy Stewart, James Spillers, Dave Steinmetz, Reyna Torriente, Jim Wilsterman

RECORDER: Tasa Campos

Tim greeted and welcomed everyone to the meeting. Tim reviewed the agenda and noted the day's agenda would not be as long due to no Planning & Budget Council meeting last month. The recommendation regarding 49 classroom max capacities was not able to be moved forward.

Tim shared that a document has been collected regarding the EOPS use of additional office space in the Deanery. A meeting will be scheduled with Barbara Blanchard to discuss the issue and then the information will be presented at the next IAC meeting.

The April meeting minutes were sent out and since no changes were received, will be posted to the web page as are. Tim also noted in the future any hand outs and/or documents distributed at the Facilities Committee will also be posted to the web.

Tim asked if there were any additional items to be added to the agenda. There were two and they will be discussed in the "Other Items" section of the agenda.

CAMPUS SAFETY REVIEW

Tim reported the college is currently going through a safety review. ASCIP who is the district's insurance provider is conducting a complete safety audit/inspection of the campus. The inspection results used to be collected and placed in a binder. This year instead of a binder, the college will be provided an interactive electronic form that will be down loadable into Excel file which the college can manipulate. This will allow the college to break the information into areas and sort it into priority types and be able to record follow-up and repair schedules. The audit just recently occurred and the outcomes should be received shortly. Tim will bring the information back to the committee for review. In the past the college has done very well on the inspections. The audit should be look at as something positive and the document should be used as a baseline for improvement. The audit helps identify problems and/or issues without a definite process or procedure. The district is currently working with a part time person from ASCIP who is assisting the college wioth Risk Management issues. Tim shared the person participated in the audit walk which was a great way for her to see some of the college's policies and procedures and to also see some problem areas.

Action: Tim will electronically send out the final version of the inspection results to the Facilities Committee, once he receives them, for recommendations.

USE OF FACILITIES

Tim stated he was bringing this issue forward to the Facilities Committee for discussion and recommendations on the use of facilities. The college now has some new buildings and spaces that

create some unique opportunities for the college as a whole to be able to showcase our college and invite community members in but at the same time they are not spaces we have used before and it is causing some challenges. The main areas of concern are the lobby spaces in the Health and Sciences Building 34. The spaces were designed to be opened up and utilized by students as quiet spaces. It was also designed to hopefully host some community events. These are functioning lobby spaces and some frustration has been expressed by some faculty and staff regarding students needing to access the lobby areas to get to classes and offices. Concern was expressed that event signage can intimidate students trying to access the building during the events. Tim opened up the issue for comments from the committee to get some opinions and recommendations from the committee to be moved forward. Chris Hill shared she has received concerns regarding the space usage now that the lobby is an assignable space and the use of classrooms leading off of the lobby space. Reyna Torriente shared she has also been receiving complaints from staff and faculty in Building 34 regarding the scheduling of any areas in the building not just the lobby. The committee discussed the following issues:

- New building space territory.
- Timing and scheduling importance. Fridays and weekends.
- Possible revenue streams for space usage.
- Entrance issues during events.
- Noise and accessibility during events.
- Marking areas in use to help ease confusion and possibly rope off sections.
- Possible detour signs during events.
- Space shortage being affected by current construction.
- Shared space concept.

John Colson brought forward the email, sent out by Tim Flood some time ago, stating all college facilities space belongs to all, not just the persons located in the areas and recommend Tim send out another email reminding the campus of this fact. Reyna shared there were no “No Smoking” signs located in the lobby area of Building 34.

Action: Tim Flood will send out another campus wide email regarding shared space and facility usage. Walter Sachau will follow up on the “No Smoking” signs in Building 34. Deans who have disciplines located in Building 34 will talk to the different areas regarding shared space usage and report back to the Facilities Committee.

QUIET ZONES AROUND CAMPUS

Beth Kelley brought forward the issue of quiet zones around campus. She expressed concern regarding the area between buildings 41 and 42. She shared student are congregating on the tables located between the two buildings and the noise level is high. She stated the tables have been moved but were relocated to the area. Her department posted small signs regarding noise levels but the signs were removed. Beth stated there was an altercation between a faculty member and students in this area. Also, concern was expressed regarding cart usage and students safety in the area. The committee discussed the issue. Tim stated the opening of the small kiosk will also increase traffic in this area.

Action: The area will be monitored.

SAFETY ITEMS

- **Reporting Safety Issues** – Tim Flood shared there is a way to anonymously report safety issues on campus. The reports automatically are forwarded to Tim Flood, Tim Corcoran and Joel Javines. Tim will forward the link to the committee which is listed on the District Faculty and Staff web page. Any other non-anonymous safety issue reports can be emailed or called in to Tasa Campos.

<http://www.gcccd.edu/unsafe.condition/>

- **New Hazmat Inventory Database** – Tim Flood shared both Cuyamaca and Grossmont have entered into contracts for chemical inventory. Every year the college completes a chemical

inventory for all the different departments, who store chemicals, and we will be doing it again this year. The difference with the new one is not only will it be sending forms it will be entered into an electronic database and populate the material safety data sheets to see what chemicals we have, thus creating an electronic material safety data sheet book so anyone on campus will be able to access. The program was fairly inexpensive. The new program will not be using existing data, it will be starting from scratch in order to insure they are getting the very latest material safety data sheets for all chemicals on campus. The information will be broken out to the different areas. The information will be placed on the intranet not the internet.

Jim Wilsterman asked if there would be a new chemical procedure with the change to the new electronic program. Tim stated yes, once the new database is established there will be an area in the program where a new chemical can be entered and it will automatically be entered into the college's database.

OTHER/NEW ITEMS

- **LTRC Assessment Area** – Kerry Kilber brought forward the issue of the current Assessment Office space in the LTRC and how the space will be used once construction is completed and the Assessment Office is relocated and what the proper procedure was to confirm use of the space. Walter Sachau gave a brief history on the area use. Tim stated the normal process is once the area is vacated it becomes part of secondary effects and becomes space of the campus. The vacant space will come to the Facilities Committee and the committee will review the needs of the campus and determine use and move forward the recommendation.

Once the Assessment Office has been relocated Kerry will bring back to the Facilities Committee. Kerry is recommending Tutoring be moved into the current Assessment area and that would open up a study room.

- **District Annex Remodel** – Walter shared since the District Annex remodel extra file cabinets have become available. Please share this information with your departments and contact Walter if there are any needs.

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

The next meeting is scheduled for June 7, 2011 at 9:30 a.m. in the Griffin Gate.