



MIRAMAR COLLEGE
FACILITIES COMMITTEE

April 12, 2012
 1:00 p.m., A201a

Present: Allen Andersen Brett Bell, Lonny Bosselman, Adela Jacobson for Gale Conrad, Tom Davenport, Laura Gonzalez

Guests: Jim Bray, Nick Gehler, Roy Kinley, Dane Lindsay, Kevin Olson

Absent: Jerry Buckley, Gail Conrad, Fred Garces, Dan Gutowski, Jeff Higginbotham, Beheshta Najeed (Student Rep), Dan Willkie

- I. Approval of the Agenda
- II. Approval of March 1, 2012 Meeting Minutes, MSC T. Davenport, A. Jacobson
- III. Old Business

#	Item	Strategic Goal	Initiator
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| 1) | Parking Task Force Update
No issues. K. Olson mentioned there are large vehicles parking in certain spots in the parking structure that are causing a safety hazard, would like to stencil "compact only." He has been coning the spots off. B. Bell suggested he write a work order. Additional stenciling being done at electric vehicle spots to reserve those spaces. | 3 | B. Bell |
| 2) | I-Building
B. Bell and A. Andersen took a walk 2 weeks ago through the building, identified scheduled maintenance items that can be added to list, identified larger issue that can be added to facilities master plan. Will write to what to do when move to LLRC occurs. D. Lindsay to take care of smaller issues. Asked about color for I Bldg., will add to next agenda so input can go through facilities. Same process for Child Development. | 3 | A. Andersen |
| 3) | Facilities Master Plan Update
Have structure designed, matter of writing, B. Bell to work on during summer and will work with L. Gonzales. B. Bell has other projects taking precedence, would like to have done by June. | 3 | B. Bell |
| 4) | Miramar Marquee
To remain as agenda item until resolved. | 3 | L. Bosselman |

IV. New Business

San Diego Miramar College 2007-2013 Strategic Goals

- Goal 1: Focus college efforts on student learning and student success through quality education that is responsive to change.
- Goal 2: Deliver instruction and services in formats and at sites that best meet student needs.
- Goal 3: Enhance the college experience for students and the community by providing campus facilities, programs and student-centered co-curricular activities that celebrate diversity and sustainable practices.
- Goal 4: Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and the community.
- Goal 5: Refine the college's integrated planning process.

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1) Upgrade of Central Utility Plant – Summer Operations 3 B. Bell
 Chiller not repaired yet, possibly today. Will have portable chiller connected. Rather than send chilled water to locations not needed, working to consolidate work areas in C1, C4, J, I, M, H, S5. Need to cool J, due to N. Gehler, needing Gym D. Lindsay can isolate areas, will check on Gym. J. Buckley working with Dean’s. Plan is to go to office in morning to get working materials and convene in areas where air conditioned. Tom asked about City, D. Lindsay gets list will shut off as needed

2) New Parking Structure 3 B. Bell
 Second structure to be built, task force looked at locations, made recommendation to committee, to CEC and approved. Current proposal is for 300 spaces on east end of campus where bungalows located. As occupants move, will remove bungalows to build structure. Allows for a third entrance/exit. Main 1/2 Hillary for parking 3, and south campus drive for parking structure 4. Rational is we have lot 1 and lot 2, doesn’t make sense to have a structure 1 and lot 1 not in same area. When we build a structure in lot 1 it will be called structure 1. L. Bosselman asked about for example intersection blocked closed, how to get traffic out, was considered with task force. K. Olson closing off areas during non operation due to safety issues.

3) Naming of Coffee Café in LLRC 3 S. Schwarz
 J. Bray said it will be called On the Beam

4) Review of District Facilities Procedures 3 B. Bell

B. Bell stated these administrative procedures have gone through Management Services. He has made comments on them during that meeting, some are not reflected. The procedures are up for review by DGC before going to Board of Trustees for approval. D. Figueroa has asked for committee recommendations. (For specific wording, policy, and procedure please refer to the San Diego Community College District Facilities Procedures.)

Closure of District Property: defines closed hours 11 pm to 6 am allowing campus police to manage and control who is on campus at those times. Holiday closures new, all campus closed and needs to be approved by chancellor. J. Bray asked about exceptions. Exceptions are Chancellor, Vice Chancellor and Presidents, College Police, IT, Facilities, Public use of District Property – civic center, and Construction staff was discussed with D. Umstot. Any concern? District designated holidays. All in favor.

Parking: Parking services authority to cite and identifies who is exempt. All in favor.

Campus/Site Custodial Program: Sets ordinary tidiness indicators. Director of Facilities Services Supervisor to develop; standards for those areas, and how often. D. Lindsay brings to committee and APP standards. Standard is between 2 and 3. All in favor.

Facilities and Equipment Maintenance: Some parts are new, new items are those identify routine, ongoing, periodic maintenance, and procedure for identifying priority matrix. Discussed and reviewed widely by committee. All in favor.

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Gift/ Donation to District: Not new policy, nothing appears to have changed. Allows individual to donate cash or non-cash, approved throughout campus and district process, campus: Business Office, B. Bell, President, then district. No gifts accepted that create a cost District. All in Favor

Public Use of District Property: Only changed item is fee schedule associated, the fee schedule is updated yearly. Rental to external organizations, funds received are use to purchase items such as Instructional Supplies. All in favor.

Key Management: VP of Admin delegated authority by President. Keys and alarm codes, not to be shared. All approved.

Fire, Earthquake, and Disaster Preparedness: New in entirety, develop emergency response plan, C-Cert, Miramar has been doing for past three years, working well. All approved.

Hazardous Materials: This procedure has been revised, beefed up, campus evaluated on handling of and disposal. Site required to complete attached check list (not attached). HR to revise position description. Facilities to coordinate waste disposal, and coordinate with site personal for permits. D. Lindsay expressed his concern with training. B. Bell states he reads as Facilities not responsible for training, D. Lindsay reads "program shall provide initial training and annual refresher." Getting strict with possible fines, needs to define who provides training. "College President or Vice Chancellor shall assign specific person(s) at each geographic site who will be responsible for compliance..." Committee expressed there is not a problem with procedures just implementation. Too many unanswered questions. Lack of motion, motion dies, B. Bell will forward concern to Daphne.

Request for Site Improvement: Paper, then approved, and electronically submitted. T. Davenport asked difference between work request and site improvement. B. Bell explained Site Improvement is outside of general maintenance. All in favor.

Lost and Found: Lost and found items held for 90 days with College Police. Textbooks given to bookstore. during last week each semester. Police Chief collects all material and offers to United Student Council at District for purpose of a student fund raising public sale. All in favor

Green Building Procedure: Information and guidance for implementing District policies and standards for the design and construction of green buildings and renovations. All in favor

Construction Change Order Procedure: Guidelines to allow possible changes to construction projects due to unanticipated and potentially unknown conditions. All in favor

Bicycles, Skateboards, Roller-Skates, Roller Blades, and other Devices of Similar Nature: Allows Campus Police to enforce procedure. All in favor

Selection Procedure for Professional Consulting Services: In compliance with the California Public Contract Code. Qualification based selection. All in favor

Environmental Sustainability: Procedure assigns responsibility and coordination to the District Environmental Sustainability Program. All in favor

Green Cleaning: Purchase and use green cleaning supplies. All in favor

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Opening Doors: Defines that facilities and police do not open doors. All approved with one abstention T. Davenport

All approved with exception of the hazardous materials policy, committee has concerns, B. Bell to bring forward.

5) Additional Functionality for Student Services Ctr and Welcome Ctr 2 G. Conrad

A. Jacobson indicated a need to switch assessment room location, indicated that student Assessment is a primary function of the college and would like housed under counseling in the new Cafeteria Bookstore. In turn, the Welcome Center will house the counseling classroom. B. Bell looking for both locations to function as both, multitask – current staff not sufficient to staff both. Should be interchangeable with a dual function. A. Jacobson expressed a need for garage tables in this room. B. Bell stated garage tables are a function of FF&E, not committee prevue, will need to be an FF&E request. J. Bray believes there will be a construction change order due to electrical needs. Cafeteria bookstore currently has computer, wants garage tables, they have motor, wants to serve as classroom with clean space. K. Olson mentioned this area may be unsupervised, and unsecure. Expectation need to access every student. B. Bell asked J. Bray if change can be made at this stage in construction. Approving dual functionality in Welcome Center and Cafeteria bookstore, Welcome center will be classroom. MSC A. Jacobson, 2nd T. Davenport.

V. Announcements

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VI. Next Meeting

May3, 1:00pm, A201a

VII. Adjourn

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