

REVIEW OF SERVICES

Miramar College
February 23, 2011
1 p.m.

Present: Patricia Hsieh, Brett Bell, Dave Umstot, Jim Bray, Paulette Hopkins, Dan Gutowski, Daphne Figueroa, Randy Barnes, Paul Chlapecka, Karen King, Linn Copen-Espinoza, Dane Lindsay, Roy Kinley, Jose Vargas for Charlie Hogquist, Tony Goudie, Lance Lareau, Richard Burkhart, and Don Bertram

The January 2011 minutes were approved.

Propositions S and N Update

Jim Bray provided updates on Propositions S and N projects.

Parking

We are still on track to open the parking structure before the fall semester begins in August. The opening should be in June or July. Paulette Hopkins stated that students are still crossing the roadway to use the access created by the temporary parking area. Brett Bell stated that the campus has put up “No Pedestrian Traffic” signs; however, Paulette and Daphne Figueroa stated the signs are not keeping students from walking in the roadway. Paulette asked if it was possible to add striping for pedestrian access. Brett noted that if that were done the campus would have to pave an additional area for pedestrians and find funding for paving. Dane Lindsay asked if lighting would improve the situation and if it would be possible to install lights on the Propositions S and N trailers. Jim Bray noted that the area being used is designated for authorized vehicular traffic only and installing lights would encourage pedestrian traffic. Paulette noted the area is being used regardless of lighting. She is concerned about student safety and feels lighting in the area would be beneficial. Dane stated that the floodlight that was used for the T bungalow might be able to be used if the campus chooses that option. Brett Bell will look at lighting solutions.

Classroom Buildings Project

The grand opening of the classroom buildings was held yesterday, February 22. There are just a few punch list items that need to be completed, and Jim will do the final walkthrough tomorrow at 3:30 p.m. Paulette Hopkins stated that she would like to attend the walk with Jim as she has a list of items that need to be looked at. Paulette asked by what date FF&E needs to be spent. Richard Burkhart stated that FF&E needs to be used by six months from the date of final acceptance. Paulette noted that there were many compliments on the campus at the grand opening.

LLRC/Quad Area

The area is coming along well. We are currently installing handrails for the steps and finishing work around the classroom buildings. Paulette Hopkins noted that the north side of the M Building is just dirt and asked if landscaping would be added. Jim stated that the fire access road will eventually loop behind the building, and landscaping will be incorporated when that is completed.

Fire Tech/Continuing Education/Administration Building

Meetings have been held with the two selected firms. They will be putting together a schedule of meetings with the campus that should start in March.

Hourglass Fields

We will be receiving a cost estimate this Friday, February 25, for work on the two fields and south end of campus. Once that is received, the campus will be able to determine what it wants to do and will then need to work with the City to see how much we can make happen. Jim noted that funds for the potential work would come from the campus infrastructure project.

Aviation Relocation Plan

We are currently focusing on finding a new temporary facility and hope to have that completed by the end of February. Brett Bell stated that the campus needs to have something by the first week of March so scheduled deadlines for the fall semester can be met. Randy Barnes noted that the new location will need to go into inventory. Dave Umstot stated that we would take the lease agreement to the Board of Trustees for approval.

D400 Bungalow

We are processing several task requests for improvements to B-300, C-200 and F-300. Once those are approved, we will work with Continuing Education to determine its needs. The plans for interior renovations are to take down walls and convert offices to classrooms. Brett Bell noted that the bungalow would be used for parent education and ESL classes.

Science Building

A meeting was held on February 11 to begin the schematic design and look at the layout for labs as that will determine the layout for other floors. The next meeting is scheduled for March 18 at which time we hope to begin looking at offices. Paulette Hopkins stated that staff was happy to see there is one more lab than was expected.

Dane Lindsay asked what modulars staff are allowed to use. He had understood that all the modulars were to be shut down, but staff has been telling him they are using the bungalows

for meetings and are upset that they are cold. Jim Bray stated that the campus will need to get word out that the modulars are not to be used. Paulette stated that staff has to have space for storage until the new building is open as many donated items are collected. She also noted that storage space must be available in the new building. Jim stated that an area for storage space in the new building was previously agreed upon, and staff will have to work with that space.

Campus Signage and Wayfinding

Brett Bell stated that the campus is working on temporary signage for buildings. Lance Lareau noted that the campus signage committee has approved new signage. He will set up a meeting with the committee to determine where all the signs will go. Brett Bell asked if signs will be installed incrementally. Lance stated it would be as signs will not be installed in the southern area of the campus until all infrastructure work is completed.