



MIRAMAR COLLEGE
FACILITIES COMMITTEE

April 4, 2013
1:00 p.m., L108

Present: Brett Bell, Lonny Bosselman, Tom Davenport, Jeff Higginbotham, Vuong Nguyen for Dan Gutowski, Susan Schwarz for Jerry Buckley

Guests: Jim Bray, Peter Elias, Carmen Coniglio

Absent: Allen Anderson, Francois Bereaud, Dan Gutowski, Emalina Ledbetter (Student Rep), Dan Willkie, Dane Lindsay, Gerald Ramsey, Jerry Buckley, Fred Garces

I. Approval of the Agenda

II. Approval of March 3, 2013 Meeting Minutes, MSC Tom Davenport , Jeff Higginbotham

III. Old Business

Table with 4 columns: #, Item, Strategic Goal, Initiator

1) Parking Task Force Update 3 B. Bell

The laydown at the east end of Parking Lot 1 has been cleared out. The contractor, CW Driver, is winding down their project for the Cafeteria/Bookstore. They are cleaning and making minor repairs to the parking lot. This space will not be released back to the campus in its entirety. The TES tank test and the remodel of the Student Resources and Welcome Center will start this summer. The east end of Parking Lot 1 will be used as the laydown for these projects. It will stay vacant until June. The purpose of the vacancy is to not release this area of the lot and then have to take it back a month later. This announcement is due to the faculty and staff scheduled to move into the new Student Services Center at the end of May to the beginning of June. The east side of Parking Lot 1 is adjacent to new Student Services Center, which is a prime area for faculty and staff to park during the move. However, Faculty and Staff should still continue to park at either the south end of the campus near Gold Coast Drive, the parking spaces by the Child Development Center, or at the Parking Structure. Jim Bray discussed calling the Student Resources Welcome Center remodel project as the Interim Library. This is to eliminate confusion with the name of the new Student Services Center. Brett Bell confirmed that the remodel project will be called Interim Library until it is completed. Then the building will be known as the Student Resources and Welcome Center.

2) Hillery Entrance Improvements 3 J. Bray

Caltrans is going to give the District funding to solve the issue of people going to and from the Parking Structure to the Transit Lot. They are looking at hiring a civil engineer to design potential solutions. Brett Bell discussed the concern of pedestrian traffic. Students walk on the sidewalks to come on campus. Where the sidewalks end puts the students in conflict with vehicular traffic. He asked if a temporary walkway and crosswalk that goes directly to the M building be available. Brett Bell said during his observation he saw students do not turn left into the Parking Structure, but instead turn right to go to the LLRC. Or students walk along the small concrete curves to go

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to the M Building or Quad. A solution is needed to funnel the pedestrian traffic away from the street and vehicles. Susan Schwarz asked when will the transit center operate. Jim Bray said in early 2014. The completion is estimated to be done by the end of 2014 into 2015. Jim Bray added the new Administrative Services and FIRE/EMT buildings will be built during the same time period, as well.

3) Method for Reserving Space for Events in Front of the LLRC 3 S. Schwarz

Tom Davenport and Susan Schwarz drafted a proposed method and manual process to reserve space in front of the LLRC. Gerald Ramsey will need to review the methods. Most of the events are planned by Student Services. Sonny Nguyen will be the contact person for the Student Services group reservations. He will tell Tom Davenport the scheduled events. Inquiries that are not Student Services related will go to Tom Davenport. Susan Schwarz added that there are 24 canopies. The current process is to contact the District Service Center to request the number of canopies needed for set up. If all the canopies are used for one event, it must comply with the Fire Marshal regulations. Certain areas are not to be blocked off. Occasionally, a requestor would like the canopies to be set up a certain way. However, the staff will try to explain to the requestor that the setup is against the fire code. Reservations are on a first come, first served basis. If there is more than one requestor on the same date, then it is up to the interested parties to work together for the arrangement of the canopies. Brett Bell asked Tom and Susan to bring back the method when it has been finalized.

4) A-200 Furniture Donation and Installation 3 B. Bell

This is a two phase process. For the first phase, half of the furniture installation will be completed by Friday. For the second phase, the other half of the furniture will be installed at the end of the month. The Sheriff's Department donated Herman Miller furniture for the training officers who are on campus. They are moving the offices back from where they were temporarily. The training officers and staff shared space among two areas. As the installation of the first area was being done, the training officers and staff moved and shared space in the second area. When the installation of the first area was completed, the training officers and staff moved into the first area to share space again while the installation in the second area is being completed. Once the installation of the second area is finished, the training officers and staff will move back to their original offices and settle in.

IV. New Business

#	Item	Strategic Goal	Initiator
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1) Furniture Standards 3 B. Bell

Last month at Management Services Council, each campus was asked to review the Furniture Standards Manual. It was developed by constituent groups from each of the campuses and the District Office's input. The standards will evolve over time. There may be offices and classrooms that do not match the current standards. This is due them being built or constructed under different standards. This Furniture Standards Manual is the current standard moving forward for all new construction on campus.

Brett Bell reviewed the Furniture Standards Manual by discussing the general configuration of the office spaces for the Administrators, Faculty and Staff. Carmen Coniglio asked if there is situation such as a protruding beam, will more square footage be added to the office space? Brett Bell replied that the office space will either be reconfigured or the square footage will be changed to accommodate the standard. Jim Bray said there are offices that are above standards. He mentioned they are taking in the consideration of departments with specific needs.

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If they go above or to a different standard, then they know the office space is outside of the standard. This will require justification, which is subject to approval. Brett Bell added that the District has been working very well with the campus' requests through its process.

Brett Bell also discussed the Administration Support Spaces which are the conference rooms, faculty/staff lounges, reception stations, and mailroom. He also added that there is one AED unit per building. Multiple story buildings have one evacuation chair located at the top floor. Brett Bell mentioned the Safety committee has developed one year of training activities which include AED, CPR, First Aid, fire drills and office ergonomics. They will start to advertise these trainings after July 1, 2013. Brett Bell also discussed the configurations for the general classrooms, computer equipped classrooms and laboratories. Lonny Bosselman brought up his concern regarding the lighting in the Aviation classrooms. He said the can lighting at the front of the classroom presents a problem during presentations. He explained how he has to make adjustments to the seating arrangements in order for the students to see the PowerPoint presentations. He said he would prefer to have the can lighting at the back of the classroom. He stated the furniture and lightning standards need to be cohesive. Brett Bell said this information is helpful. They need to hear faculty give their feedback for configuration and to accommodate curriculum. Jim Bray added that for larger classrooms, special justification is needed. It is not filled by the State. Brett Bell added that they will be evaluated on the utilization of the classroom. Jeff Higginbotham suggested in regards for additional ADA seating accommodations, to have the classroom number and location accessible if it is necessary to pull seating from other classrooms. Carmen Coniglio asked for the status regarding CCTV cameras. Brett Bell said they received approval and the CCTV cameras will be encumbered for purchase. There was a District wide discussion regarding where the CCTV cameras will be installed. According to the District, it is appropriate to install the CCTV cameras where there are cash transactions and not over workstations.

2) Public Art

3 B. Bell

A group of students are interested in putting public art on campus. One concern is bond funding cannot be used to purchase public art. A second concern is the artist retains rights to the artwork under California state law. With this knowledge, the artwork is the property of the artist and cannot be removed. This will be an ongoing discussion with the committee on how to address public art on campus. Plan to seek direction from the District. Susan Schwarz asked if the art will be given to the campus. Brett Bell said the artist wants to paint on the buildings. Peter Elias suggested possibly have large boards that can be mounted, which should be supplied by the artist. Lonny Bosselman suggested having an area on campus as a rotating art exhibit. Susan Schwarz said the public art on the wall might encourage graffiti on campus. Brett Bell said the recommendations will go to CEC.

3) Vernal pools

3 B. Bell

There is vernal pool outside the LLRC. The master plan is to turn the vernal pool into an interactive/interpretive area for the Sciences and general population to walk through. Vernal pools are protected spaces which cannot be built on. There is a growing request from the Mira Mesa Counsel Recreation community to add softball fields to the campus. A recommendation is for the Mira Mesa Counsel to pay to move the vernal pool. This would allow the campus to have a college only playing field. The current master plan is to have a raised walkway through the vernal pool area. Brett Bell asked the committee what were their thoughts on whether to revise the master plan to remove the vernal pool and add a college only playing field? Carmen Coniglio asked what are the costs involved. Brett Bell said it is unknown at this time and that this is only a concept. Vuong Nguyen brought up the concern of having ongoing maintenance that is necessary for the playing field. Brett Bell asked the committee if they are members of the Managers, Academic, and Classified Senate committees to also bring this topic for general discussion and to report back the results at the next Facilities meeting. Jim Bray mentioned that a small

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fence will be placed around the vernal pool to show it is a sensitive area. The non-native vegetation will be taken out. Pathways, interpretive signs, benches, and trails will be placed near the vernal pool.

V. Announcements

#	Item	<u>Strategic Goal</u>	<u>Initiator</u>
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None

VI. Next Meeting

May 2, 1:00pm, A201a

VII. Adjourn 2:24PM

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