

MIRAMAR COLLEGE
FACILITIES COMMITTEE

November 1, 2018

1:00 p.m., N-206

Present: Brett Bell, Roy Kinley for Dane Lindsey, Tony Gutierrez for Diana Medero, Laura González, Dan Willkie, Fred Garces, Jessica McCambly, John Landicho, Rebecca Nipp, Alice Nelson, MaryAnn Guevarra

Absent: Allen Andersen, Paulette Hopkins, Lonny Bosselman, Adrian Gonzales, Dane Lindsey

Guests: Darrell Runkin

- I. **Approval of the Agenda** – MSC, J. Landicho, A. Andersen
- II. **Approval of Past Meeting Minutes** – October 4, 2018: MSC – A. Andersen, F. Garces
– Abstain: A. Andersen

Old Business

- 1) **The Environmental Stewardship Committee’s “Take the Stairs” campaign** (A. Andersen, P. Martin) – P. Martin opened the conversation with how the campaign would aid in saving electricity. Several ideas were discussed amongst the committee. B. Bell suggested something cost effective, and using campus resources. A detailed plan from Environmental Stewardship outlining the proposal will be provided. The ideas discussed were: stencils for permanent areas and posters for temporary areas. Funding suggestions were discussed such as to co-op with Exercise Science. B. Bell will provide a count of campus elevators.
- 2) **Future Strategies for Miramar Facilities Master Plan** (B. Bell) – B. Bell explained that the existing Facilities Master Plan is completed and that over the next two years the committee will be completing a new Facilities Master Plan. Committee membership has been identified with exception of a student representative. He outlined the goals for the year: review committee membership and make recommendations to College Governance has been done, coordinate with Safety Committee, and work on 2019 Facilities Master Plan update.
- 3) **Committee Membership** (B. Bell) – B. Bell went into detail regarding the roles of each committee member. Required roles are; three administrators, six faculty, three classified, and one student. B. Bell has requested to have a student representative appointed, as well as faculty member representative from Student Services. Until the names of representatives are provided those memberships are not included in quorum.
- 4) **Goals** (B. Bell) – B. Bell reviewed list with committee, discussed updates of goals carried forward from the previous year. The committee will be creating a 2018-2019 needs list using Watermark. A parking allocation analysis will be conducted. Different ideas on how to include Safety were discussed.
- 5) **Facilities Needs from Program Review** (B. Bell) – B. Bell emphasized the importance of detailed planning for Facilities Needs and how the new process will improve with the use of a similar process that BRDS uses. The committee discussed several different strategies and methods on how to approach the new process. B. Bell stated Naomi Grisham and Daniel Miramontez will attend a future meeting to discuss the implementation of

San Diego Miramar College 2013-2019 Strategic Goals

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Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

Program Review. D. Wilkie would like to provide a clear definition of what Facilities needs are. This will allow N. Grisham and D. Miramontez to define how the content and components of Program Review, so that all specified areas (facilities, equipment, supplies, classified staff, and faculty) are clear and addressed. B. Bell stated that Program Review should identify the specified areas and is a way to assess needs, assess what the committee is doing, and identifies resources and the allocations of those resources. B. Bell passed out a blank template of what BRDS does for supplies and equipment to review with the committee. Suggestions for possible edits that specifically relate to Facilities needs were discussed amongst the committee. B. Bell stated that the mapping component of the template should all come from data eliminates that are in Program Review. The committee discussed how data is gathered and the methods are used to determine prioritization.

- 6) **2017-2018 Prioritized Facilities Needs** (B. Bell) – B. Bell stated that L. Gonzalez made an effort to get it on last year’s Academic’s Agenda, but was told it wasn’t a possibility. It was added to the September Academic’s Agenda and it was said that they would like a second reading of the Prioritized Facilities Needs list. The Academic’s committee does support the plan for Facilities committee to move forward with the process through Watermark and using Program review.

New Business

- 1) **Facilities Needs Lists Process** (B. Bell) – B. Bell

Announcements

- I. Next Meeting
February 7, 2018, 1:00pm, N-206
- II. Adjourn

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