

MIRAMAR COLLEGE  
**FACILITIES COMMITTEE**

March 05, 2020

1:00 p.m., N-206

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**Present:** Brett Bell, Olga Fryszman, Adrian Gonzales, MaryAnn Guevarra, Paulette Hopkins, Dane Lindsay, Alice Nelson, Rebecca Nipp

**Absent:** Allen Andersen, Lonny Bosselman, Laura Gonzalez, Dan Willkie

**Guests:** David Buser, Roy Kinley, Lieutenant Kenneth Nelson

**Call to order-** at 1:02pm – No official business conducted, due to Brown Act Notification timeline.

- I. **Approval of the Agenda** – Will be approved at the following meeting.
- II. **Approval of Past Meeting Minutes** – December 5, 2019: MSC – - Will be approved at the following meeting

**Old Business**

1) **Facilities Needs List Process** (B. Bell) – No Discussion, because it ties into the discussion for Business item number 2.

2) **Formation of Facility Master Plan Committee** (B. Bell) –

**B. Bell** - In December it was discussed that we will keep the original configuration of The Facilities Committee.

Explained to Guevarra that the committee will be adding to their focus and start working on a Facilities Master Plan for the campus and it will be done through the Facilities Committee.

**M. Guevarra** – Agreed to be on board.

**B. Bell** – Would like to have a broad representation on campus. Has asked President Gable to assign additional managers to the meeting. President Gable, has preliminarily assigned additional managers. Has asked Laura Murphy to assign six more faculty members to the committee, Sean Young to assign three more classified and Minh Anh assign two students, knowing that we do not have one for the regular committee and would like one for addition for the Facilities Master Plan Committee.

The goal for the next meeting is to have everyone assigned for this committee, so that we can start discussing Master Planning processes.

We will be inviting subject matter experts from district to help us work through the process. Once we have a committee formed. Lance Lareau, the District architect will be the primary assigned rep or his designee. We will then be presented with two or three architecture firms that specialize in leading organizations, such as ours, through a Master Planning process. They will also attend our meetings to and facilitate the discussions. The committee will have assignments to do.

The committee will not be responsible to do all the assignments. The committee will need to reach out to their constituents. This will include to faculty, classified, students and administrators.

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**San Diego Miramar College 2013-2019 Strategic Goals**

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

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We will also send a Facilities Master Plan to our Planning Institutional Effectiveness Committee (PIE), since it integrates with the rest of the campus. It will then go to our Executive Council on campus for review.

Will be asked what type of facilities are needed on campus. Some examples we may need are:

- We need a space for special population students on the campus.
- Faculty needing change in existing space or a new space, programs need space.

**M. Guevarra** – Asked if it will be a full committee or sub-committee.

**B. Bell** – The Facilities will act as the Facilities Master Planning Committee.

**D. Buser:** Asked if there will be a Facilities Committee meeting and then adjourn to have a Facilities Master Plan Committee.

**B. Bell** – Stated that we will not adjourn to then have the Facilities Master Plan Committee meeting. The quorum will still be at thirteen. He is not trying to change the structure of facilities committee, but add to it. The new committee will not be approving minutes or voting.

**B. Bell** - Bell informed Lieutenant Nelson, that they would need to know from College Police, what areas that we would need to address. With the additional changes on campus, will it cause any effect, in regards to health, safety and security on campus?

## New Business

1) **Regional Entrepreneurship Center - (Hertz)** – Was not able to make it today. Will be on next agenda.

2) **Review College Governance Handbook Draft - (B. Bell)** –

**B. Bell:** All of the governance committee on campus is being reviewed. They are being reviewed through a process, run by Collegiality In Action (CIA).

Approximately two years ago the campus embarked on a process to look at our governance structure as it currently exist.

They have two distinct functions: Academic 10 +1 issues and College Governance. Because they are intertwined, it sometimes causes issues. A group of people have gotten together to untangle what each do. There is now a clear line what they do.

**A. Gonzales:** There is a third piece that is in place. It is the Operational Committee, and example is the Commencement committee. Every year a group of people get together and plan the commencement event. It is not a Participatory Governance or Academic Senate. It is a work group, to get work done for that event.

A list has not been put together, as of now. Currently discussing what should be on the Operational Committee.

**D. Buser:** Asked where to find the handbook document.

**B. Bell:** Will send the document out after the meeting.

The handbook is currently being reviewed by the Academic Senate, Classified Senate, students and managers. Our job is to help me inform my input to this process as well.

The Facilities Committee has been renamed, Facilities, Health, and Safety Committee. The Safety Committee, which is not a participatory governance committee, has been added to the new committee.

Health and safety will also be included in the charge of this committee. The committee will now review accident injury illness reports, make recommendations for change on campus, manage items such as the chemical hygiene plan and different statutory required safety plans. The required plans are sent by OSHA.

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In committee membership, we will need someone from Safety committee on this newly created committee.

The Chairs of the committee will remain the same. Co- Chairs (2), Administrators (3), Classified Professionals (5), Faculty (6), and Students (2)

**D. Lindsay:** Questioned if this take the District out of the Health and Safety?

**B. Bell:** We will need to add F. Fennessey

Beside student health, there are no other representation for Student Service.

**A. Nelson:** There are no DSPS representative. Would Nipp be a good resource to keep on as a DSPS representative?

**B. Bell:** There is currently no DSPS representative on this committee.

**A. Gonzales:** Discussed that in CIA that there are certain committees that would elect ex official members. They are not voting members, but will come in, based on the topics that we are dealing with. Worried about the size of committee. Would like to focus on importance of committee and not the size. Would like to have a balance on who needs to be at the table.

**B. Bell:** One of the charges of the CIA is to look at all the work we do and all the committees everyone is on. Which is the reason committees have been consolidated.

Hearing that we are not adding classified student services.

**A. Gonzales:** Currently, we have three representatives from Student Services, sitting at this table.

**D. Buser:** Questioned how AV and IT will be put on the committee? Stated they are involved in the buildings.

**B. Bell:** IT and AV, have never been in Faculty, Safety or Facilities committees. They have a Technology committee that is populated by AV, IT and faculty. While facilities will look at the concept, the technology committee will focus on integration.

**D. Buser:** Suggested to just include as Campus Population, instead of adding students.

**B. Bell:** Combine 6 and 7 and remove student, and add campus population.

**A. Gonzales:** Questioned if campus population include visitors.

**D. Buser:** Stated that campus population will include anyone on campus.

**P. Hopkins:** *\*\*Reference Facilities Committee Membership*

Does not think the health statement needs to be on the first bullet. Bullets 1,2,3 are related. Bullets 4 & 5 are talking about maintenance and safety.

**B. Bell:** Stated that we do not have policies procedures related to health and safety. This committee is responsible for monitoring the Chemical Hygiene plan.

**P. Hopkins:** The Chemical Hygiene relates to the fourth bullet. It's very broad

**A. Gonzales:** Question if he would like to add policies and procedures to the list

**B. Bell:** He would like to add campus wide policies and procedures

**A. Gonzales:** Should we use the word "Ensure." It might be better to use the word "Support." We cannot guarantee we have the ability to ensure something, rather than support the activity.

**B. Bell:** Procedures: term lengths of t two consecutive terms.

Any recommendations made by this committee should go to the College Council. They will replace College Executive Committee (CEC).

The College Council will chaired by the President of the College. Committee's like this, will make recommendations to this new council. The President will ask from the College Council if they agree with what is presented to them by Facilities Committee.

The College Council is a huge committee. It has a broad and wide representation, from the entire campus.

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**A. Gonzales:** First Bullet says maximum 4 years. He will look into the term requirement. He will look to see if you can take some time off.

**B. Bell:** Add Chemical Hygiene Plan (CHP) and others to Plans/Report bullet

**D. Buser:** Any alternatives, such as consensus acceptable?

**B. Bell:** It was discussed at CIA. Proxy's were also discussed in CIA. The document stated that it was up to the committee on how they want to handle it.

We will meet minimum once per month.

**A. Gonzales:** Discussed a Master Calendar for all the committees. Noticed a cluster of meetings happening of Fridays. We will take an effort to spread them out. It is on the table for us to discuss.

**B. Bell:** Discussed committee responsibilities *\*\*Environmental Sustainability Committee Membership*  
Stated that the committee is more useful as an operation committee. Will not be doing data and pull reports. It will not affect policy and procedures. If a policy or procedure is required by the campus, that can be handled by facilities of health and safety.

**A. Gonzales:** Stated that the sub committees seem to be a whole new committee and new set.

**B. Bell:** Agreed

Recommends that this becomes an operational committee and not a governance committee. It reduces the stress and strain of the committee on who should be on the committee and who must go, minutes need to be taken, posted and agenda.

All agreed that the Environmental Stewardship should not be a governance committee.

Bell questioned Fryszman, as a new comer what does she think?

## Announcements

### I. Next Meeting

April 09, 2020, 1:00pm, N-206

### II. Adjourn at: 2:04pm.

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