



MIRAMAR COLLEGE
FACILITIES COMMITTEE

December 6, 2012

1:00 p.m., A201a

Present: Allen Andersen, Brett Bell, Lonny Bosselman, Jerry Buckley, Tom Davenport, Fred Garces, Laura Gonzalez Dan Gutowski, Roy Kinley for Dane Lindsay, Emalina Ledbetter (Student Rep)

Guests: David Buser, Allen Andersen

Absent: Jeff Higginbotham, Gerald Ramsey, Dan Willkie

- I. Approval of the Agenda, MSC D. Gutowski
- II. Approval of May 3, 2012 Meeting Minutes, MSC J. Buckley, D. Gutowski
- III. Approval of October 4, 2012 Meeting Minutes, MSC

IV. Old Business

#	Item	Strategic Goal	Initiator
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1)	Parking Task Force Update	3	B. Bell
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D. Gutowski said last meeting L Bosselman mentioned there was a reduction in parking spaces between A-100 and Aviation. D. Gutowski identified potential spaces east of A-100 building, there were two projects which affected the parking, he noted 5 spaces we can replace. When trenching project occurred it removed 3 spaces which were never put back in, during the Aviation remodel there were 2 additional spaces taken for receiving to keep walkway open for deliveries. D. Gutowski recommends turning in work order to return the 5 spaces, there are no pending projects. B. Bell mentioned that Parking between the A-100 and F-100 in approximately a year to year and a half will go away and a parking structure will be built where the B and F bungalows are. D. Buser stated just FYI, he did counting and there was originally 51 including 2 handicap, and this has been cut in half, 25 usable now with 5 handicap and 2 for Repro, B. Bell stated this is why a row of faculty staff parking was left at the east end of lot one net availability for staff faculty has remained the same. B. Bell stated that unless there is a desire to change the type of parking spaces we have there is not much of an opportunity to create more spaces. There is no plan to take any more spaces until parking structure is built. L. Bosselman asked about area where bike rack is, J. Bray said this would cut into the fire lane. Any suggestions, feel free to bring to committee. Work order will be put in for the five spaces hopefully to take place over the break.

A. Andersen blood mobile sets up in staff space, his department asked if it can be looked into to set up in another area since there are more student spaces than staff. B. Bell will look into.

V. New Business

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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.

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- 1) Hillery Entrance Improvements 3 J. Bray

J. Bray said discussed in October, initially a walkway on south side of building, met with Caltrans, looking at options but haven't given us any yet. gave us options haven't come to conclusion yet. Sidewalks coming in off Hillery, no sidewalk on South side yet.

- 2) Low-Emission Vehicle Parking near Reprographics 3 L. Gonzalez

B. Bell mentioned that D. Picou will not be citing these spaces. District parking has identified there are too many vehicles listed on the low emissions vehicle list to accurately enforce that space so they will not be enforced. These spaces were allocated to obtain LEED certification, part of Architects package. A. Andersen mentioned perhaps parking permits could have special indicator if allowed to park in these spots. B. Bell said we do have some permits that have special access, he will mention to D. Picou. Limits who can park there and overall parking, and those who do not have low emissions can't take advantage of this.

- 3) Smoking Policy – Board Meeting 3 B. Bell

B. Bell stated this is just a heads up, a subcommittee of Facilities which is Safety will be assisting in a presentation to the Board on February 14th. If anyone is interested in input let B. Bell know, information will be coming from a student and Health Services perspective.

- 4) Assessment of Staff/Faculty Parking in Lot #2 combined w/#6 3 B. Bell

Dan went out at multiple peak times to see when faculty staff spaces were being used in the most often used during 11:00 hour and more often than not they were completely full. Over winter break the rows take up by the Diesel equipment will become available. Since Faculty can park in student spaces, this may change the overall configuration on how people will be able to park in Lot 2. Before doing any reconfiguration B. Bell wants two things to occur, want spaces to be released from HDAT project, and 2) just across the access road in Lot 1 there were several Faculty/Staff spaces, none immediately in front of the H building but in adjacent lot there are spaces are available. Can shift spaces from lot 1 to lot 2 if use is not as great, D. Gutowski will reassess.

- 5) F-100 Punch List Items 3 B. Bell

A great deal of leg work was done by many members of the committee prior to this meeting to make sure F-100 renovation project is on track. Aviation re-opened for the Fall Semester, renovation of an existing building adding classroom and lab space, new outdoor space. Majority successful and good for the program. Upon moving back into space, a handful of items left to be accomplished, identified approximately 80 on a punch list. J. Bray, T. Campbell, D. Buser, VP J. Buckley, and B. Bell....reviewed the items and categorized who responsible and prioritize in some incidences. There were four identified as high priority: securing student lockers to walls, repurposing one HazMat room to general storage, and adding a drain in bathrooms under hand dryers, changing the sensors on urinals to sense person. Other item is two canopies on each side of F-100 as additional lab space covering equipment have supports from ground up, there are holes in the canopies which allows the weather in. Will issue short form contracts to install as many lockers as possible. HazMat will engage mechanical engineer to access the HVAC to separate controls to make general purpose and what cost will be. Hand dryers drains will not be changed, per District Standard. Students can use one of

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the two shop sinks in lab. Hand dryers in restroom are for restroom use, not for cleaning up from a lab environment. Contractor will address urinal sensor. Will obtain proposal for shelter and durability to last as long as existing canopy will last. District Facilities Management and construction partners are supportive of these proposals. Items 5 – 21 the program has initiated work orders to look at and/or address items related to the remodel. Items 22- 80+ either resolved or in process as being resolved. Three have been identified as high priority and are being completed before the end of the Winter break. D. Buser said that Jan 2nd is preferable.

After acceptance of buildings there will be issues, B. Bell and J. Bray are committed to address them.

B. Bell asked D. Buser or L. Boselman if they would like to add anything. D. Buser asked that they get things done in timely fashion, knew Fall semester would be a shake out to work things out. Some are time sensitive need time to do testing before semester, need about a month before semester starts. B. Bell and J. Bray will do best to see if this can occur. L. Bosselman said FAA certifies program has had issue with working conditions in shop so we need to pick up the pace on this. When opened some things not hooked up. For example air so cold had to have class in another room, looks nice but a lot of issues not taken care of on day one. B. Bell said a team identified to take care of these issues: J. Bray, T. Campbell, D. Buser, B. Bell, and J. Buckley and commit to continue meeting until items are resolved.

F. Garces asked about procedures and contractor responsibility, B. Bell stated it has been different on every project so it is difficult to standardize it, often we move into a building that shouldn't be moved into yet creating a host of problems. We can use the Aviation project as a model, such as identify a team to address issues so faculty and staff and students don't feel like they are not being heard. B. Bell will work to be sure this communication process works better.

J. Buckley appreciates being able to bring instructional view to the process.

6) Faculty Parking at H Building 3 Clara Blenis

7) Method for Reserving Space for Events in Front of the LLRC 3 Lezlie Allen

L. Allen not in attendance. T. Davenport stated more than one group wanting to set up tents in front of the LLRC and wondering if there is a process for scheduling. Not part of T. Davenports reservation process but concerned if there is a safety issue. B. Bell stated standard to use should be the configuration during the transfer fair so they don't block the egress. Many groups use the space, some groups just go on their own. L. Allen interest according to T. Davenport was if there was someone to contact to use the space.

8) Process for Opening Doors for Scheduled Events 3 T. Davenport

T. Davenport stated the Facilities use report is created for custodians to open doors. Night person can call on walkie talkie to get custodian to open if not opened. Walkie talkie has not been working. Dispatch sometimes works yet dispatch said that is not their job. Aster needs work order to have walkie talkie repaired. Cell phone and walkie talkie reception don't always work in LLRC. J. Buckley stated he is available or that the Dean that supports the activity should be available too. B. Bell stated he is also available. However, Deans need to be in loop to make arrangements to have door open. If individuals seeking to use a room don't have key, T. Davenport was told by College Police that they could be issued one temporally. B. Bell stated no, keys are not issued on a temporary basis - there is new staff and he will check into why that statement was made. A key

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can be issued for a semester for an activity, must plan in advance to receive key code, can take approximately a week after start of semester, beginning of semester takes more time. No longer a small campus, cannot rely on others, need to plan in advance. L. Gonzalez suggested publicity about what to do. J. Buckley plans to put out a nuts and bolts circular at the beginning of the semester. B. Bell stated that in addition to publicity, to pull out and highlight in itself, take in multiple avenues, department meetings, etc.

- 9) Access to Room Keys/Codes 3 T. Davenport
(Discussed in item #8)

VI. Announcements

<u>#</u>	<u>Item</u>	<u>Strategic Goal</u>	<u>Initiator</u>
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- 1) L. Gonzalez going on sabbatical next semester. B. Bell mentioned if anyone on committee would like to step and/or L. Gonzalez and B. Bell will jointly put out e-mail looking for co-chair for anyone who would like to serve on committee.

VII. Next Meeting

February 7, 2013, 1:00pm, A201a

VIII. Adjourn

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