



MIRAMAR COLLEGE
FACILITIES COMMITTEE

March 3, 2013
1:00 p.m., A201a

Present: Allen Andersen, Brett Bell, Francois Bereaud, Lonny Bosselman, Jerry Buckley, Tom Davenport, Fred Garces, Jeff Higginbotham, Dane Lindsay, Gerald Ramsey

Guests: Lezlie Allen, Jim Bray, Chris Emery, Diana Medero

Absent: Dan Gutowski, Emalina Ledbetter (Student Rep), Dan Willkie

- I. Approval of the Agenda with request by A. Andersen to add item #2, Bathroom Cleaning Schedules at H Building.
II. Approval of February 3, 2013 Meeting Minutes, MSC J. Higginbotham, F. Garces

III. Old Business

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

1) Parking Task Force Update 3 B. Bell

Follow up with parking item discussed last month – Carpool parking. District Parking Services thanks Miramar for cooperation of instituting this program. Over Spring Break 4 carpool spaces will be installed on the East end of lot 1, and as discussed, the VPA will re-evaluate on a semester bases to add up to 10 spaces.

One other parking item discussed a few meeting ago was adding additional parking spaces on South Campus Drive outside of the A-100 building. This was done within the past day, unfortunately the curb was painted white, someone will return to repaint the curb gray making these spaces open parking for any faculty and staff.

A. Andersen stated the Blood Mobile is still taking up staff parking spaces. B. Bell said he had spoken with Lezlie and asked if this was recent. A. Andersen said they were there yesterday. B. Bell will work with Lezlie to arrange parking the next time the Blood Mobile comes to campus. Returning to this item, L. Allen arrived after preceding discussion took place, B. Bell asked her to review with him prior to the Blood Mobile’s next visit to the campus so he can arrange parking.

2) Hillery Entrance Improvements 3 J. Bray

Discussed at length last meeting, discussed adding audible crossing signals, B. Bell stated the request was made to District Parking Services and it has been forwarded to the City, we are waiting to hear back if this request will be accommodated. This item will be left on the agenda until we hear back.

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

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.
Goal 3: Enhance the college experience for students and the community by providing campus facilities, programs and student-centered co-curricular activities that celebrate diversity and sustainable practices.
Goal 4: Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and the community.
Goal 5: Refine the college’s integrated planning process.

Tom and Brett discussed prior to meeting and came up with a quick idea, will make a request through District Services who maintain the room matrix to see if they can add outside of the LLRC as outdoor space and include it into the matrix and reserve through the normal process which allows it to come up on the report as being used. If that does not work, the alternative would be to create a manual system that Tom or Dean Susan Schwarz will manage to be sure there is no overlap on the use of the space. T. Davenport foresees problems on matrix so there will be questions that will need to be resolved. T. Davenport will report back to the committee.

D. Lindsay asked what the issue has been. L. Allen said there have been large events double booked. D. Lindsey said he has small amount of tables and canopies. B. Bell stated that as long as the committee agrees, he can put through Program Review, as an Administrative Services need for facility use, and run through the BRDS committee to request funding to ask the campus to support the purchase of additional tables and sunshades. Would need to work with Dane to determine how many needed. Tables are approximately \$120, sunshades not certain of cost, they do take a beating because they are used a lot, D. Lindsay said he is down to about 20, a few times a year we get in a pinch and have to rent them from the outside. G. Ramsey stated he has had to borrow tables and chairs from City. B. Bell strongly requested this issue be incorporated in Program Review next year for Student Services, Instructional Services and Administrative Services so we have an integrated and strong support for purchases used by the entire campus. L. Allen mentioned chairs have been breaking, D. Lindsay said that issue has been resolved.

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

Processing moving along, as a refresher, about 40 workstations offered to Public Safety through Sheriffs' Detentions Department for A-200 use by Training Officers. Approval has been received from this committee, CEC, Chancellor, and HR to use the inmate labor. The larger concern now is how to pay for the removal and installation of the furniture. Sheriffs' Detention has offered to do removal of existing furniture and installation of new, and pay for electrical hookup. Assuming there will be incidental costs, campus will have to absorb since District Facilities Management said they will not pay for any costs. B. Bell will request approval for incidental cost tomorrow, and then should be able to move forward. D. Lindsay mentioned the electrical upgrade needs to be looked at, there have been issues since building is maxed. B. Bell asked D. Lindsay if he has funds to have carpets cleaned and walls painted, he does not have funds but he will have the carpets cleaned himself and have painters come in.

5) Proposed Pathway Options at Science Addition/Leave a Legacy 3 J. Bray

Discussed last meeting. If no additional issues or concern will remove from agenda.

#### IV. New Business

#	Item	Strategic Goal	Initiator
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1) Facilities Committee Co-Chair 3 B. Bell

B. Bell prematurely introduced Francois as co-chair, Francois is representing faculty. B. Bell has since sent an e-mail to faculty on the committee asking faculty to consider being co-chair for the remainder of semester while L. Gonzales is on sabbatical. One response was received, L. Bosselman has agreed to co-chair. B. Bell asked for formal motion to appoint L. Bosselman as Facilities Committee Co-Chair until L. Gonzales returns. MSC J. Buckley, J. Higginbotham.

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Goal 5: Refine the college's integrated planning process.

B. Bell began with a general discussion on how custodial and work order prioritization on campus has changed over the past two years. Square footage has increased but staff has not increased accordingly. A priority matrix has been developed. D. Lindsay clarified the matrix – #1 is an immediate response, #2 is to be responded to within 2 hours, #3 is a 24 hour response time, and #4 is to be scheduled within a month. This is done through the on-line work order process. D. Lindsay stated the entire District has moved from 3<sup>rd</sup> shift cleaning, there is only a 1<sup>st</sup> and 2<sup>nd</sup> shift. D. Lindsay has classrooms cleaned at 4 before everyone arrives. Restrooms are done around 9:00 a.m. He is looking at changing how to take care of the restrooms and will be creating restroom teams to have cleaned before school starts. D. Lindsay said that he has been asked not to do H Bldg cleaning when classes shift, asked to do a little later. To his knowledge this has changed. A. Andersen said faculty has asked him to bring this item to the committee because the restroom cleaning is taking place during the passing period which is at 9:30 and 11:00. The restrooms have been closed and this has been an inconvenience, just 5 minutes later would help. D. Lindsay had thought this had changed, A. Andersen stated it occurred this morning as well. D. Lindsay said they close one floor at a time; students don't want to walk up or down the stairs. D. Lindsay gave directive to change time frame, and looking at changing again. A. Andersen said a difference of 10 minutes would work well. D. Lindsay asked exactly when would work best. A. Andersen said anytime between 9:45 to 11:00 is best, or after 11:15. B. Bell asked if this should be kept on agenda for next month. A. Andersen said since D. Lindsay said he will communicate this to the custodians this is fine. D. Lindsey asked for an e-mail if there continues to be concerns if change does not occur. Will go with this new schedule to see how it works. Not necessary to keep on agenda.

V. Announcements

#	Item	Strategic Goal	Initiator
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None

VI. Next Meeting

April 4, 1:00pm, A201a

VII. Adjourn 1:40

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