



Date: February 03, 2017

Time: 11:00am

Location: Manzanita Conference Room

Facilities/Safety Committee Meeting Minutes

Members: John Black, Laureen Campana, Casey Deal, Greg Elam, Doralyn Foletti, Margo Guzman, Craig Johnston, Dave Keener, Dorothy Pimentel, Jim Retemeyer, Shane Riaski (ASCC), Karin Rodts, Liz Rumney, Brian Sanders, Trevor Stewart, Andrew Van Hoogmoed

Guests: Ron Martin, Terri Isaman (Recorder)

Absent: AASCC Rep, Casey Deal, Greg Elam, Craig Johnston, Dorothy Pimentel, Karin Rodts, Andrew Van Hoogmoed

Agenda

1. Approval of January 20, 2017 Record of Meeting
2. Health & Safety Concerns/Issues
3. Measure E Update
4. Accreditation Update

Discussion Items:

5. Update – Changing Stations
6. Committee Structure
7. Other

Recommended for Vote

Meeting notes of January 20, 2017 were reviewed with no changes.

Minutes

TOPIC: Health & Safety Concerns / Issues

Discussion: Trevor reported the Safety sub-committee met today. It is the feeling that many safety-related concerns can be addressed at that level with a report-out to the Facilities committee. There are no new issues at this time. Any new safety-related issue or an issue requiring immediate attention will be directed to the Safety committee.

Conclusions: n/a

Action items:
None

Person Responsible:

Deadline:

TOPIC: Measure E Update

Discussion: Ron reported on the following Measure E projects:

- Work continues on lower level Manzanita. Drywall installation is progressing. The area will be congested when equipment is moved in/out.
- Pinyon lighting, flooring and cabinets are complete. Project should be finalized in a few weeks. Furniture delivery should occur beginning of March with occupancy mid-March. Supplies presently in Fir 2A will be transitioned to Pinyon. Our Facilities department will complete the move. Exterior work has not begun due to weather. The ADA parking area will take approximately 2-weeks to complete.
- Plans for Juniper are in process. Juniper will be off-line this summer.
- The fiber optic project will begin week of February 6, 2017. Safety crews will be at site and railing installed while work is in process. Project may begin at the Public Safety Center. There is an outside chance of power/IT interruption. However, the contract states service must be back ASAP.

It was announced that Fir and Cedar will be off-line this summer for roofing projects. Oak will also be off-line for flooring and cooling tower replacement projects.

Conclusions: n/a

Action items: None

Person responsible:

Deadline:

TOPIC: Accreditation Update

Discussion: The goal is to have a functional draft prepared by February 15. Trevor is working on Standard III. IT is reviewing the Technology component locally. The Facilities component will follow. The Standard III workgroups will be reassembled to review and edit the draft. There will be a public forum on February 24.

Conclusions: n/a

Action items: None

Person responsible:

Deadline:

TOPIC: Update – Changing Stations

Discussion: Trevor reported six diaper changing stations were purchased. Two each will be installed in Tamarack, Oak and Manzanita.

Conclusions: n/a		
Action items: Facilities to install upon receipt.	Person Responsible:	Deadline
TOPIC: Committee Structure		
<p>Discussion: As a follow-up to last month's discussion, Trevor reported a proposal is under consideration by College Council for a new council/committee structure. The proposal should give clarity of charge for committees as well as a venue for those areas not being addressed. The proposed structure would elevate the Safety committee to a separate committee – no longer a sub-committee of Facilities. Safety and Facilities would report to a College Services committee. The Safety Committee may meet on a quarterly frequency or as needed. The Facilities committee would remain essentially the same with added components, such as Auxiliary Services or Child Care. Business Services may be better suited for the Student Success Council venue. Regarding a question on shared governance, Brian stated the Title V 10+1 rule pertains to Academic Senate. College Council does not fall under the same mutual agreement and consent rule. Doralyn voiced concerns of constitution issues with classified and student senates.</p>		
Conclusions: More information to follow as it becomes available		
Action items: None	Person Responsible:	Deadline
TOPIC: Other – District Security Update		
<p>Discussion: John reported the new emergency communication system for the District is through Blackboard Connect. Blackboard Connect is one of the most used emergency communication systems in the country. This is a more robust system with the ability to send text, call hard line and leave audio voice messages. Messages can also be sent over the IP phone system and computer. Student and employee contact information will be pre-populated as this is an “opt-out” system. There is a plan for a mandatory student contact update screen that must be completed prior to fall class registration. Contact information is updated every evening. Contact information will be college specific with the exception of Central Services and key personnel who will receive messages keyed to both Columbia and MJC. Dual-enrolled students will be required to update contact information for both colleges and will receive messages for both.</p> <p>John further reported a plan to update all alarms to integrate with the District's security management system (SMS). Currently, most alarms are analog and must be updated to IP to ensure compatibility with the SMS.</p> <p>Trevor would like to institute safety walks around campus to observe possible issues. He would like the walks to occur at least twice annually at different times of the day to investigate possible hazards.</p>		
Conclusions: N/A		
Action items: None	Person Responsible:	Deadline
TOPIC: Other – Toll Booth		
<p>Discussion: Trevor announced the future of the toll booth was discussed at the Safety Committee meeting today. The goal is to discuss this issue at both Safety and Facilities committees and work up to College Council. As noted at January's meeting, we had one student worker for the booth this spring semester. The Administrative Services' office found alternate work placement for the student. Signage was posted at the booth at the beginning of the semester but there is a need for current and relevant information for guests and potential students. Student safety is a concern as it is an isolated location. Group discussion occurred on the positive and negative aspects of the toll booth and possible ways to move forward. Communication and full vetting was felt to be key. Brian reminded everyone that budget issues continue to exist and should be considered as we determine how to move forward.</p>		

Conclusions: Work group to be formed through the Safety Committee		
Action items: None	Person Responsible	Deadline
TOPIC: Other - General		
Discussion: Liz reported the exit sign on Columbia College Drive needs attention. This may be a part of the sign project. Dave reported the carpenter is prioritizing wood signs that need to be replaced. New signs will be phased in.		
Doralyn announced the next Campus Pride work party will be held on April 1, 2017. Email communication will be sent.		
Conclusions: n/a		
Action items: None	Person Responsible:	Deadline

Adjournment

There being no further business, meeting adjourned at 12:07pm.

Record of meeting respectfully submitted by Terri L Isaman, Exec. Secretary, CAS Division