Facilities Committee  
Meeting Minutes  
October 22, 2010  
2:00 – 4:00 p.m.  
Board Room

Meeting called: Dave Holloman, Chair  
Type of meeting: Standing Committee  
Facilitator: Dr. Thomas Miller, Vice Chair  
Note taker: Michelle Messer

Attendees: Steve Garcia, Thomas Miller, Mike Visser, Chris Hylton, Pat Luther, Mark Clair, Michelle Messer  
Guests: Jim Spencer – Consultant

Minutes

Agenda item: UPDATES

Discussion:

DIESEL CLASS PARKING:
John Sweet, Pat Luther, Chris Hylton and Steve Garcia met to discuss the issue of parking and classroom space for the Automotive Diesel class. The class will remain in the Maintenance auto shop and students will continue to have to park in the upper parking lot (by welding) for the time being. Costs for a butler building will be identified and when Fire Technology moves out of their current space the old building can be demolished and a butler building can be put in its place for the Diesel class. These options will be looked into further.

Luther will fill out the proper requests to move forward.

SOLAR FACILITY
Steve handed out the current outputs of the system and it is working fine.

BUILDING 52 CONCERNS
Many of the requested items for the safety of the employees in building 52 have been or are scheduled to be taken care of. Peep holes and panic buttons are to be installed soon, as well as the access door between Assessment and Financial Aid.

ACADEMIC COMMONS SPACE USE REQUEST: MEMO RESPONSES
Michelle has received approximately 4 responses. Nord Embroden and Neville continue to work on their proposal. Because the committee did not establish a deadline for people to submit proposals, it was decided that the memo email should be resent with a deadline of Friday, October 29th. The committee will then look at the suggested uses at their next meeting on Friday, November 5th to discuss.

EXCELSIOR SIGN
The recommendation went to the President's office and is waiting for the next Cabinet meeting to take place.

ADDITIONAL 9 SCIENCE PARKING LOT SPACES
The recommendation went to the President's office and is waiting for the next Cabinet meeting to take place.

Agenda item: PENDING DISCUSSION/RECOMMENDATIONS

Discussion:

MOVING INSTITUTIONAL EFFECTIVENESS/RESEARCH
Mark Clair spoke regarding the ergonomic specialist who was brought in to assess the sloping room. M&O leveled out their desks, and while this is appreciated, it does not solve the sloping room. The specialist stated if the room only had 2 employees in it they could reconfigure their desks so that the sloping is not as noticeable, but there are 3 employees so this is not a viable solution.
### Agenda item: PENDING DISCUSSION/ RECOMMENDATION...continued

#### MOVING INSTITUTIONAL EFFECTIVENESS/RESEARCH, continued

The IE/R departments would like to be relocated back to building 10 as it is more conducive to their work. They receive complaints from others because their door is closed, however their work does not deal directly with students and when their door is open students enter and ask questions they are not prepared to answer. Mark stated that they would need to bring their furniture over with them to building 10 as the furniture they moved with them when they were relocated to building #55 now belongs to instruction, so they only have what was given to them as replacement. This would exclude Dean Moran’s furniture.

Hylton requested that the move wait till Winter break when he has more man power.

A vote for a recommendation was called for by Dr. Miller. Dr. Luther motioned for a recommendation to move the IE/R to building 10 along with their furniture and Dr. Miller seconded. All 7 members were in favor. A recommendation will be forwarded to Cabinet.

#### DEMO OF BUILDING 10 WALKWAY COVERS

Chris Hylton brought up the issue of the walkways located at the East and West ends of building 10. These are constructed of large telephone poles running horizontally atop pillars. Many are rotting and have failed, or have been continually infested with bees. If the entire walkway is demolished, this would leave an open sidewalk and may not look good. Suggestion of putting up synthetic poles or pressure treated wood.

Hylton will look at costs and possible donation of telephone poles from SCE. He will evaluate how many need to be replaced and bring back information to the next Facilities meeting.

#### SPACE ALLOCATION/RELOCATION DRAFT PROCEDURE

The committee was given more time to review and give feedback on this draft procedure. Consider basing space allocation on classification and establish a minimum space.

#### SURVEY OF INSTRUCTIONAL MODALITIES/ROOM UTILIZATION

Dr. Miller said there is a need for instruction to have the right equipment (i.e., smart boards, computers, etc.) in each classroom to support their specific course needs.

If IAs need work for Winter session Steve has suggested they can do a special project of inventory of each classroom on campus, listing what equipment is there. Also include square footage so we can develop floor plans for the buildings on campus.

Mark Clair stated that there is a module in Datatel that can do a survey of classroom capabilities and space of each classroom once this data is input.

### Agenda Item: CARRIED OVER FROM PREVIOUS MEETING

#### ONE-STOP VS. OTHER FACILITY NEEDS

Jim Spencer was invited to this meeting. He has been an architect for the college for many years. He stated that the Master Plan is a grandiose set of plans, but these types of plans often never come to fruition for community colleges because available funding and current needs always takes precedence over fanfare.

There are 5 categories of space allocation: Lecture, Lab, Office, Library, and Audio/Visual Support.

Jim reviewed how space use is generated and how each TOP code has a different percentage of what it should generate.

Jim and Steve have been brainstorming on how best to live within the resources we have while getting the most accomplished. Because there will be no more bond money coming to the college for some time, and because we are so short on lecture space and have too much office space already per the States calculations of our space, why is the One-Stop a priority?

Reasons to not build a one-stop on the hill:

- Many services are now done online, so such a large facility is unnecessary.
- Because the plan for the hillside one-stop is 3-tiered, it is in fact very much like having 3 buildings, so everything really isn’t located in “one-stop”.
- Soils have already come back showing that the hillside is unstable and it would cost an incredibly large amount of money to make them able to hold up a 3 tiered building.
**Agenda item:** CARRIED OVER FROM PREVIOUS MEETING, continued

### ONE-STOP VS. OTHER FACILITY NEEDS, cont...

Other options: Building 10 conversion. Jim reasoned that a One-Stop should be the gateway of the college and Building 10 is in a great location as it is visible to the community, it is surrounded by plenty of parking, and there are various entrances nearby. By remodeling and doing a slight expansion on Building 10 the district could save $15 million vs. putting a new building on the hillside.

We need to ask ourselves what will best serve the community as well as what the numbers show which space we have the most need for. Rather than putting all the money into a hillside one-stop, much more could be accomplished by doing the Science expansion (slightly reducing the original plans) = 5 million, building the nursing facility = 10 million, and converting building 10 to a One-stop = 5 million.

All of these things can be accomplished if we do not build a large One-Stop on the hillside. Just because this project shows it on the hillside, and just because it is in the Master Plan does not mean it makes sense to the college economically.

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**Agenda item:** OTHER ITEMS

### Discussion Cont....

~ Mark Clair gave preliminary report on Campus Climate Survey

Mark stated that the survey has gone well. He said the Facilities Committee was rated highly for their work, as were Steve Garcia and Chris Hylton for the maintenance and construction on campus. The survey showed that individuals believed that the recommendations given to Cabinet by the Facilities Committee were actually looked at and taken into consideration.

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**Next Meeting:** Friday, November 5, 2010 – 2:00 p.m.  
**Place:** Board Room
Memorandum
Facilities Committee

To: Victor Valley Community College Campus
From: Facilities Committee
Date: November 1, 2010
Subject: Academic Commons

The center area of the Academic Commons has been identified through a room use analysis report as being an underutilized space on campus.

The Facilities Committee has received requests to study the center area of the Academic Commons to determine if that area could be better utilized for specific purposes. The Facilities Committee would like to allow everyone the opportunity to submit to the committee a plan for use based on academic or program needs.

Please submit a one or two paragraph description of what your plan would be for the AC. Additional details will be required at a later date.

Please submit this brief description to Michelle Messer, Facilities Committee recorder.

Thank you.
Memo

To: Members of the Facilities Committee
From: Virginia Moran, Executive Dean
Date: October 7, 2010
Re: SAFETY CONCERNS & PROPOSED IMPROVEMENTS TO BUILDING 52

Staff members who occupy Building 52 met on Friday, October 1, 2010 to discuss and address growing concerns with safety and security in that building. Increasing numbers of students at the service counters who are dissatisfied and frustrated have lead to increasing episodes of disruptive behaviors and verbal threats to staff. During this meeting, Chief Leonard Knight presented all the safety measures and planning activities engaged in by Campus Police to support the well-being and security of all members of the campus workforce. The information was invaluable to staff, and more clarity was brought to our understanding of the role of campus police officers in facilitating crowd management.

In addition, staff in attendance were given an opportunity to provide input on the following questions:

- What can I do to increase my personal safety?
- What practices/procedures must we implement to safeguard building safety?

Actual responses are attached for your information. For consideration by the Facilities Committee are the following proposed improvements to the physical environment in Building 52 designed to increase staff safety. Please note these physical enhancements are proposed in conjunction with several changes to our practices and business processes.

- Install 5 panic buttons.
- Install door in Assessment Center to enable access to A & R/Financial Aid/Bursar’s suite.
- Install “peekhole” and mail slot in double back doors.
- Install whatever is necessary to provide improved climate control in atrium.
- Install whatever is necessary to improve acoustics in atrium.