Facilities Committee
Meeting Minutes

October 8, 2010
3:00 – 5:00 p.m.
Board Room

Meeting called	Steve Garcia	**Type of meeting:**	Standing Committee
Facilitator:	Steve Garcia	**Note taker:**	Michelle Messer

Attendees:	Steve Garcia, Dave Schneider, Dave Hollomon, G.H. Javaheripour, Thomas Miller, Mike Visser, Robert Sewell, Michelle Messer, Chris Dustin (ASB)
Guests:	Audrey Vaughn, Jennifer Larriva, Scott Jones, Greta Moon, Maria Gonzalez, Jackie Trost

Minutes

Agenda item:	FACILITIES COMMITTEE RENEWAL
Discussion:	**ELECTING NEW COMMITTEE CHAIR AND VICE CHAIR**: An email from the President's office requesting updated information on this committee (membership, meeting dates, etc.) prompted Steve to request nominations for a new committee chair as well as create a vice chair position. The committee has not been updated since October 2005, and Steve wanted to give others a chance to serve as chair on this committee. Robert Sewell nominated Dave Hollomon and Tom Miller seconded. Dave Hollomon nominated Tom Miller for the Vice Chair position. Beginning at the next meeting, Dave will be committee chair and Tom Miller vice chair. **RECONFIMRING COMMITTEE MEMBERS** Steve reviewed the list of committee members, noting some that had not been to meetings in a long time. Michelle will email these individuals to see if they still have interest to serve on this committee, and if they do not, she will contact faculty, classified and management representatives to ask for members to fill any vacant seats. **MEETING TIMES/DATES – BI-WEEKLY MEETINGS AS NEEDED** It was determined that this committee should meet twice a month on the 2nd and 4th Friday of the month unless holiday conflicts occur. In the month of November the committee will meet the 1st and 3rd Friday. Michelle will send out appointments for the remainder of 2010 and the 2011 year.
Agenda item:	PROCEDURE ON HOW MOVES ARE DETERMINED
Discussion:	The Facilities department has been working on a procedure for how moves and space allocation should take place. A draft procedure and form was handed out to the committee with a request to make comments and return to Michelle. ➢ Example: The Institutional Effectiveness/Research department has requested that the Facilities Committee review their request to Dr. O'Hearn to relocate them out of building 55 and find them a new location. Most of this department's functions do not deal directly with students; however they have been moved into an area of a building that deals directly with students. Along with this issue, the room that 3 employees are housed in has a slanted floor making the work environment a health/ergonomic issue due to strain from sitting at desks where the user must push back in their chair to keep from feeling as if they are sloping forward. One option is the "back yard" office area of Building 10; however the Foster Kinship Care program, which was housed in this area, still has their furniture in there and it is not clear if this program is still active on campus. Steve will try to get clarification regarding this program. The second option is moving Institutional Effectiveness/Research back to where they were previously housed in Building 10, with Administrative Services. Because they were housed there in the past, and because this is a business office so is conducive to the working environment they need, this space would work well for them. Steve will do some research on this and bring it back to the next meeting to make a recommendation.

Agenda item:	FOLLOW UP: GREEN TECHNOLOGY CENTER
Discussion	Steve met with Nord Embroden to discuss the use of the Academic Commons center area for the location of a GREEN TECHNOLOGY / SUSTAINABILITY CENTER. They will continue to work on all aspects of this possible facility change including the cost involved and secondary effects. G.H. said that we need to give the entire campus an opportunity to submit suggestions for this underused space, stating that others have had ideas in the past. Dave H. will work with Steve to get a memorandum drawn up from the committee to send to Everyone allowing others to submit ideas for use of this space. (Memorandum included at bottom of minutes).
Agenda Item:	FOLLOW UP: FACILITIES REMODEL REQUEST – PERFORMING ARTS CENTER
Discussion	Tom Miller, Steve Garcia, and Chris Hylton met at the PAC to look at the various requested changes. It was determined that many of the issues can be taken care of.
Agenda item:	REQUESTED AGENDA ITEMS
Discussion	**EXCELSIOR SIGN ON LOWER CAMPUS** A request was brought to the committee regarding the Excelsior sign on lower campus. This sign is located near the VVC marquee and stands taller and in such close proximity to the marquee that it may appear to the community that this is Excelsior's campus, not VVC's. A photo was passed around to the committee members and it is the committee's recommendation that the Excelsior sign be moved, possibly to the other side of Fish Hatchery Road. A recommendation will be forwarded to Cabinet and if approved Steve will follow up with Excelsior. **SAFETY CONCERNS – BUILDING 52** A request was brought to the committee to address the personal safety concerns felt by the staff in building 52. Students who become irate with staff members cause the staff to feel unsafe. (Please see attached memorandum for details). Although the building is locked, students do need to come in from time to time and the staff feels that a peep hole in the entrance doors at the front and the back of the building would increase safety. Scott Jones suggested having security cameras installed at the front and back entrances and may be able to provide these as he will be getting security cameras to test out that may be used for the Eastside, so this would be a perfect opportunity and location to do this. Scott will talk with Frank Smith about making this happen. G.H. said he had not heard of these concerns before this and Greta stated that they have been ongoing and the need has been addressed but no solutions have ever been solidified. The atrium climate is not a good student services environment and may add to student frustrations. The atrium has issues with noise levels, heat levels, and crowd control. Making changes in this area may help to alleviate some of the issues of student anger. ~ Steve will look at the requests and come back to the next committee meeting with his findings. **PARKING AND TRAFFIC CHANGES** *~ Discuss returning nine (9) parking stalls in front of Science/Liberal Arts to Faculty/Staff Only*. Due to the large amount of faculty in the Science and Liberal Arts buildings, the faculty has requested that nine (9) parking stalls in front of the Liberal Arts/Science building area be returned to Faculty/Staff parking stalls. There are many adjunct faculty who teach in these buildings in the evenings, and the dedicated parking lots become open to student parking at 5:00 p.m., leaving little to no parking for faculty. The committee will submit a recommendation to have the nine (9) parking stalls in front of Science and Liberal Arts buildings returned to Faculty/Staff parking stalls only. If approved by Cabinet a work order will be placed to stencil the parking spaces immediately.

Agenda item:	REQUESTED AGENDA ITEMS, continued....		
Discussion Cont....	*~ Discuss Maintenance Parking Lot Repairs* The parking lots that surround the entire Maintenance area are in complete disrepair. They are unsafe and need to be replaced. Steve said that this work could be incorporated into the "loop" road repairs, and will look at adding it to the scope of work. *~ Discuss Loop Road Repairs* Bond money has been set aside to remove and replace the entire "loop" road that circles the campus. These roads are old and cannot withstand the demands now put on them. The Facilities department is working closely with the City of Victorville's civil engineers to determine a scope of work to complete this project. There are certain areas that would also need to be widened (i.e., the corner near Fire Station 22 – as the turn is too tight for both cars and busses at the same time). This work is planned for next summer. *~ One-Stop vs. Other Facility Needs* Due to time constraints, this item will be carried over to the next meeting.		
Next Meeting:	Friday, October 22, 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.

Victor Valley College

Office of Institutional Effectiveness

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.