Facilities and Safety Committee Meeting AGENDA
Student Center (SC-204)
February 1, 2016
2:00 pm – 4:00 pm

Committee Members:
MSC (3) – Joe Andrade (Co-Chair), Jorge Escobar
(Chair), Ingrid Thompson, Bunnie Rose
Faculty (3) – Isai Ulate, Donna Mendoza, Janet Chang,
Phillip Crawford
Classified (3) – Teresa Paiz, Elaine Chapman,
Associated Student Body (1/1) –

Upcoming Spring Semester Meetings:
March 7th
March 21st
April 4th
April 18th
May 2nd
May 16th

I. Approval of Agenda

II. Approval of December 7, 2015 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:

a. GE209 World Languages Lab

K. Kimura

V. INFORMATION ITEMS:

a. General Safety

b. Campus Development Initiatives (Project List & Priorities Update)

i. Gilbane Updates

c. Way Finding and Signage Programming & Schematic Design (Ross Luthin Creative)

VI. ON-GOING ITEMS:

a. Charging Stations

b. Pay phone request from ASG

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities & Safety Committee Meeting – Minutes for 2/1/2016

Membership Attendance

MSC – Joe Andrade (co-chair), Jorge Escobar (chair), Bunnie Rose
Faculty – Janet Chang, Phil Crawford, Isai Ulate
Classified – Elaine Chapman
Associated Student Body –
Guests – Keiko Kimura (Language Arts), Randi Kinman (SONA), Edina Rutland, Ed Fregoso, Andrew Spiller (Gilbane), Tabari Presberry

I. Approval of Agenda
   Motion to approve agenda: Andrade/Ulate

II. Approval of the December 7, 2015 minutes with corrections
    Ulate/Andrade

III. Public Speak

IV. DISCUSSION/ACTION ITEMS

a. GE-209 World Languages Lab –

   Keiko Kimura, Dean of Language Arts, spoke to the committee about converting the
   World Languages lab (GE-209B) to a 35-seat multipurpose lab that would be open to any
   faculty. She would also like to purchase 35 laptops and instructional furniture to
   support small group and individualized learning. The space would provide lab and
   computer space for students and teachers to facilitate effective instruction in writing
   (and other courses and programs).

   The committee had a concern about the security of the equipment (laptops). Dean
   Kimura assured that she would look into having the equipment secured similar to other
   labs that hold the same type of equipment.

   Jorge commented that faculty and students do require a need for flexible space on
   campus. One of the challenges for the college is that historically departments believe
   they own the buildings they’re housed in. The college is trying to move away from this
   idea and should have space that is open to all faculties. Jorge fully supports a
   multipurpose learning collaborative space that’s not tied to any division.

   It was asked what Dean Kimura would like the committee to do with this item. Her
   request was for the committee to take action on the item and have it moved through
   the shared governance process by having it forwarded to the College Advisory Council.

   Joe recommended that Dean Kimura go through the Finance Committee for financial
   assistance with the equipment and furniture.
MOTION by Phil Crawford/2nd Isai Ulate:

Motion to approve the transition from the present use of the World Languages Lab to a Multipurpose Learning Lab with a caveat that it's open to all programs.

V. INFORMATION ITEMS:

a. General Safety –

Jorge mentioned that there wasn’t anything to report.

Phil mentioned that there was a report from SJPD of a vehicle chase in the vicinity, which involved a woman that stole a police car in Campbell. The incident ended near Parkmoor and Leigh Avenue. Jorge explained that it wasn’t officially reported to Campus Police

b. Campus Development Initiatives (Project List & Priorities Update) –

Jorge explained that at this point there wasn’t any update to the list that was given out at the prior meetings. He explained that Gilbane is currently putting together a new project schedule. He believes there should be about 10 projects aligned for execution during the summer.

i. Gilbane Updates – Covered in the above report.

c. Way Finding and Signage Programming & Schematic Design (Ross Luthin Creative) –

Ross Luthin Creative gave a presentation on the signage designs that were approved by the previous Facilities Committee two years ago. The consultants discussed the background of the work they did back in fall 2013. The committee reviewed the themes and designs that were approved by the previous committee.

Janet mentioned that when she’s visiting other colleges, she’s noticed that the best visual way finding signs are the dark background with white lettering. This type of sign can be seen clearly from far away. The college blends in with other buildings (Valley Medical, church, etc.) nearby. The college needs to stand out more from the street. Another concern of Janet’s is people seem lost when they come to our campus. When new students come on campus for the first day of the semester, they’re lost. The buildings are not labeled in a way that makes it easy and clear to a new student. Janet suggested that numbering the buildings may help to guide new students to their classes.

Jorge expressed a couple of concerns that he noticed when he first came to the college. He feels that the college needs to project out that the college is an institute of higher learning and that we’re in Silicon Valley. The college needs a brand to project out to the community. Jorge would also like to see more electronic signs, but the college needs to consider the maintenance for those types of signs. Lastly, he feels the college should start looking at new technologies as a purpose for way finding.

Jorge suggested that the college community and students get involved in the process of the signage so that there’s an even amount of input on the designs. This way the college doesn’t have oppositions to the direction it goes once the project begins.
Facilities & Safety Committee Meeting – Minutes for 2/1/2016

Edina feels that we need to be careful with the selection of colors in respect to people who may be color blind or low vision. She agrees with Janet that a dark background with white letters would be best.

Randi suggested that the college may want to identify buildings rather than numbering them because things may change in the future and it would be too much to change signs continually. She also mentioned to the committee that the community uses the campus to for exercise and that it may be a good idea to implement the distances between buildings. She also requested that the community have the opportunity to review any designs that are going to be proposed. She would like to see the college maximize the Bascom and Moorpark entrances for better visibility and downplay all other entrances. This would help the traffic flow along with realigning the signals.

Jorge would like to see a small task force put together from the campus community.

VI. ON-GOING ITEMS:

a. Charging Stations –

The committee discussed the reoccurring topic of charging stations on campus. Phil mentioned that there are members of the Academic Senate that feel they could utilize the use of these stations. He feels there should be a four hour time limit on the stations. He feels the committee should move forward with the stations. Phil will work on costs to bring back to the committee. The item will be moved to Discussion/Action Item at the next meeting.

Janet is concerned about the costs to maintain it for very few users. She suggested that the committee find out how much the cost would be for installation and maintenance. Phil explained that the vendor would be responsible for the equipment it installs. Janet believes if that is the point, it’s a great idea to move forward. In order to move this forward, the committee needs to approve the installation of the stations and to do research of the costs. Phil volunteered to help in this area. This can be moved to the Discussion/Action Item at the next meeting.

b. Pay phone request from ASG –

Jorge explained that the college will move forward to install a pay phone on campus. This also ties to the upgrade of the emergency phones on campus and in the parking garage.

Meeting adjourned
I. Approval of Agenda

II. Approval of February 1, 2016 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:
   a. Charging Stations

   b. SJCC Robotics Request for location to Set Up Art Piece - Michael Parrott, club member

V. INFORMATION ITEMS:
   a. General Safety

   b. Campus Development Initiatives (Project List & Priorities Update)
      i. Gilbane Updates

VI. ON-GOING ITEMS:

“Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community.”
Facilities & Safety Committee Meeting – Minutes for 3/7/2016

Membership Attendance

MSC – Jorge Escobar (chair), Joe Andrade (co-chair), Bunnie Rose

Faculty – Janet Chang, Donna Mendoza, Phil Crawford

Classified – Elaine Chapman, Teresa Paiz

Associated Student Body –

Guests – Andrew Spiller (Gilbane), Andrew Phelps (student), Joseph Heady (student), Michael Parrott (student)

I. Approval of Agenda
   Motion to approve agenda: Crawford/Chapman

II. Approval of the February 1, 2016 minutes with corrections
   Crawford/Andrade

III. Public Speak

   Andrew Phelps spoke to the committee about starting a discussion or workshop on how to address domestic violence. He would like to change the structure of the College to bring support to students.

IV. DISCUSSION/ACTION ITEMS

   a. Charging Stations –

      The committee is revisiting the topic of having charging stations on campus. The committee has previously discussed this topic and has decided to make it an action item.

      MOTION – P. Crawford/2nd T. Paiz
      Motion to approve the installation of 2-4 charging stations subject to a determination of what the cost, hours and regulations would be.

      Unanimously approved

      The committee will go through some due diligence to define how many stations should be installed and how to implement them.

   b. SJCC Robotics Request for location to set up art piece –

      The student club, SJCC Robotics, gave a presentation on an art sculpture that they would like to resurrect at the campus. The piece was donated by The San Francisco Academy of Art. The beginning of the presentation gave a perspective of how many students transfer on to UCs when they are involved in student clubs. The presentation followed
into the background of the sculpture and its creators. In conclusion, the students explained how they would put together the sculpture, which contains multiple pieces. They believe it would take about one day to build.

The club also explained that the sculpture is a focal point to another project that they're working on, which is an escape room. The idea of the project is allowing someone to go into the escape room where they would have to complete a series of puzzles to escape. The club would be involved in the designing and building of the escape room and puzzles.

The club ended their presentation and opened up the floor for discussion. The committee had a list of concerns and questions.

- The longevity of the sculpture on campus.
- The integrity of the material since it's been outside at its previous location.
- Documentation so that the college wouldn't be held liable for the statue.
- How the club would tie in the sculpture to the escape room.
- The security of the escape room.
- Accessibility for ADA
- Security measures/concerns for children climbing
- Transients making this structure a residence location

The committee invited the club to return to the next meeting to continue with discussion.

V. INFORMATION ITEMS:

a. General Safety –

Jorge met with Chief Morales and was informed that there were no major concerns on campus.

- Cameras

Jorge presented a map to the committee, which displayed all security cameras that will be installed on campus. The map showed coverage of each camera along with the existing cameras and their coverage. There'll be approximately 80 cameras implemented and running when the project is completed. The cameras will not be actively monitored by personnel, but rather used as evidence. Installation will begin in the fall 2016.

b. Campus Development Initiatives (Project List & Priorities Update) –

- FF&E (Furniture, Fixture & Equipment)

After upgrading the 100/200 buildings, the College are looking at furnishing the buildings. They would like to place the furniture in the classrooms before the
Facilities & Safety Committee Meeting – Minutes for 3/7/2016

summer. They will furnish approximately 12 classrooms so they can be used more frequently throughout the day.

During the summer, the GE Building will have 23 classrooms upgraded. Faculty and end users are working on selecting carpeting, wall coloring and other finishes. The emergency generator, located in front of the GE Building, will also receive an upgrade during the spring break. The grounds team will be building the new area, bring in new plants and build new benches.

Jorge passed out renderings of the new Milpitas Extension site. They showed how the building is going to look when it’s completed. Completion date is scheduled for August 1st. This will be a great addition to SJCC. The location will house a biology, ESL and technology lab along with four (4) classrooms. The site is on the property of Russell Middle School and across the street from Milpitas High School.

Meeting adjourned
Facilities and Safety Committee College Meeting AGENDA
Student Center (SC-204)
April 18, 2016
2:00 pm – 4:00 pm

Committee Members:
MSC (3) – Joe Andrade (Co-Chair), Jorge Escobar
(Chair), Ingrid Thompson, Bunnie Rose
Faculty (3) – Isai Ulate, Donna Mendoza, Janet Chang,
Phillip Crawford
Classified (3) – Teresa Paiz, Elaine Chapman,
Associated Student Body (1/1) –

Upcoming Spring Semester Meetings:
May 2
May 16

I. Approval of Agenda

II. Approval of March 7, 2016 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:

a. Annual Committee Self Evaluations

b. SJCC Robotics Request for location to Set Up Art Piece - Michael Parrott, club member

c. Wayfinding & Signage

d. Annual Committee Self-Evaluation

e. Domestic Violence Resources on Campus

V. INFORMATION ITEMS:

a. General Safety

b. Campus Development Initiatives (Project List & Priorities Update)

   i. Gilbane Updates

VI. ON-GOING ITEMS:

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities & Safety Committee Meeting – Minutes for 4/18/2016

Membership Attendance

MSC – Jorge Escobar (chair), Joe Andrade (co-chair), Bunnie Rose

Faculty – Janet Chang, Phil Crawford

Classified – Elaine Chapman, Teresa Paiz

Associated Student Body –

Guests – Ed Fregoso (Gilbane), Andrew Spiller (Gilbane), Aaron Mayes (Gilbane), Andrew Phelps (student), Joseph Heady (student),

I. Approval of Agenda

Motion to approve agenda with additions:

a. Approval of the March 3, 2016 minutes with corrections

   Crawford/Chapman

II. Public Speak

Janet spoke on behalf of a student assistant at the Learning Resource Center whose concern is the buildup of germs around the center. She would like to request supplies that can be used to keep the center clean and free from germs (hand sanitizer, cleaning wipes & cleaning dusters).

III. DISCUSSION/ACTION ITEMS

a. Annual Committee Evaluations –

   The committee needs to review their goals from 2015 in order to complete the evaluation form. The goals will be sent to the committee via email and comments will be sent back. Jorge mentioned that the we are behind in submitting the results to the Strategic Planning Committee.

b. SJCC Robotics Request for location to set up art piece –

   The student club, SJCC Robotics, gave a second presentation to the committee on their art sculpture that they would like to resurrect at the campus. The club addressed recent concerns regarding safety and security. They’ll implement cameras to assist in this area. Jorge asked about the timeline as to when the structure would be completed. According to Joseph, the structure should be completed over a weekend, which would work best with less people around. The committee commended the students on the work they’ve done.

   MOTION P. Crawford/2nd I. Ulate – Approval to build the sculpture.
c. Wayfinding & Signage –

The wayfinding and signage is ready to move forward. The consultants were scheduled to come to the April 4th meeting to present, but it was cancelled due to lack of quorum.

Jorge would like to see a sub-committee created to go through the needs of the college, so there’s a collection of ideas, since there has been no interested staff to create a sub-committee; it’s up to the Facilities & Safety committee to move the project forward. Phil mentioned that he would bring it to the Academic Senate to put a call out for anyone who may want to participate in the committee. He also believes that the DSPS Department should be informed since this is an area that they can bring their expertise to.

Ed Fregoso (Gilbane) explained the schedule would go to bid is fall 2016. The consultants would like to see some decisions made by August. On April 27th at 10:30 a.m., there’s a 50% Design Review meeting scheduled for those who would like to participate. The consultants and the drawings would be present at the meeting. Janet would like to join, but has a conflicting meeting. She requested that any information be sent to the committee members who are unable to attend. Jorge requested that Janet sends a proxy in her place. Phil would like to have the schematic designs to bring to the Academic Senate meeting tomorrow. During the meeting, there needs to be decisions made on locations of signs, types of signs, materials, color contrasts, and finishes.

After the 50% drawings are completed the diagrams and details will be reviewed to receive confirmation from the committee before proceeding to the next phase.

d. Domestic Violence Resources on Campus –

Based on student discussion from last year on domestic violence, Andrew Phelps indicates that there aren’t enough resources on campus. This is a social problem that the college should look deeper into for the students.

Phil explained that the District is coordinating these types of trainings. He also believes it’s a great opportunity with the 2+2+2 program, which is a pre-law program with Santa Clara University. There are also a number of pro bono services, in the community, that could help participate. Phil envisioned that there could be a Campus Safety Center, which could be a one stop center for people to come and receive assistance. He would also like to see that the center offer restraining order assistant every couple of weeks. Interns from Santa Clara University Law School could help assist in this area, along with domestic violence advocates. Phil would be happy to work with Roland to see if this is something that could be put together.

Janet reminded everyone that April is Sexual Assault Awareness Month. Health Services has been given some funding to put an event together to give awareness, but she feels
I. Approval of Agenda

II. Approval of April 18, 2016 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:
   a. Annual Committee Self Evaluations

V. INFORMATION ITEMS:
   a. General Safety
   b. Campus Development Initiatives (Project List & Priorities Update)
      i. Gilbane Updates

VI. ON-GOING ITEMS:

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities & Safety Committee Meeting – Minutes for 5/16/2016

Membership Attendance

MSC – Jorge Escobar (chair), Joe Andrade (co-chair), Bunnie Rose

Faculty – Janet Chang

Classified – Elaine Chapman, Teresa Paiz

Associated Student Body – vacant

Guests – Andrew Spiller (Gilbane)

I. Approval of Agenda

Motion to approve agenda: Cheng/Rose

II. Approval of April 18, 2016 minutes: Chapman/Paiz

III. Public Speak

The committee discussed public participation during meetings other than in the public speak portion of the agenda. When the committee is speaking on agenda items, it becomes distracting when the public interacts in the discussion. It was suggested that the chair of the committee limits the public speaking during agenda item discussions.

A suggestion was made to have the committee and/or all standing committees go through Robert’s Rules of Order training in the fall. Jorge will speak with President Breland about possibly having all committees join in on this training. It was mentioned that it would be great to have Alex Torres help the committee on this.

IV. DISCUSSION/ACTION ITEMS

a. Annual Committee Evaluations –

The committee reviewed the participatory report, which needs to be completed for the May 20th College Advisory Council meeting. The committee mutually compiled information for the report and agreed on the new goals for the 2016-2017 year. Corinne will go back and compile all necessary information to be included in the report and email it to the committee members for review.

Janet suggested that a master sheet, similar to what the Program Review Committee uses, be used to compile all information that’s discussed and approved during the committee meetings. This would show a timeline and can be used to track items that the committee discusses.
V. INFORMATION ITEMS

a. General Safety –

Jorge mentioned that communication has improved with Campus Police and Administrative Services, in regards to incidents around the college community. This has created a more productive response when emergency in the area arise.

Gilbane, Maintenance and Facilities have all been doing a great job with safety around construction projects, even on large active projects such as Milpitas and the PE building. No issues to report.

The college recently met with the City of San Jose's Director of Transportation and other staff. Below are some of the things that were discussed.

Jorge mentioned a few of the activities and is including to the minutes the actual list of projects that SJCC will be addressing with the City Manager's Office.

Short Term

- DOT electrical will “night ride” area to determine if there are any streetlight outages
- Sign and markings team will assess area to determine if service is required
- DOT will report parking concerns on north side of Moorpark. Some concerns are related to compliance with current signage and can be enforced
- Discussions between sidewalks group and SJCC to assess walkway needs
- Provide SJCC with parcel maps indicating City/County/State jurisdiction

Intermediate

- DOT will explore possibility of replacing fixtures with LED's if SJCC wishes to fund materials
- Explore possibility of modifying markings and adding a phase at Leland intersection allowing vehicles to go straight into parking lot instead of going around the block to access parking lot
- Explore possibility of banner brackets on light poles on Moorpark if SJCC is interested in funding
- Seek potential collaboration opportunities between SJCC and CSJ pertaining to community forest
- Follow up on estimated timeline for traffic signal installation at Kingman and Leigh, Jorge is already working with Julie Edmonds-Mare

Long Term

- Explore reconfiguration of existing signage and markings to facilitate more convenient access to campus
- Track access and planning concerns and keep solid lines of communications between SJCC and external stakeholders

Regarding the construction of the PE building, the demolition work is done, dust and noise has been minimal and without any major complaints. People are enjoying having the construction live webcam that's on the website. It's keeping people connected with where we are at in regards to construction. Janet mentioned the appreciation of the email construction notices.
Facilities & Safety Committee Meeting – Minutes for 5/16/2016

Additionally, the Sherman Oaks Neighborhood Association (SONA) is updated on the project and has not had any situation to rise as a complaint.

b. Campus Development Initiatives (Project List & Priorities Update)

Milpitas Extension

Jorge invited the committee to coordinate a field trip to the Milpitas site, so they can receive a tour of the location. The construction is coming along and you can now start to see the outline of the building.

Meeting adjourned
I. Approval of Agenda

II. Approval of May 16, 2016 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:
   a. Review and approve committee charge
   b. Define Goals and Objectives for the Year
   c. Elect Chair and Vice-Chair
   d. Hand Sanitizer (LRC) – Revisit from 4/18/16 meeting

   Janet spoke on behalf of a student assistant at the Learning Resource Center whose concern is the buildup of germs around the center. She would like to request supplies that can be used to keep the center clean and free from germs (hand sanitizer, cleaning wipes & cleaning dusters).

V. INFORMATION ITEMS:
   a. Review completed projects – 3 minute presentation
   b. Gilbane Updates

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."

Facilities & Safety Committee Meeting – OFFICIAL Minutes for 9/19/2016

Membership Attendance

MSC – Jorge Escobar (chair), Joe Andrade (co-chair), Teresa Paiz
Faculty – Phil Crawford, Scott Miller
Classified – Elaine Chapman
Associated Student Body – Joseph Heady
Guests – Mantas Juska (Gilbane)

I. Approval of Agenda
Motion to approve agenda: J. Andrade/E. Chapman

II. Approval of April 18, 2016 minutes: J. Andrade/T. Paiz

III. Public Speak

Jorge read the following email from Randi Kinman (SONA) regarding the noise level from activities in the football field.

"I can't make the facilities meeting but I want to ensure the noise problem is brought forward. As you are working on the PE building and making improvements around the stadium, you must address the years of neighborhood complaints.

For now, please cut the visitor side speakers. These cause a lot of the neighborhood issues. Also, figure out how to keep Bellarmine from cranking up the volume; they are the worst offenders.

And, please, games should not be running through 11pm and stadium lights can be turned off.

With the new PE building going up, the dynamics of the sound bounce will change. We have a sound engineer in the neighborhood that has been monitoring existing decibel levels lately and they are double what are considered acceptable when games are in play. I'm sure he'd be glad to work with you on setting up sound checks and actually measuring the impact on the neighborhoods."

IV. DISCUSSION/ACTION ITEMS

a. Review and approve committee charge –

Committee reviewed the current charge and membership for each constituency groups. All faculty members need to be appointed and confirmed by the Academic Senate. Teresa was moved over to MSC from CSEA, needs to be appointed by the President as one of the Administrators. She will contact him for approval. Joseph mentioned that the charge showed that the Associated Student Government has 2 student positions, but the charge
Facilities & Safety Committee Meeting – OFFICIAL Minutes for 9/19/2016

shows 3 positions. Corinne will correct the Facility and Safety Committee webpage to reflect what’s on the charge. The committee discussed why Administrators and Faculty only showed two memberships. It was indicated that the additional membership was listed as the College Facilities Manager (MSC) and the College Director of Health Services (FA). Phil mentioned that the Academic Senate needs to appoint Janet Chang since the Senate makes all faculty appointments.

Jorge proposed that Technology should be added to the committee/charge and title in regards to hardware and software needed to operate the campus, its safety, and its facilities. Some committee members felt that adding the additional task would extend the two hour meeting time and other members thought it was a good idea, because they thought technology and facilities went hand in hand. Joseph indicated that adding Technology would address the gap in the current Technology committee coverage. Jorge assured that the committee would still be able to stay within the two hour meeting time and that instructional technology will remain with the perview of the Campus Technology Committee (CTC) that reports to the Academic Senate. It was mentioned that the CTC will continue their charge of Learning Management System (Canvas), Distance Learning, Technology in the Classroom, and other aspects of technology as stated in their charge. If approved, the recommendation will need to go to the College Advisory Council for approval.

Motion: Include college technology as it pertains to hardware and related software needed to operate the campus and its facilities. Rename the committee Facilities, Safety & Technology Committee.

Yes – 6
No – 1

MOTION APPROVED

b. Define Goals and Objectives for the Year –

The committee reviewed and defined its current goals and objectives for the year.

- Goal #1: Make recommendations for the allocation of resources for Measure X funding.
  - Seek understanding of the breakdown of where the funding goes and to which campus.
- Goal #2: Recommend and promote Safety training on campus
  - Legislation mandates training and workshops. Hands on training with staff and faculty.
  - Students should receive safety training.
  - Safety workshops
  - Title IX
  - Safety messaging
Facilities & Safety Committee Meeting – OFFICIAL Minutes for 9/19/2016

- Goal # 3: Recommend and promote safety related initiatives that different offices on campus would implement in the areas of:
  - Activities to promote community which would result in an enhanced safety environment, for example safety PSAs and activities around:
    - Mental Health Services
    - Gender Neutral bathrooms
    - Campus Safety Day (Practice of campus evacuations, workshops on yes means Yes Initiative, etc.)
    - School Safe Zones for undocumented students
    - More access/information to students, PSAs (texting, twitter)
    - Housing Day
    - Restraining Order Clinic
    - For example: SAFE zones, Yes means Yes, Campus Safety Day, Domestic Violence, Handling Disruptive behaviors in offices and classrooms, Public Service Announcements
  - Monitoring campus development projects
  - Make Recommendations for enhanced use of the campus by staff and the community.
    - Create classes for community – connect to AB104 Adult Education
    - Community hours to access the College
    - Like to see more community usage of facilities
    - Extending campus hours
  - Review and make recommendations to the FMP periodically.

c. Elect chair and vice-chair –

The following are recommendations and approvals for committee chair and vice chairs.

- Jorge Escobar – Nominated for committee chair by Phil Crawford, second by Joseph Heady.

Yes – 7
No – 0

- Teresa Paiz – Nominated for committee vice-chair by Phil Crawford, second by Joe Andrade.
- Joseph Heady – Nominated himself for committee vice-chair

d. Hand Sanitizer (LRC) – Revisit from 4/18/16 meeting –

The committee revisited a request for hand sanitizer from the staff in the LRC. Joe felt this wasn’t a topic that needs to come to the committee. The department can easily call him and request the hand sanitizer. He will follow up with the department. Additionally, Facilities will proactively determine public areas and will supply hand sanitizer.
Facilities and Safety Committee Meeting AGENDA
Student Center (SC-204)
October 3, 2016
2:00 pm – 4:00 pm

Committee Members:
MSC (3) – Joe Andrade, Jorge Escobar, Teresa Paiz
Faculty (3) – Janet Chang, Phillip Crawford, Scott Miller
Classified (3) – Elaine Chapman, Linda Jimenez
Associated Student Body (1/1) –

Upcoming Fall Semester Meetings:
October 13
November 7
November 21
December 5

I. Approval of Agenda

II. Approval of September 19, 2016 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:

   a. Wayfinding Signage Project (Ross Luthin Creative)

   b. Review and approve committee charge

   c. Elect Vice-Chair

V. INFORMATION ITEMS:

   a. Bookstore

   b. Review completed projects – 3 minute presentation

   c. Gilbane Updates

“Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community.”
Facilities & Safety Committee Meeting – OFFICIAL Minutes for 10/3/2016

Membership Attendance

MSC – Jorge Escobar (chair), Joe Andrade (co-chair), Teresa Paiz

Faculty – Scott Miller

 Classified – Elaine Chapman, Linda Jimenez

Associated Student Body – Joseph Heady

I. Approval of Agenda

Motion to approve agenda: S. Miller/T. Paiz

II. Approval of September 19, 2016 minutes with corrections: J. Andrade/E. Chapman

III. Public Speak

IV. DISCUSSION/ACTION ITEMS

a. Wayfinding Signage Project (Ross Luthin Creative) –

The committee reviewed the current presentation of the Wayfinding Signage from Ross Luthin Creative. Ted Luthin gave the committee a brief history on the company. The committee reviewed three categories:

- Identity signage around the perimeter
- Vehicular wayfinding
- Pedestrian

The committee reviewed a design that was already proposed back in fall of 2013. The project has been modified in terms of quantities, materials and locations. The Identity Signage showed the following areas:

- Kingman entrance along S. Bascom
- Intersection at Bascom and Moorpark Avenue – Opportunity for a landmark area, for the college
- Laswell Avenue – Heavily traffic
- Leland Avenue – Main entry and possibly can become an “in and out” area.
- Replacing the digital signage with a new digital sign
- Enhancing the existing pedestrian arch
- Leigh Avenue entry
- Kingman entrance off of Leigh

The committee was able to visually see how the campus would look once the identity signage was implemented. A San Jose City College sculptural piece could be created to go near Bascom and Moorpark Avenue. It’s being proposed to have window graphics and installation of hardware for seasonal banners.
The committee discussed the color selection, which would consist of the school colors along with a silver metallic. The other main materials that would be used are a lighter gray, and white. These colors relate to our buildings and the school colors would be used as shots of color as opposed to field colors. They don't want to oversaturate the school colors. "SJCC" is a logo piece that'll be incorporated into the campus. It'll be emphasized on Bascom Avenue to compete with the local food businesses. The entrance on Bascom Avenue will become a bigger part of the campus.

Columns and arches will be used to draw attention to the college and will be noticeable from Bascom Avenue. The committee had a concern about graffiti, vandalism and diamond scratchers. The firm explained that there's a couple of things that they can do in regards to preventing or getting rid of the graffiti. The use of porcelain enamel on steal could help. It would allow for them to razor off the gravity with a sulfate, which wouldn't hurt the steal. There's also graffiti coating and clear coats that could significantly remove gravity. Diamond scratchers would damage the porcelain enamel, but it could be replaced since the porcelain needs to panelized.

The replacement of the electronic board on Leland and Moorpark Avenue was discussed by the committee. The firm preferred that the sign be more eye level with drivers rather than the current height. It was suggested that another electronic board be placed on Bascom Avenue. The firm thought a scroll text message board could be explored. This would be a single line ribbon display that scrolls text only. A committee member suggested projecting images on to a wall. The firm thinks this is a great idea if there's a good place to mount it or if poles could be erected. Projectors are best in the evening, which may be a challenge. Jorge mentioned that our CTSS Supervisor wanted to emphasize the importance of remote controlling, which the current sign doesn't currently have. They want the new electronic sign to be remote, so that it can be access from anywhere on the campus.

The committee looked at window graphics for the Technology Building. Jorge was thinking of the maintenance that would take place once it's installed, including window washing and trees. The sidewalk should have enough room to put a lift. Jorge mentioned that the City of San Jose is working with the college to give approval to use anything within the perimeter of the campus. These will multiple the messaging for the campus.

The committee also reviewed vehicular signage. The presentation showed wayfinding signs at vehicular entrances, which are consider primary in that they are there for decision making on which way to drive. Secondary signs would be displayed to also serve as assistance in directing someone. These two different types of signage will assist in keeping traffic moving. Parking lot identifiers will also be mounted to existing light poles. It was mentioned that the committee should start talking about the naming of lots. (i.e. Lot A, B, C, etc.). It was recalled that a committee member had suggested a clockwise sequence of numbering for the buildings, which could work the same for the parking lots. Jorge wants committee to think about the future in reviewing the parking lots even though there may be some changes made if the bond is approved. This could bring additional parking garages to the campus.

A pedestrian road sign was also an idea that the committee reviewed. They stand tall along passage ways, so people can see that signage is also up ahead. A total of 3 would be used.

The project will be broken down into phases. The first phase will be the monumental signage, which he would like to have up when the Physical Education building opens. The second phase would be the interior and exterior signage that doesn't require infrastructure or construction to go first. We will start tying other locations with the other projects (i.e. wireless access points, cctv, etc.). The firm feels that by next summer the project could be complete.
Facilities and Safety Committee Meeting AGENDA
Student Center (SC-204)
October 17, 2016
2:00 pm – 4:00 pm

Committee Members:
MSC (3) – Joe Andrade, Jorge Escobar (chair), Teresa Paiz (co-chair)
Faculty (3) – Phillip Crawford, Scott Miller
Classified (3) – Elaine Chapman, Linda Jimenez
Associated Student Body (1/1) – Joseph Heady (co-chair)

Upcoming Fall Semester Meetings:
November 7
November 21
December 5

I. Approval of Agenda

II. Approval of October 3, 2016 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:

a. Review and approve committee charge

b. Commendation by the ACCJC

c. Turf Water Savings

d. Milpitas Ribbon Cutting

e. M & O Building

f. Exterior Paint for Theater

g. Tree Planting Project

h. Quiet Room for Students (Edina Rutland)

V. INFORMATION ITEMS:

a. Bookstore

b. Gilbane Updates

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Membership Attendance

MSC – Jorge Escobar (chair), Joe Andrade, Teresa Paiz

Faculty – Scott Miller

Classified – Elaine Chapman

Associated Student Body – Maria Riojas

Guests: Edina Rutland (DSPS Supervisor), Ed Fergoso (Gilbane), Adrian Keeley (HVAC Student, Student Lead Tiny House Competition), Jacqueline Velazco (Follett Bookstore), Janet Chang (Health Srvs). Jodi Marvet (District Office - Risk Management), Susan Hines (Dean of Library, Learning Resources & Distance Ed.)

I. Approval of Agenda
   Motion to approve agenda: J. Andrade/S. Miller

II. Approval of October 17, 2016 minutes with corrections: S. Miller/J. Andrade

III. Public Speak

Janet Chang brought up the subject of signage on campus. She explained that when she’s on other college campuses, she sees a difference in the signage compared to our signage. She feels that our signage needs to be consistent and clear. The signage is confusing to students when we abbreviate the buildings and the signage in the Student Center is backwards. For example, students are confused when they see office numbers starting with “SC”. They’re not sure if it’s for the Student Center or the Science Complex. She suggested that the buildings be named in sequence, so it’s easier to understand.

Jackie from the bookstore has come to the meeting to discuss their advisory committee that they’ve formed. The committee was formed to help the bookstore have a better understanding of any issues that students or staff may have when they are visiting or dealing with the store services. The committee has concerns with no one showing up to the committee, because they’re unable to get feedback. Another concern was the adoptions are not getting turned in on time. They need them on time because they deal with “Buybacks”, which is them buying the books back from the students. When the adoptions are late, it forces the store to buy from the publisher because the students are bringing the books back to the store. Jackie also announced to the committee that the Bookstore is trying to purchase two additional vending machines, which cost $8000 for both. It’s currently in the approval process. They’ll be housed at both EVC and SJCC. One vending machine is currently located in the Business Building. The location of the new machine is
currently being considered. Perhaps to be installed in the Student Center or in the T building, although the last one that was installed in that location was vandalized.

Edina Rutland with the Disabled Students Program & Services would like to request a quiet room for students. She mentioned there’s a need for a quiet room for students who need time for themselves. A room that’s dark and quiet for a student who needs time before going to class. She has students that come to her department for this type of need and all she has to offer them is a testing room. Some students need this, because it might not be a medical an emergency, but can lead to one if they can’t just step away from everything and everyone. The committee will bring this topic back for additional conversation.

IV. DISCUSSION/ACTION ITEMS

a. Review and approve committee charge –

Jorge reported back to the committee that the College Advisory Committee has approved the new charge and title of the committee with a technology element. There was a lot of discussion from CAC regarding the addition of technology. There was a proposal by the council to take everything including the academic technology decisions related to instruction. The new name of the committee will be Facilities, Safety and Technology Committee. The changes will reflect on the website.

b. Commendation by the ACCJC –

The accreditation team visit went well. One of their commendations was the effort shown by the college, in collaboration with District Office and District Police, to enhance safety and emergency preparedness.

c. Turf Water Savings –

Jorge has heard some exceptional comments about the installation of the turf in the General Education quad. There’s a letter that will be posted in The Times from a student who feels it’s unattractive. Jorge’s department felt differently in that they thought it was a good project, it made the campus look better and it is a state funded water conservation effort saving 92,000 gallons a year.

d. Milpitas Ribbon Cutting –

The SJEOCCD Milpitas College Extension is almost complete. There’ll be a ribbon cutting ceremony on Tuesday, October 25th at 4pm. Jorge invited the committee and their peers to come out for the ceremony. Afterwards, he announced there’ll be a joint board meeting with both San Jose Evergreen Community College District and Milpitas Unified School District. During the joint meeting, there’ll be a presentation on the project and a chance to highlight the
construction and the vision. For now, Jorge’s office will take the lead in heading the facility.

e. M & O Building –

In the preparation for the completion of the Physical Education building, part of that project included taking down the 300 wing. Back in the summer of 2014, it was decided that the 300 wing couldn’t be taken down. The reason was there would be no space for the occupants (Maintenance, Fitness Center, Adapted P.E., etc.). Currently, there isn’t enough space to move these departments. There’s been discussion around the leftover funding from the Measure G-2010 bond is to build the M & O Building, which was supposed to be built as part of this bond. Jorge is bringing this to the committee to see if there’s any guidance or communication before the college moves forward with the definition of a project.

The idea is to find a new location for the following:

- The Electricians, locksmith, paint shop
- Maintenance Office
- Carpenter shop

They’ll also consolidate some of the areas were the campus has dispersed Custodial and storage locations. Joe reiterated that the project was taken off the Facilities Master Plan back in 2012 and was placed back on the current FMP. He asks that this be taken care of as soon as possible. The departments are in need of the shop. Jorge explained that it would need to be confirmed that it’s in the modified FMP and that there’s a process in having the District Office and Gilbane approve the project. They’re trying to leverage the original design of the building and modifying it to fit all the staff. It could become a 20,000 square footage facility. Things that are unveiled in the process, Jorge will bring to the committee to discuss and eventually approve.

f. Exterior Paint for Theater –

The campus would like to improve the exterior of the theater. Once the college gets closer to closing the Measure G 2010 bond, there may be $1-$2 million dollars left to spend, and this has been the initial discussion. This isn’t a finalized project, but serious discussion has been going on. Once Jorge has more details, it will be brought back to the committee. In the meantime, the college would like to start painting the tower during the summer 2017. Jorge would like to have consensus on the color scheme from the committee. The painting of the tower will be a big project and will need to be contracted out.
Scott agreed that the tower is outdated and needs to be improved. Scott would like to move forward and receive additional information for the committee before making a decision.

g. **Tree Planting Project**

Jorge reminded the committee that the college has an agreement that for every tree taken down, two additional ones must be planted. Since 2014, the college has removed 86-89 trees. 19 trees were removed for the Physical Education Complex, the remaining trees were removed because they were not healthy or in the way of construction. The 200 trees that need to be planted can be planted in any location (community, street, Milpitas, etc.). Jorge has an idea to create a small committee that can do some team building with the staff, such as a Tree Planting Day. There are organizations like Our City Forest that can donate the trees. The organization can assist by providing additional volunteers along with staff volunteers. He would also like to have other departments (Biology, ASG, HVAC students, etc.) join in on the activities as a way of integrating academics. Adrian, a HVAC student, mentioned that students in the HVAC and Construction Department could use this project for work experience or credit in class.

h. **Pets on Campus**

Joe has noticed that there are a lot of dog walkers on campus. We have no signage regarding pets on leashes or owners picking up their pets mess. Joe would like to have a policy for pet owners who bring their pets on campus. It’s only a matter of time before someone is bit by a dog, which could make the college liable for their injuries.

Janet mentioned that she had a request from a student who wanted to bring their emotional support pet to class. Since there was no objection from anyone on campus to have the pet, she decided to ask the class. The pet was placed in the corner of the classroom, so she was away from the other students. Everyone was supportive of their classmate and it hasn’t been a problem. It was suggested that if the student wanted to continue this, she should report to DSPS.

Joe reiterated that there should be signs posted around campus letting pet owners know that pets should be on leashes. He’s not against having pets on campus. Jorge requested that Jodi look into policy and procedures that pertain to pets and report back to the committee at the following meeting.
Edina Rutland explained that there were district procedures for service pets and has directed faculty to them. Service animals can be any type of animal, so we may want to check to make sure that these animals are trained. Susan Hines read a policy from a California state webpage, which indicated that

"Most public places need to admit service dogs and psychiatric service dogs, but not emotional support animals".

Jodi Marvet, District Risk Manager, mentioned that there was a district procedure. The committee was able to go on to the district website to view Business and Administrative Procedures. The committee was able to find BP3440 and AP3440, which both relate to service dogs and other animals on district property. The committee will revisit this topic at the next meeting.

Meeting adjourned
# Facilities, Safety & Technology Committee Meeting AGENDA

**Student Center (SC-204)**  
November 7, 2016  
2:00 pm – 4:00 pm

<table>
<thead>
<tr>
<th>Committee Members:</th>
<th>Upcoming Fall Semester Meetings:</th>
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| MSC (3) – Joe Andrade, Jorge Escobar (chair), Teresa Paiz  
Faculty (3) – Phillip Crawford, Janet Chang, Scott Miller  
Classified (3) – Elaine Chapman, Linda Jimenez  
Associated Student Body (1/1) – Joseph Heady (co-chair), Adrian Keeley, Maria Riojas | November 21  
December 5 |

I. Approval of Agenda

II. Approval of October 17, 2016 minutes

III. Public Speak – (3 minute limit per speaker)

IV. **DISCUSSION/ACTION ITEMS:**
   
a. Comprehensive Participatory Standing Committee Report –

b. Pets on Campus

V. **INFORMATION ITEMS:**
   
a. Bookstore

b. Gilbane Updates

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities, Safety & Technology Meeting Minutes for 11/7/16

Membership Attendance

MSC – Jorge Escobar (chair), Joe Andrade

Faculty – Scott Miller, Janet Chang

Classified – Elaine Chapman

Associated Student Body – Maria Riojas

Guests: Ed Fergoso (Gilbane), Mantas Juska (Gilbane), Jodi Marvet (District Office - Risk Management), Cres Nolasco (CTSS)

I. Approval of Agenda
   Motion to approve agenda: J. Chang/E. Chapman

II. Approval of October 17, 2016 minutes with corrections: E. Chapman/J. Chang

III. Public Speak

Janet thanked Joe Andrade and committee for the installation of the water dispenser in the Student Center. The dispenser has the capability of showing how many gallons have been saved. A dispenser was also installed in the Fitness Center and one is scheduled to be installed in the Business Building.

Jorge mentioned to the committee that an article was published in The Times regarding the Chemistry Departments fume hoods, which needed repairs and maintenance. The department is working actively to get the work completed. The hoods were decommissioned until everything was addressed and fixed. The department is confident that 90% of the hoods are back in operation.

It was brought to the committee’s attention that malware was being installed on some of the computers in the LRC/Library. CTSS has been removing them from the computers. The department is trying to find out how the viruses are going through when the computers have antivirus software in place.
IV. DISCUSSION/ACTION ITEMS

a. Comprehensive Participatory Standing Committee Report –

The committee worked on the Comprehensive Participatory Standing Committee report due to the College Advisory Council on Friday, November 18th. The following are additions made to the report.

Challenges:

- Membership appointments for functional representatives (Campus Police, Health Services)
- Merging the Technology aspects into the charge
- How to make a connection from the committee to the campus community

Successes/Accomplishments:

- Keeping quorum
- Getting information out to the college campus
- Having the participation of the District Office Contracts & Risk Manager
- Greater participation of the Associated Student Government

Memberships:

- Membership may be revised, in the spring, once the Technology aspects are defined

b. Pets on Campus –

Jodi further reviewed both BP3440 and AP3440 that were discussed at the prior meeting. Both procedures only speak to service animals that are allowed on our facilities. Jodi was able to find San Jose ordinance 7.40.040 – Restraints of Dogs. This could be applied and enforced on campus. Copies of the ordinance were given out to the committee to review. In the ordinance it speaks to having a leash requirement, which applied to the campus policy.

"The dog owner/guardian or person with a right to control a dog must keep the dog under direct physical restraint by means of a leash not to exceed six feet in length when the dog is on any public street, public sidewalk, other public place, event on public property, or at any private place or property or common area of any planned development cluster, townhouse, or on any condominium project without the consent of the owner or person in control thereof."

The committee discussed what correct verbiage could be used on the signs that’ll be placed on campus? Jodi volunteered to review the verbiage once the campus creates it. Scott thought it would be best to reference the city ordinance code. Maria commented that she notices that some pet owners have their pets on leashes longer than six feet. These types of leashes don’t keep animals under control. Jorge suggested that the committee review wording from other colleges’ policies. A temporary sign can be used until the wayfinding project begins.
c. Child Development Center –

Janet asked were on the construction timeline is the Child Development Center (CDC). Jorge explained that currently it wasn’t on the timeline. Janet recalls that former Administration had made promises to bring back the Child Development Center. The college has a commitment to bring the center back to the campus, the Early Childhood Education program and to the students who have children. San Jose City College is one of a few colleges in California that doesn’t have a Child Development Center. Janet asked where she can go to find out more information about the child development center’s future.

Jorge explained to the committee that the Facilities Master Plan (FMP), which was approved by the committee, never had the Child Development Center in its plans. If the college goes back to the FMP, it does have areas of potential future consideration for a Child Development Center, but there’s nothing supporting it in the Education Master Plan (EMP) to drive it. Jorge is aware that there’s a drive from the students to bring this topic back to the table. In 2012 when the center was eliminated, Rosalie Ledesma had documented a lot of materials. Jorge can work to see if he can obtain the documents.

Janet recalls at a previous board meeting that they had hired a Child Development Director. It was working out well, but something changed and the center was closed. According to Janet, the college closed the center due to the hazards of the building in the event of an earthquake, which was too expensive to repair. Janet has asked the Dean of the program and the Early Childhood Education Director to support the efforts to bring the center back to the campus. The college needs the center back on campus.

Jorge conveyed his understanding and support of having a Child Development Center on campus and how important it is for the students. He mentioned that the college would need to see what the outcome would be for Measure X. Once this is done, the FMP would be driven by the funding of it. In order for that to take place the FMP will need to be supported by the EMP. It would need to start on the academic side. It will require a lot of effort to bring it back on campus. Jorge did mention that the college has a state contract for child care services. The college can’t fill the contracts. There are local providers that the college has tried to work with, but they are also having a problem filling their contracts as well. The funding is out there, but something is missing as to why they can’t fill the contracts (public campaign, etc.). The college has over $400,000 from the state, but is unable to bid out to an organization. The committee will bring this back for discussion at the next meeting.

d. Operational Technology Details –

As Technology has been added to the scope of the committee, one of the recommendations was to do a side comparison of what would be the operational technology versus the academic instructional technology, which is led by the Campus Technology Committee (CTC). A list was given to the committee that was compiled by CTSS Supervisor, Young Nguyen. The list outlines the scope of responsibility of the committee (projects, mikes, podiums, etc.). The list would be documented and shared with the CTC, so they know that distance education, learning
management systems and instructional specific hardware and equipment would be excluded from the committee’s discussions.

Janet suggested adding to the software list, electronic medical records. This software assists her department in making appointments, tracking their medications and tracking labs results.

Joe asked if someone could explain Tier 1 and Tier 2. Cres Nolasco (CTSS) explained that Tier 1 represents the ITSS help desk. They’ll try to guide you in troubleshooting the problem over the phone. If they’re unable to fix the issue at that level, it’ll go to Tier 2, which will bring it to CTSS (on campus). It was asked how the committee could assist under their role. Cres suggested that the committee could always give suggestions. Joe thinks the list could be used as a reference rather than being used as a direction for the committee.

v. INFORMATION ITEMS:

a. Gilbane Updates —

Physical Education Building:
- Loaded up the steal decking on the roof. It’ll start at the end of the week.
- Anticipating all steal structure finished towards the end of the month.

Theater Improvements
- Speaking with consultants

Physical Security
- Construction to start in the summer of 2017 (cameras, alarms)

Access Control
- Consultant has been on campus the last 5 weeks, accessing the buildings
- Completed the documenting of all door locking mechanisms
- The campus will have comprehensive software to identify each room

Roofing Repairs/Maintenance Project
- Completed over the summer
- Roofing replacement projects (theater), summer 2017

Wayfinding
- Digital displays, signage for students and visitors

Parking Lot
- Discussion has started on enhancements to certain areas of the parking lot
- Enhancements of certain areas of the parking lots (open up carpooling lots)
- More accessible services parking
- Have a consultant look at redesigning parking access

Meeting adjoumed
Facilities, Safety & Technology Committee Meeting AGENDA  
Student Center (SC-204)  
November 21, 2016  
2:00 pm – 4:00 pm

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I. Approval of Agenda

II. Approval of November 7, 2016 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:

   a. Child Development Center
   
   b. Pet Policy (Committee Members to bring back other College policies)
   
   c. Measure X

V. INFORMATION ITEMS:

   a. Bookstore
   
   b. Gilbane Updates

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities, Safety & Technology Meeting OFFICIAL Minutes for 11/21/16

Membership Attendance

MSC – Jorge Escobar (chair), Joe Andrade, Teresa Paiz

Faculty –

Classified – Elaine Chapman, Linda Jimenez

Associated Student Body – Joseph Headly

Guests: Andrew Spiller (Gilbane), Susan Hines (Dean of Library, Learning Resources & Distance Ed.)

I. Approval of Agenda: E. Chapman / T. Paiz

II. Approval of November 7, 2016 minutes: T. Paiz / E. Chapman

III. PUBLIC SPEAK

Susan Hines shared information regarding the number of lights that are out in the Library/LRC. Susan was seeking for an update and if the work has been bided. Jorge Escobar mentioned that the work is not contracted but that VPAS has reached to Owen Letcher and the maintenance department so they can put a plan together to 1) replace the light bulbs in the existing fixtures which may require additional equipment and/or creation of space in the shelves 2) originate a project to replace and relocate the light fixtures. Additional follow up and updates to be provided directly by facilities to Susan.

Similarly, Susan was looking for an update on the number of computers in the LRC that are still not operational due to a malware virus. Jorge Escobar provided a quick update and suggested that the follow up is direct with the CTSS supervisor. He also mentioned that there are other folks from the District Office involved to resolve this situation. Providing access to the status of tickets its difficult and the tool is part of District Services/ITSS.

IV. DISCUSSION/ACTION ITEMS

a. Child Development Center: the topic was discussed. It was referenced that Janet brought up this topic in the prior meeting and that others seem to be interested in discussing the topic. Jorge mentioned that during the Comprehensive Committee Report update given to CAC on 11/18/2016, Gerald Grudzen from the Philosophy Department also mentioned the Child Care Center, as well as Andrew Phelps, and the article “Bond measures, a broken promise” printed in the City College Times 10/11/2016.
The discussion led to Joseph Heady making a motion to create an Ad-hoc Committee to research and organize relevant information for the feasibility of a Child Development Center on Campus. The motion was second by Linda Jimenez, and the participants voted 5-1 (In favor: Chapman, Heady, Jimenez, Paiz, Escobar). Jorge Escobar suggested that given the significance of the topic, we ought to wait until a meeting with more participation to discuss next steps, including defining the charge and participants. In the meantime, Joseph indicated that he will organize folks to join the discussion and also volunteered to chair the effort if needed to take notes and move it along. Jorge also indicated that it’s one thing to build the space for this purpose but operating a facility such as this will require an intentional effort to connect academics, feasibility, and other details including financial viability.

b. Pet Policy: Jodi Marvet did not attend this session but the committee discussed the need to follow up and collect the verbiage needed to produce the necessary signs to ensure folks know there is a policy. Linda Jimenez mentioned that some signs were taken down due to the PE building construction, and that folks that rent/use the facility area asking for them since pets are coming to the facilities and also leaving waste behind that owners are not cleaning. Jorge asked Linda to contact EVC and another college in the area to see if there is language we can collect for the signs. Jorge also asked again that Ed Fregoso (Gilbane) seeks input from the consultants who are working on the Wayfinding and Signage project for ideas. Jorge contacted Jodi Marvet to let her know of the status and also informed Owen Letcher in case his office and maintenance need to be involved for the production and installation of the signs in coordination with Joe Andrade @SJCC.

c. Measure X and FMP: the committee continued the conversation around the Child Development Center which included the results of Measure X. Joseph Heady searched for the passing of the State Bond for Facilities, and indicated that all education bonds had passed.

It was suggested that we organize one session to review the Facilities Master Plan Vision 2030 and start the process to discuss the following items in future meetings with a larger group of committee members:

i. What is the split on the funds between EVC SJCC & DO if there is any tentative split available or established at this time?

ii. What will be the process (if any has been developed) for determining in detail which projects and or initiatives will be funded with measure X?

iii. What role will our facilities committee play in establishing the priorities for construction/remodeling and expenditures on our campus and districtwide?
iv. How will the District meet the requirement of Title 5 Section 53200 (10) mutual agreement on the institutional planning process for facilities under Measure X?

v. How vendor outreach practices will be followed

The committee believes that we need to review the FMP and also start the discussion regarding its implementation, including the Child Development Center.

V. INFORMATION ITEMS

a. No updates regarding the bookstore.

b. Gilbane updates: Andrew Spiller only updated on some pending work at Milpitas and indicated that the completion date of 11/23 is moved again and that in the coming days (short week), a new schedule will be available.

Jorge Escobar mentioned that as a related initiative, the College is looking to contract a portable building to create "swing space" since we are at capacity in certain type of accommodations such as office and cubicles for certain programs. Jorge is working with the District Office to determine size, cost and a timeline. This information and other details will be brought to the Committee for review and approval. In the case of the portable, the committee should also agree on the location which currently is aimed to be in front of the Auxiliary Gym.

Then, a space utilization analysis will be conducted in collaboration with the committee to determine which areas/groups could go to the portable offices to create space. Jorge indicated that considerations have been given to Athletics, Metas, groups in the Student Center, however, he indicated that everything is on the table. For example, ASG and the Bookstore.

Jorge also mentioned that in other discussions the college is having conversations related to staffing of custodial which is needed. However, the committee was informed that the total cost of ownership and the staffing of functions related to the committee should also involve this group to ensure everyone is informed and included in a larger dialogue.

Meeting adjourned

I.
Facilities, Safety & Technology Committee Meeting AGENDA
Student Center (SC-204)
December 5, 2016
2:00 pm – 4:00 pm

Telephone Conference Line: 1-913-312-3202
Participant Passcode: 611481

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<tr>
<td>MSC – Joe Andrade, Jorge Escobar (chair), Teresa Paiz</td>
<td>February 6</td>
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<tr>
<td>Faculty – Phillip Crawford, Janet Chang, Scott Miller</td>
<td>March 6</td>
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<td>Classified – Elaine Chapman, Linda Jimenez</td>
<td>March 20</td>
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<td>Associated Student Body – Joseph Heady (co-chair),</td>
<td>April 3</td>
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<td>Adrian Keeley, Maria Riojas</td>
<td>April 17</td>
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I. Approval of Agenda

II. Approval of November 21, 2016 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:
   a. Child Development Center Presentation/Roundtable Discussion – Joseph Heady
   b. Child Development Center Adhoc Discussion

V. INFORMATION ITEMS:
   a. Gilbane Updates

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
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Membership Attendance

MSC – Joe Andrade, Teresa Paiz
Faculty – Phil Crawford, Scott Miller
Classified – Elaine Chapman
Associated Student Body – Joseph Heady (co-chair), Adrian Keeley, Maria Riojas
John Song (Chemistry), Young Nguyen (CTSS), Cres Nolasco (CTSS), Jodi Marvet (Risk Management-DO), Chief Tom Morales (Campus Police), Andrew Spiller (Gilbane), Blake Balajadia (Student Life), Gerald Grudzen (Social Science), Melissa Martinez (student), Mina Alsadoon (Child Development Club), Nadia Lopez (Child Development Club), Sabryna Rodriguez (ASG Vice President)

I. Approval of Agenda
   Motion to approve agenda: P. Crawford/S. Miller

   Joseph Heady (co-chair) chaired the meeting.

II. Approval of October 17, 2016 minutes with corrections: J. Andrade/S. Miller

III. Public Speak

John Song requested that the committee take on the role of making sure the emergency showers in the Chemistry lab are tested on a regular basis. He also requested the committee take the role in making sure that the valves that control the deionized water on the 2nd floor of the Science Building be more accessible to him and the lab technicians. Jodi indicated that these type of issues fall under the Injury and Illness Prevention Program, which should be elevated to the Vice President’s office to respond. His office would need to contact the Risk Management Department, so they can work with the Facilities Department to have these requests completed.

IV. DISCUSSION/ACTION ITEMS

a. Child Development Center Presentation/Roundtable Discussion -

   Melissa Martinez (student) presented to the committee a slide presentation that had conversations that were conducted during the Board of Trustee and College Planning Council meetings in spring 2011. The discussions were regarding the elimination of the Child Development Center, which was presented by former college President, Barbara Kavalier. In the presentation it gave insight at the college and district level on how the elimination of the Child Development Center came to be. This presentation was to show the committee what happened in the past and the challenges that the school was facing at that time. Phil Crawford asked if there was funding at that time to bring the Child Development Center back to campus. Melissa explained that it was knowledge the funding for the Child Development Center was given to another project, at that time. At this point, the students are proposing the college build a new Child Development Center as to the current 2030 Facilities Master Plan. The committee also heard from the Child Development Club and a current Early Childhood Education student on why they felt it was important to bring the Child Development Center back to the campus.
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b. Ad Hoc Child Development Center Discussion -

At the last meeting it was moved to create an Ad Hoc Child Development Center Committee to research the feasibility of bringing back the Child Development Center. Phil suggested that the committee should consist of people who have a background in the Early Childhood Education program, faculty, students and Student Services. The committee will be charged with reaching out to these people. The committee charge should focus on the need, feasibility and ongoing cost of having a Child Development Center on campus. Joseph Heady has volunteered to chair the Ad Hoc Committee. Gerald Grudzen volunteered to be a liaison for his department. Blake Balajadia and the attending students have all volunteered to be on the Child Development Center Ad Hoc Committee.

c. Measure X –

Phil would like to continue discussing the points that he brought to the November 21st meeting.

i. What is the split on the funds between EVC/SJCC & DO if there is any tentative split available or established at this time?

ii. What will be the process (if any has been developed) for determining in detail which projects and or initiatives will be funded with measure X?

iii. What role will our facilities committee play in establishing the priorities for construction/remodeling and expenditures on our campus and districtwide?

iv. How will the District meet the requirement of the Title 5 Section 53200 (10) mutual agreement on the institutional planning process for facilities under Measure X?

v. How vendor outreach practices will be followed.

He would like to bring the Facilities Master Plan back for discussion and possibly place as an action item at the first meeting in the spring. He would like to see the plan amended to address the funding. The district needs to address what’s being done with the bond money. There hasn’t been any word on how the district plans to dispose of the $750M. Will they be announcing those plans? There’s a concern about how the funding is going to be split between both colleges. The committee would like their committee chair to address these questions to the district and bring it back to the committee in the spring along with the Facilities Master Plan to review and revise.

V. INFORMATION ITEMS:

a. Gilbane Updates –

It was reported by Andrew Spiller that the Physical Education building is going smoothly. There are smaller projects that are in progress along with the SJECCD Milpitas Extension project, which is wrapping up.

Phil mentioned that with the construction of the Physical Education building, in terms of the college’s mission, we won’t be able to justify the mission if we are not allowing the
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community to use the facilities. It was asked if there is anywhere in that building to include a swimming pool, which was promised to be replaced by the college after closing and filling the old swimming pool. Andrew explained that there are no plans to build a swimming pool. Phil believes that it could be addressed with the new bond.

Meeting adjourned