MEETING MINUTES

Present: Walter Bortman; Joseph Cascione; Darlene Montes; Joe Ramirez; Victor Renolds; Jolie Scheib; Tara Ward.

Absent: Michael Allen; Sherrie Loper; Laura Murphy; Daniel G. Villanueva.

Guests: Carlos Gonzalez; George Johnson; Jim Liko; Jose Maldonado; John Morales; Dorothy Mundt; Joe Ramirez; Doletha Young.

1. Co-chair Walter Bortman convened the meeting at 12:40 p.m.

2. **Review and Approve the Minutes of the Meetings of September 9, 2013 and October 14, 2013**. September 9, 2013 and October 14, 2013 meeting minutes were not approved due to quorum not being met.

3. **Report from the Work Environment Committee**. Jolie Scheib said at the last Work Environment Committee meeting the following issues were discussed: the need for more non-smoking signs throughout the campus; catering services at the Center for Math & Science Building; Smart Classroom equipment not functioning in the Collaborative Studies Building – Room 201; the need to replace the window blinds with blackout shades in the Collaborative Services Building; and the interior doors to the Faculty Lounge/Arroyo Room in the Culinary Arts Building to be rekeyed to PA2.

Jose Maldonado mentioned at the last Work Environment Committee meeting, the problem with the window blinds in the Collaborative Studies Building was discussed. Because of the piercing sun coming through the blinds, it is difficult to view projected images. The window coverings need to be replaced with blackout shades. Victor Renolds said Facilities is looking at installing blackout shades.

Jose Maldonado mentioned the interior doors to the Arroyo Room must remain unlocked. Victor Renolds mentioned the doors to the Arroyo Room will be rekeyed to PA2.

Victor Renolds mentioned the issue with the Smart Classroom in Room 201 in the Collaborative Studies Building is an IT issue. Victor will contact Hanh Tran.

Jolie Scheib said the restrooms in the Culinary Arts Building must be replenished with paper towels and other restroom supplies each day.
4. **Other Business.**

a. **Measure J Update.** Wally Bortman said the Campus Modernization Project has started and ADA issues are being addressed. Sidewalk and restroom renovations are taking place. There will be disruptions and the noise level kept to a minimum.

George Johnson said he will update the site plan and identify when each renovation is taking place. Once this is completed he will forward the site plan to Tara Ward to distribute to the members of the Facilities Planning Committee. With regard to the Media Arts Building, there have been three contract change directives to repair the deficiencies – two have been approved and the third is in process.

b. **Discussion of the Use of Bulletin Boards on Campus.** Wally Bortman said he received a proposal for campus wide bulletin boards at a cost of $10,000. Wally said he discussed this item with Danny Villanueva and it was determined that there is a need for bulletin boards. Temporary bulletin boards will be strategically placed on campus and will be available for all faculty. A prototype of the bulletin board was displayed at today’s meeting. Jose Maldonado said he like know the accessibility of the bulletin boards. Wally Bortman said 15-20 bulletins boards will be made and assessable to all. Student Doletha Young expressed concern of not having enough bulletin boards on campus to advertise events. Wally Bortman said a survey will conducted regarding the need for advertising space on campus. Dorothy Mundt suggested having a number of enclosed bulletin boards per department and a number of open bulletin boards throughout the campus.

c. **Facilities Rental Usage and Costs.** Tara Ward mentioned that Mission College has guidelines in place with regard to facilities usage for faculty, staff, and the public. Joe Ramirez suggested the Facilities Rental Usage documents be included in the packet for the next Facilities Planning Committee meeting. This item will be placed as an action item on agenda for next FPC meeting.

d. **Membership of Facilities Planning Committee and Election of Co-Chairs.** Wally Bortman said FPC co-chairs will be identified at the next meeting.

e. **Reallocate CMS Room 101.** Carlos Gonzalez said he like to permanently convert Room 101 in the Center for Math & Science to the Title V/HSI Science Success Center. Wally Bortman asked Carlos Gonzalez to obtain documentation from those who have reserved Room 101 to show proof the room is no longer needed.

f. **Faculty Training Center.** Walter Bortman mentioned a request was received to use Room 208 in the Learning Resource Center as the new Faculty Training Center. This item will be taken to College Council as an action item for its December meeting.

5. The meeting adjourned at 1:26 p.m.