Call to Order at: 12:48 pm by Wally Bortman.

Quorum present. October 2012 minutes were approved 6 /7 (Sandy Thomsen abstained due to an absense from prior meeting).

Items Discussed:

1. Work Environment Committee: (Jolie Scheib)

   a. Jolie Scheib (Chair WEC) reported the WEC meets the 4th Thursday of the month at 2 pm.
      Issues at the East campus are as follow:
      1) Smart classroom needed remotes. FPC reports the faculty has purchased their own remotes.
      2) Culinary is losing $1600/day due to split-campus.
      Danny reported a release is coming from the Fire Department to assist with this issue.
      3) Bathroom privacy requested for faculty only use. Response is that these restrooms are not designed for private use.
      4) May 2 adjunct faculty offices be placed in vacant fulltime offices? If so, need 2 desks and chairs. FAC response: Policy states the fulltime faculty offices may not be used for other purposes.
      5) CMS need privacy in the dining area. FPC response: there is a Faculty Break Room on the on the second floor west side of the CMS building.
      6) The faculty room at CMS is cold. Victor Reynolds asks for times report of when it is too cold. Then a margin can be adjusted.
      7) There is no designated smoking area on the East campus (corrected).

   b. Main campus issues.
      1) A reoccurring issue of custodian continuing to use faculty (Kerwin) private computer for personal use. The custodial staff member had been reprimanded but the use of the private computer reoccurs. Jolie Scheib reports that VP Stephanie Atkinson-Alston
suggests in addition to re-keying the lock on Kerwin’s office, et al, that a report to the police is necessary to create a formal complaint.

Kerwin requests the solution of re-keying the lock on Kerwin’s office door and remove other user names from her computer. Also, to create student passwords on Art studio computers. [Kerwin’s office will relocate at the end of the term to CAI 221.]

2) Title V people are currently operating in president’s office with out privacy. They request a move to the vacated, old bookstore. FPC response: There is a process that needs to be followed. However, at this time there is no Director for Title V. Suggest to delay until the director is hired and in place to make this requested move.

3) Panic Buttons in the LRC are on display only. Sandy Thomsen requests that they have an audible component added. Victor responded that a text was completed. The buttons are connected and working. If buttons are pushed, help will arrive.

4) Culinary Art Building (CAI) rooms 232 & 230 have white boards that cannot be viewed by all students within the room.

2. Measure J Update:

CPM Report on Bond Projects

Report by Wally Bortman:

- The Media Arts Building has again been delayed. The current contractor (Kemper) has walked off job until payment for the work needed to repair deficiencies of first contractor has been assured. The Insurance Company has been contacted. Kemper will agree to come back with said guarantee and resume work before the end of 2012.
- Student Services building all are committed to.
- The district hoped to go all Green with its projects. However, it is not cost efficient in all cases, and the district therefore agrees to go efficient. The Mission Power Plant project will be efficient.
- Neighborhood Traffic Mitigation Plan continues to be discussed regarding El Carisso entrance and the Main and East Campus entrances.
- A Traffic flow plan is in place to redesign the parking structure entrances. The plan will accommodate faculty parking to arrive at separate entrance from student parking lanes.

3. Sandy Thomsen states the Library Project is now on hold. With modernization to the campus occurring, she requests revisiting the program needs of the Library Project.

She states that simple needs such as electrical outlets, chairs, etc. are needed. Also space planning.

Danny requests a list to provide for process to be followed.

List of any action taken: none

Future Action Items: Angela stated the Bond might have energy dollars. If we get this, Angela requested a break down of funds made available.

Next Meeting Date: December 10, 2012. 12:30 pm. Room: CC4

Adjournment: 1:30 pm