Call to Order at: 12:38pm

February Minutes Approved: Move to approve by Joe Ramirez and seconded by Richard Rains.

Items Discussed:

1. Report from Work Environment Committee:
   a. **Skunks on Campus**: Orkin has set up traps around campus. Skunks are to be collected and dropped off unharmed in the Pacoima wash area.
   b. **Smoking Policy**: A sub-committee met and will make recommendations for signage and their placement indicating the college is a smoke free environment. Assistance in enforcement has been requested of the Sheriffs’ office.
   c. **Directional Signs**: Signs to help with directions around the campus and directories of faculty need to improve. The following motion was passed: “The Work Environment Committee asks permission of the College Council to install a printed list if all full-time faculty in the campus in existing bulletin boards near entrances, inside the following buildings: Instructional Building, CSB, CCDC, CAI, LRC and HFAC. The list would be made up by Dorothy Mundt and printed up on paper by Leonard Baptiste, graphic artist. It would be updated as new buildings come online.” Discussion also included future blue touch screens around campus for directional purposes.
   d. **Position of Media Box in Smart Classrooms**: Bluetooth wireless controllers and keypads have been recommended for classrooms with monitors and screens to enable freedom of motion. The current set up is not efficient. The following motion was passed: “The Work Environment Committee recommends the purchase of bluetooth wireless keyboard with touch pad for each smart classroom to enable freedom of motion around the classroom.”

2. Proposition J Updates: George Johnson
   a. **Moratorium**: fourteen projects have been moved forward with White Papers to ask to have them removed from the Moratorium. Three projects have been approved
including the piping for Chilled Water Loop, East Campus utility interconnect, and Central Energy Plant.

b. East Campus is moving along well. Special flooring has caused a delay, despite double shifts to complete work. The building should be in operation for Fall semester. Current move in date is August 15, yet alternate plans should be made incase building cannot open for Fall. The Fall schedule will reflect all current classrooms rather than the new building. If the building opens on time, students will be redirected at Admissions and Records during the first week of classes.

c. Campus Modernization I and II: projects to remove ADA (American Disabilities Act) barriers has been submitted and should be approved by DSA.

d. Addition of Concrete Pads to Quad: A map of Central Quad was passed out that illustrates the widening of the sidewalk along the Quad and Instructional Building, includes an information kiosk, trench drain, concrete benches with power and IT outlets. The price of the project is under negotiation. Plans are to have the Quad replanted in-time for the grass to take root. Events scheduled on the Quad in May, may need to be moved to Campus Center.

e. Media Arts: a new construction company, Kemp Brothers has been hired by Shurity Insurance to take over the Media Arts Building project. Projection is 12-15 months to complete which would enable a Fall 2013 or Spring 2014 opening.

3. Computer Lab renovations from STEM Grant money: The plan to renovate Instructional Building rooms 2008, 2009, & 2010 is moving ahead and having plans created. New desks are being ordered.

4. Naming of Buildings: process a) Facilities Planning Committee asks for input from Shared Governance Committees and other appropriate interested parties. b) Facilities Planning Committee collects suggested names and forwards to College Council.

5. Charter and New Members: Discussion regarding FPC Charter and membership. A task force of Wally Bortman, John Klitsner, Alma Johnson-Hawkins and Deborah Paulsen will meet to work on revision of Charter. Committee voted and approved two new faculty members to be included in the revised Charter, one would be appointed by the Academic Senate and one by the AFT. Discussion occurred regarding Co-Chairs, which should be one administrator and one faculty member. Danny Villanueva should be Co-Chair as Vice President of Administrative Services. John Klitsner should remain as faculty Co-Chair until the end of his term. Members and their terms need to be reviewed and updated on the web-site.
6. **Art Mural:** An artist has contacted Danny Villanueva about donating a mural to the college. A public arts committee was an idea that was previously visited, needs to be initiated to develop policies for public art such as a public mural. The Public Arts Committee would report to FPC. This project should be separate than the LRC proposal to paint the ILOs onto a wall as proposed by Marie Zaines.

7. **ASO Request for Space:** A report that the ASO has proposed placement of bike racks and office space in the old Book Store and Faculty Bungalows behind the CSB building directly to College Council. The item needs to be addressed by FPC. Areas of support and concern were discussed.

**List of any action taken:** Charter will be revised to add two additional faculty to FPC.

**Recommendations for College Council Approval (if any):**

None

**Future Action Items:** Task Force to work on Charter and present to committee next meeting.

**Next Meeting Date:** April 11, 12:30 pm

**Adjournment:** 1:52 pm