Facilities & Safety Committee Meeting  
December 9, 2011

Minutes

Members Present: Guy Dadson, Bob Jensen, Darlene Jensen, Ryan Beamsley, Valerie Conti, Summer Rodriquez, Steve Selby, Chris Fighera, Chris Kiger, Mike Perez, Paul McKinley, Vaniethia Hubbard, Joseph McIntosh, Susan Beers, Co Ho, Tami Oh

Visitors: Nichole Crockrom, Etta Dial (Recorder)

Members Absent: Scott Giles (Excused), Cynthia Wafer, Rick Williams

Approval of Minutes

The minutes of the November 18, 2011 meeting were approved as presented.

Approval of Revised Mission Statement

It was noted by Mike Perez that he had added one more paragraph at the bottom of the Mission statement regarding TCO (Total Cost of Ownership).

Suggested change: Line 3, Safety of Students, etc. – It was suggested that this be changed to add “community” at the last meeting. Under Total Cost of Ownership, add “accreditation” before the word “standard.”

The Mission Statement was approved with the changes noted.

Total Cost of Ownership (TCO)

We have received a comment that we don’t plan for total cost of ownership very well at this college. We need to look at the purchase that is being proposed and make sure that we have enough funds to support it, not just buy it. The State Chancellor’s Office has also included TCO costs for computer technology. The State consultant states it is only about 1/3 of the funds needed and is accounted for at purchase – if you spend $1,000 on a computer, you should have $3,000.

Mike presented a TCO proposal sheet, indicating that we are using MiraCosta College’s document and made appropriate i.e., adding our logo and names. We are going to use this as a starting point. Everyone applying for capital and equipment funds would work with this form. We haven’t decided the order of presentation to certain groups on campus; i.e., presented to Program Review first or later in the process.
Question: Would personnel be included in the cost? Response: Yes. If there is a grant, we would have to determine if we need to maintain that grant personnel after the grant process is complete. Question: If you order several computers for an area that impact ACT to take care of them, do we have to include it? Response: Yes, if it is new equipment. Co Ho mentioned, if you have a new computer to replace another that is o.k. but if you have a brand new computer it would be included.

The tally sheet was discussed, along with various rules relating to purchasing equipment. Discussion on the TCO spread sheet, and District budget allocation form that shows FC amounts to approximately 41% and the District overhead approximately 10%. Also included was a Budget Sheet that shows how to compute the benefit amounts. We would subtract items that are already in place in a room; i.e., electricity, custodial, etc. if the room already exists.

Question: Is it too late to do this for La Habra. Response: Yes, but if there are any new items for La Habra, it could be done.

It was suggested that on the TCO Proposal Coversheet, the third box, “Project Evidence” should be changed to “Project Evidence/Research.”

Question: Will we submit the proposal to the Planning & Budget Steering Committee and then to PAC? Response: Ken Meehan will show how it is going to be linked to the College planning process. Our job is to say, “Here are the facts.”

Joey McIntosh was asked if there are any students that could work on a sub-committee. The sub-committee will consist of faculty, classified, management, and students to start going through these forms. **Action:** Joey is to let Etta or Nichole know about students that could help.

Mike said, we are trying to have several projects go through this process by March when the accreditation team comes back.

**Risk & Safety**

Tami Oh supplied a handout that discusses accidents that happened and what action was taken.

Tami discussed Injury Illness Prevention Program (I.I.P.P.) and that we have to have an inspection that is done for every year that encompasses the entire campus. This is done each year by Facilities and it is reported to the Fire Department for fire safety issues. Facilities start this report in October or November.

It was suggested that Chris interface with and call in the deans from each department, if needed. Chris should be made aware by the deans if and when a problem exists. OSHA wants to see that we are working on making the campus safe.

Paul McKinley said that he believes we need to be a little more pro-active. Someone should say that a problem exists before an accident happens. All staff need to be responsible to report any safety issues.
Tami responded, “We should be pro-active.” As part of the I.I.P.P. process, we need to know how this is going to be handled; a way for everyone to have various ways to report a problem – suggestion boxes, a phone report line, etc.

Tami said that everyone is welcome to attend the district safety training meetings. As far as access issues, that is more Ken Robinson’s area, but she will help him.

It was suggested that we use the SRS system to report issues, but Chris Fighera’s area should be called immediately to let her know about safety problems. This way, the problem has been documented, and the problem has been immediately brought to Facilities attention to address appropriately.

**Students**

**Recycling**: A.S. has something in place. We are working with Mike Perez to expand the program.

**Digital Marquees**: Joey brought a handout that showed samples of digital marquees. These marquees would be scrolling announcements of events in different areas of the campus. It was suggested that perhaps screen TVs could be put in the Cafeteria.

**Green Technology**

**Falcon Waterfree Urinals** - Mike discussed the Invoice/Quote about trying to save water. As an example, replacing all the toilets would be a savings on water, etc. This committee will be working with this type of item. We are going to have to find ways to reduce water use in the future. Mike asked if a couple of staff would help Joey on this. This would be a sub-committee, of this committee. Anyone wanting to work on this, should email Mike with a copy to Etta.

**Facilities**

**Scheduled Maintenance**: 

Chris Fighera discussed the handout she brought to the meeting. There is a five-year scheduled maintenance plan. There are five categories for scheduled maintenance projects shown in the report – roof, utilities, mechanical, exterior, and other. The handout showed the priorities for Facilities, other departments may have other priorities.

Discussion took place on roads throughout the campus. It was noted that parking lots are not roads.

Chris described the five areas of scheduled maintenance. She would like everyone to email her of problems that they see as needing to be addressed.

Bob Jensen mentioned that theatre seating is not included; it takes about $100,000 to replace the seating.

It was noted that Monday is a deadline – anything proposed should be forwarded to Chris before Monday.
Chris’ recommendations are: roof, sidewalk, painting, mechanical, and utilities repair and replacement. The top three pages of the Facilities handout are attached.

Emergency phones were discussed. Ken McMeechan is the only person installing the emergency phones. Co Ho said there is a technical issue that makes it difficult to put the phones on the room podium because they usually do not have power. This problem is: (1) they have to switch to a different port and (2) after installation they have to be tested. The demo station has ports. When they wanted to rush it, we put the phones on the demo stations where there are computer ports.

There are supposed to be enough phones for each classroom.

Safety

Steve Selby passed out the Annual Safety Report 2011 (CLERY) and discussed the crime log. If you go to the Campus Safety website, there will be a report on each crime that has happened on campus during that month.

There was a major safety problem reported about a registered sex offender. An announcement went out this week. This person was released from prison in 2005, but has recently moved into the area of the campus. His crimes were committed on a college campus.

Discussion took place on the two trees by the bridge that crosses Chapman Avenue. Yesterday, the bridge was closed because of branches falling from these trees. It was felt that there are things that could be done by a better horticulturist. It was noted that it was reported as a safety issue. There should be funding to trim the old trees on campus more often. It was suggested that Chris get with Jenney Ho in Purchasing and ask for a list of arborists other than the one we are using. It was suggested that if we have to remove trees, that we replace them with other trees.

Other Items

Vaniethia Hubbard asked about the emergency phones that were to be installed at SCE.

Action: Steve Selby, Chris Fighera, and Co Ho need to bring back the status of the emergency phones to be installed at SCE Wilshire to the next meeting.

Next Meeting: January 27, 2012 9:00-10:30 a.m. Room #227