**Facilities Committee Meeting Notes**

**February 20, 2014**

**1:00 pm**

**In Attendance:** Donna Berry, Christine Miktarian, Linda Dover, Darren Cousineau, Mario Gonzales, Lucy Ruiz, Lois Parento, Rebecca Snyder, Lisa McAndrews, Jim Chin, Samaria Cardenas (Notes)

**Action Items:**

**Approval of Agenda**

**Approval of Prior of Meeting Notes (1/16/2014)**

* Meeting notes were posted to BlackBoard. Please let Samaria Cardenas know if any revisions need to be made.

**Financial Aid Quickstop**

* Look at Student Services area as “whole”
	+ Teresa Campagna came down to look at area
		- Measured areas
			* EOPS/Veterans
		- Possible solution – move F&A to A&R; A&R to Business; Business to F&A
			* Need for glass in Financial Aid?
		- Web room would remain
		- Addition of Advising?

**Campus Security System – Phase I Prioritization**

* Phase I – Convert Systems
	+ To begin at RC In early April with buildings that have existing alarms
		- Eventually include buildings that do not have alarms
			* Writing Center has a need for alarm; a lot of equipment
			* Physical Science room
			* CCI Complex
			* Dental
	+ Keypad/Readers – one or two per building
		- Suggestion - request faculty input prior to placing fob readers
* Phase II – Alarm areas currently unarmed
* Phase III – Access/Control

**5-Year Scheduled Maintenance Plan**

* Donna B. asked if anything in the list needed to be moved upwards

**Tree Tribute**

* Donna B. advised the plate should indicate tie to college, “40 years of service.”
	+ Glen will need to follow-up with Tree Fresno

**Reed Avenue Widening Update**

* The city of Reedley has a new engineer
	+ Change to plans - expanding the right turn lane at Manning/Reed
		- No additional parking will be funded
			* Will need to look at possible reserve funds for additional parking
				+ Perhaps increase in parking fees?

**Emergency Procedures Poster**

* A formal rollout is requested prior to rollout
	+ Place as close as possible to the front door
	+ Darren C. will be emailing “all” to advise flip chart will be replaced with poster
		- There is no logo on the poster; allows other icons to standout
	+ Add to schedule of courses for students
	+ Suggestion - have faculty point out during first day of class

**ASG Designated Smoking Areas**

* Need signage for areas
	+ Need new campus directory; Lucy R. can provide.
* BOT was in favor of designated smoking area.
* This should be rolled out by the students as it was brought out by students
* Designated smoking areas will be self-enforced; not enforced by police

**Math Center**

* Donna B. advised there was request for a math center expansion by
	+ They will be vetting their idea through constituent groups.

**Facilities Ranking Matrix Draft**

* Donna B presented FCC’s matrix as a possible suggestion for allocating classroom space.
	+ Does not appear to be something that is appropriate for this campus
* Christine M. advised Dardan Architects looked at space utilization and can revisit for better insight.

**Adjournment**