**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**