



HARTNELL COLLEGE

**FACILITIES DEVELOPMENT COUNCIL**  
**MEETING Minutes (Unapproved)**  
**May 09, 2019, 3:00 PM**  
**Building E Room E-112**

**MEMBERS**

Name	Representing	Present	Absent
Alfred Muñoz, VP of Administrative Services-Chair	Administration	X	
Joseph Reyes- Exec. Dir. FPCM	Administration	X	
David Phillips VP-ITR/ <b>Bala Kappagantula</b>	Administration	X	
Michelle Peters- Dir. DSPS	Classified Management	X	
Cristina Zavala	Classified Management		X
Dawn Henry	CSEA	X	
Vacant	CSEA		
Mayra Almodovar Lopez	Faculty	X	
Daniel Lopez	Faculty	X	
Resa Pilar	Students		
Samantha Saldaña	Students		
Hector Mosqueda	L-39	X	
Vacant	L-39		X

**Others**

Name	Title or Representing	Present	Absent
Marc Riggillo	Maintenance & Ops.	X	
Kenneth Laird/Auston Gonzales	Public Safety	X	
Ceaser Velasquez	TRIO – Upward Bound	X	

**CALL TO ORDER & INTRODUCTIONS**  
 Meeting called to order at 3:03 pm

Alfred Muñoz

**ACTION ITEMS**

1. Approval of April 11, 2019 Meeting Minutes  
 The following edits were requested: should be “same time” under elevator, joseph capitalized, scares should be scarce under parking status.  
**Motion to Approve (Dawn); Second (Maya); Approved: Unanimously**

Alfred Muñoz

**Hartnell College Vision Statement:** Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

**Hartnell College Mission Statement:** Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

## INFORMATION/DISCUSSION/PRESENTATIONS

### 1. First Reading: Request for Use of Space Room C133 TRIO-Upward Bound

Cesar Velasquez

Mr. Velasquez presented Upward Bound's request for space; a federally funded program that serves high school students from low-income families where the parents do not hold a bachelor's degree. It is a program of support and motivation for pre-college performance and ultimately pursuit of a higher education. The program has four staff members and eight student workers. Housed currently in N-5, 2 of the four staff members (PA IIs) during an academic year are accommodated at the high schools the program serves. They are on HC campus on Fridays only. When the school year ends, these staff members return to campus and the program makes adjustments to house them in N-5, which is set up for only two workstations.

While they are making the allocated space work as best as possible, to meet long term goals of increasing student participation and to increase the rate of participant completion of a post-secondary education, the program will need more space. A larger space would be able to consolidate the program under one roof, which would create a consistent "identity", allow privacy for counseling of participants and working with them. 85-90 students will be going through the enrollment program this summer. The immediate need for the summer is to be able to house the PAIIs returning to work on campus this summer. The program will be working with those 85-90 students and N-5 does not work well for the number of staff and number of students.

Looking at campus logistics, C133 was identified to meet their immediate needs for the summer and it would fit as a permanent residence for the program. They do not feel that the number of staff will be increasing. This is the program's second year and grew from last year. Gained 89 students and expect the same kind of growth over the next three years. Their funding is dependent on head count.

Question: Why was this specific room singled out? Their observation was that it appears this room is under-utilized. It is currently set up with work stations that fit their needs and has space left over to work with students. There is also storage space for their files. As the federal grant does not allow funds to be used for office improvements. This space would fill their needs without having to find funds to alter or create another space. This also lends itself to a permanent base for the program.

C-133 is currently set up for adjunct staff use. Has been talk about moving this to the S building. There is review of usage for printers and paper. Bala noted that they could identify use by how many log-ins are made daily. In moving adjuncts, they too require privacy for working with students.

Question was put to Facilities if there is anything else available – and A141 was identified. However, IT has also been suggested as a space to consolidate the IT program for better communication and efficiency of the department, as they are divided between Bldgs. A and E. In the photo, a door leads to storage, that could be opened up and gutted to expand, however the grant would not cover this type of work.



C-133 would most likely work for their requirements during school year on Fridays (for the PAIs), but to find a permanent solution for the summer may take time. Mr. Muñoz noted in regards to the time factor on this request he and Mr. Reyes will have to meet, confer, and bring discussion to the President.

2. Presentation BP 3440 and AP3440 Service Animals

Michelle Peters

Have had a couple of incidents on campus regarding students with animals. This issue is getting attention lately at all levels of work and life, resulting in definitions being “tightened-up” at the federal level. Terms have changed as well as licensure and immunization requirements. The HC BP 3440 is good for what Ms. Peters has seen in other institutions. However, the AP is in need of some updating. Want to change the focus from the animal to the student and identify DSP&S as the lead dept. on campus for animals (service, therapy, emotional support [ESA].)

DSP&S is working on re-vamping the administrative procedures and for input from the campus. Want to have something that will be able to take to the Board end of summer/beginning of fall. Michelle presented documents [located on the Facilities Web site in the documents column of the Agenda, Minutes and Documents table]. The first helps define what is a service animal, etiquette, and some tips on existing on campus with such animals. The second document is the DSPS process in regards to Service Animals. This document lays out the process that the DSPS counselors/dept. will follow in their workings with students with these animals.

Reminds members that there are only two legal questions that can be broached. It is better to refer students to DSPS.

Question: Can anyone get a dog and bring it in or is it there a process to have a service animal?

A: Law is very broad. Student is encouraged to have adequate training but the law also allows the people to train their own animal.

Question: What behavior of the service animal is allowed? I.e. sit on furniture, drink from water fountains?

A: If there is a health issue involved, they are not allowed to violate those. Drinking from a water fountain intended for humans is a health violation. Sitting on furniture, can leave pet dander, which can be an allergen to the next person.

Michelle is looking for ideas to get the word out about students and their animals and DSPS roll. Has asked if there was time allotment during the Student Success (flex days at semester beginnings). Doing short videos that can be dispersed through emails to targeted groups on campus and posted to the web. Adding information to their syllabi is also another method that could be used.

3. Update from ITR

Balamurali Kappagantula

Spring / Summer May 28 through Jun 17 will be in process of replacing projectors and technology on the Alisal Campus. (Three classrooms are not included). New projectors, screens are being installed and will take about 2-3 weeks. Academic Affairs provided funds.

At the most recent board meeting, there was approval of a network and wireless project to be done in phases through Measure T. It will make a huge impact on our wireless system and allow the dept. to install new technology. It will incorporate the stand-alone Wi-Fi system of Building S with the campus wide system so that users will not experience loss of signal. Will be able to bring on line more switches, access points thus more connections and faster Wi-Fi with broader coverage. This will be for next fiscal year, and will be phased through the Measure T Bond funds.

Issue with DSPS in live interpreting. The problem creates lack of access for students in classrooms. To work around this, IT can provide access if notified ahead of time, or provided a schedule of when access is needed by the student.

IT is working close with Facilities (Measure T) on the building D renovation and move of faculty to temporary offices in Building N. Holding regular meetings. Bldg. D will have a server room relocated.

4. Update from Public Safety and Campus Security Auston Gonzales

Public Safety is working on the 2018 Cleary statistics and incorporating the statistics of the Monterey and Salinas police departments and those of South County. The department is working three major events; graduation, NNOA night out with Salinas Police Department and an event with Monterey County Sheriff's dept.

Department has seen a rise in the number of permits being requested for parking for summer and fall. Also receiving a large influx of questions. Their department issues daily temporary parking for guests and visitors. Daily parking can be purchased at the kiosks, online and the cashier issues semester permits. For the college staff, HR department issues the permits.

ICS is attending graduation and will hold the required mock drill.

5. Bond Measure and Facilities Update- joseph is absent. Joseph Reyes

Lot 3 – the fiber optic cable conduit has been re-routed. This was to assure continued access to the fiber optic system once the nursing building is built. AT&T still needs to come through and pull the new cable.

Starbucks construction has started and anticipated to be complete at the end of August. Currently in process of an RFP for management. Also looking into internal management to identify best option to keep cost down, whichever aids in breaking even or making a profit. Mr. Muñoz has been in contact with the only other community college with a Starbucks (Orange Coast). They have had one for 12 years and gross approx. \$1 million a year. Their head count is 24,000 students. Hartnell is 17,500 students.

Third level of parking garage – installation of solar array panels is proceeding. Again, this is anticipated to be completed at the end of August.

**Hartnell College Mission Statement**

*Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.*



Measure T projects – still at the Dept. of State Architect (DSA). Anticipating getting approvals so that RFPs will go out this summer and construction to begin at end of August. The renovation of building D will also include renovation of the quad area. This will include the installation of an exterior elevator for access to second and third floors of the building D and E complex.

An RFQ has gone out on the North Monterey County project for Design/Build entities. Once qualifications are received (by May 28), a short list of three design/build entities will be selected. The Design/programming committee will hear presentations from those three to select the best project. This selected project will go to the board for approval.

PG&E requested an extension to keep using the North County parcel for staging area. They have extended the contract through October with the option to go until December 2019. This will not interfere with the schedule of the education center. Looking to break ground in March or April 2020 for this project.

Question: Where will the funds that Starbucks generate go?

A: funds will go to what is called an enterprise fund. It is separate from the general fund. As the cafeteria is to be self-sustaining, so too is it anticipated that, the Starbucks will do so. There are also funds identified (Fund 44) that is for capital improvements. The district also generates income from four rental units and from 109 acres at Alisal that are leased (receive approx. a quarter of a million dollars in leases that is real profit).

Move of Faculty Offices:

Question: Confusion on the move – packing things that are not necessary for next 2-3 semesters. Office items should be boxed to a. move to temporary offices and will be moved to new office by movers. All personal items to go home to reduce liability, loss and breakage. Dr. Holland had sent out an email in April regarding the move; however, Daniel had been left off that email. Dawn Henry will email that to him following the meeting. If anything is left behind in the office, it will be considered as trash and get disposed of.

#### OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Survey for the Evaluation of Governance Effectiveness for Councils.

Alfred Muñoz

Alfred gave the council a couple of minutes to fill out the Survey, and explained that the survey gives the member the opportunity to provide input on the council meetings, good or bad, to give a better idea of what would need to be changed or modified to improve the effectiveness of the council.

#### NEXT MEETING(S)

- FALL 2019

#### ADJOURNMENT

Meeting adjourned at 4:20 pm

#### **Hartnell College Mission Statement**

*Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.*