

## FACILITIES DEVELOPMENT COUNCIL

Minutes (**Unapproved**)

April 11, 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	Administration		X
Michelle Peters- Dir. DSPS	Classified Management	X	
Cristina Zavala	Classified Management	X	
Dawn Henry	CSEA	X	
Vacant	CSEA		X
Mayra Almodovar Lopez	Faculty	X	
Daniel Lopez	Faculty		X
Resa Pilar	Students	X	
Samantha Saldaña	Students	X	
Hector Mosqueda	L-39	X	
Vacant	L-39		x

### Others

Name	Title or Representing	Present	Absent
Marc Riggillo	Maintenance & Ops.	X	
Kenneth Laird	Public Safety	x	

### CALL TO ORDER & INTRODUCTIONS

Alfred Muñoz

Meeting called to order at 3:04 pm

Alfred announced that the council is currently short 1 member for quorum and would like to return to item 1 later.

Introductions were made to each other.

### ACTION ITEMS

- Approval of March 14, 2019 Meeting Minutes  
**Motion** to Approve (Dawn); **Second** (Hector); **Approved: 8 yea, 1 abstention**

Alfred Muñoz

### INFORMATION/DISCUSSION/PRESENTATIONS

- Discussion/Proposal on composition and name of combined councils*

Alfred Muñoz

Combining the council's because of the difficulty of having staff leaving the work place and the challenge of meeting quorum, and to reduce the amount of meetings. The administrative and facilities Councils are perfect to combine. Looking at both handbooks, the first page of each council are exactly the same and that will not change only when the 5 year plan updates, or changes those statements. The first top section is exactly the same nothing to change that is unique to one or the other, unless you see something on there that you might want to add or delete let me know. The only changes needed are in the membership. VP of IT and VP of HR will be included in the combined council. Classified will have 2 for CSEA and 2 for L-39 as opposed to 3 to 1, everything else would stay the same. Alfred added that the name of the new council would be Administrative and Facilities Council, unless someone can come up with a creative name. The information will be presented to CPC with what the council has discussed and what recommendations were made. One recommendation made of the Administrative Council was looking at the time of the meetings; the suggestion made was to have the meetings from 3 pm -5 pm and maintaining this time on the 2<sup>nd</sup> Thursday of the month, taking the current Facilities Council meeting time slot. Alfred added that if anyone came up with any other suggestions or ideas email Alfred. The change will take into effect in fall, the goal is to have proper representation for the fall. There will be one more meeting this fiscal year, in May, the schedules will continue as normal but it will be the last time the councils meet separately.

2. Update from ITR David Phillips  
David Philips absent; Alfred Muñoz read a statement submitted by David with updates from ITR.
3. Update from Public Safety and Campus Security Kenny Laird

Public Safety is refreshing the RFP for security services and is working through Alfred to get a time line. With the RFP, HCCD will decide to either stay with the same security company or change to a new one. Kenneth added that PS is getting ready to send out letters to get Clery numbers to get security reports distributed with surrounding areas. UCR part 1 are the ones that are most pertinent, such as high order crimes. PS are seeing the same number or lower of crimes, no significant change. PS currently has different modes of transportation on site; Segway, cart & Trikke to cover sufficient ground throughout the day. Security on campus is maintained 24/7. Kenneth reported that the fire alarm was a result due to false pull. Everyone was evacuated, which is great to see.

Alfred requested to talk about the incident that happened last week on campus that prompted to put out an advisory about an arrest that happened on campus. Kenneth responded that there was a person that came onto the campus that had an ankle bracelet, that if tampered with it, alerts local police department. A person who had one on, came on campus and it alerted the Salinas PD; the person was apprehended with no interruptions to staff, students, faculty or the workings of the campus. The person was cooperative.

Alfred brought up the interview process for the RFP, and explained that the process that has been used in the past was to bring the candidates in front of a select group of faculty, student staff, etc. to interview them. Alfred expressed this would process would work well, it would be a small group and

would like to continue that, and offer student, faculty, classified staff etc. to participate. Issues and concerns of campus safety can be handled at that time.

Floor opened for questions and these clarified that the RFP for security services would not increase the amount of security guards on campus, it would continue with the same amount of guards, two on main campus, one at Alisal and one at King City. If the college sees that there is a need for more security on campus down the line then the college will revisit the contract; the college's goal is to make sure students and staff are safe. The parking garage has signage of parking instructions in the entrance of each lot and parking structure for faculty, staff and students to know what is permitted/ expected.

4. Bond Measure and Facilities Update- joseph is absent.

Joseph Reyes

Joseph Reyes absent, Alfred gave a brief update of current projects and upcoming projects.

Nursing Building will break ground in the summer, which means all parking on lot 3 will be gone.

Solar panels in the parking garage level three will begin in two weeks, and this is to be completed by mid-August.

An elevator is going in sometime in the summer after building D renovations are completed. In conjunction with the landscape and Nursing, building D, the quad area, and the two outreach buildings will start around August. Alfred then added that when the STEM building was going up, a lot was going on; the same thing will happen during this phase 1. King City and Soledad will not have the same issue. Dawn added that Scott sent out a communication regarding the solar panels in the parking garage, that on April 22<sup>nd</sup> through May 25<sup>th</sup>, about a third of it will be shut down working sections at a time. During summer it will all be closed down.

Kenneth added that early in the year, parking spaces were scars anywhere in the garage. After enforcing parking, it was found that several cars had been parked with no permit, after citing over 1,000 tickets, now the 3<sup>rd</sup> floor has more open spaces.

Alfred added that the Starbucks' kick off meeting is tomorrow, and will begin construction next week. There will be noise in the Student Center and the north end will be closed. The construction should finish up right before the fall semester.

Samantha asked where to apply for the upcoming Starbucks. Alfred responded that the college will not be managing the store, but as soon as a response is received as to what management team comes in then the college will work with the contractor on getting more information. Alfred then added that Dr. Lewallen had mentioned he would really want them to hire students during the application process and positions. One of the bidders is Follett, and are curious to see their proposal.

#### 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)

- May 9<sup>th</sup>, 2019

#### ADJOURNMENT

Meeting adjourned at 3:46 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.*