



MERRITT COLLEGE
Minutes of the College Facilities Committee Meeting
December 03, 2013, 3:00 p.m., Q218

Attendees: Brock Drazen, Dr. Dettie Del Rosario, Molly Sealund, Quintilla Steffani -ASMC Representative, Tim Brice

Absent: Patricia Rom, Bill Love

Guests:

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	Meeting called to order at...3:22pm	
1. Agenda Approval	Agenda approved by committee	
2. Approval of (Date) Minutes	Yes-Approved and revised by committee	

<p>3. Status Update on solar panel project savings:</p>	<ul style="list-style-type: none"> • Savings go into general fund for emergency preparedness on campus. • District will determine how the money will be distributed. Health and Safety risk management will determine what is more important for campus emergency preparedness. 	<p>Molly-motion for distribution list of the break down of the money savings at the next facilities meeting.</p> <p>Brock Drazen-motion to ask for the annual savings report in writing for the solar savings and emergency preparedness. Will contact Rosemary Vasquez for college report in regards to the solar savings.</p>
<p>4. Begin 2013-14 list of campus repair needs</p>	<ul style="list-style-type: none"> • Gather information for all facilities needs for emergency preparedness from 2012-2013. Also, short term projects from 2001-2012. • Update resources request. Dean and VPSS go through the resource request. • Annual updates for repair needs. What is the protocol to update the list. Include the nursing portable ramps, and bus stop benches. 	<p>ASMC- Report any student complaints regarding problems with campus facilities.</p> <p>Brock Drazen will send an email to Merritt FAS on behalf of the facilities committee to ask Faculty and Staff to report any issues with the facilities.</p>

5. Reports: Update on construction projects: Science and Allied Health building update Library Update Chilled Water Project Track Update Infrastructure Report	<ul style="list-style-type: none"> • Infrastructure: water leak. • Track is almost completed. Will be finished on Thursday. Architects must check out the track first before it is used. • There should be a custodial sign in sheet for all weekend gym rentals. • The new facility at the track will need supervision, per Board policy. Safety aides will work during the weekend to supervise. • Weekend security only opens the fields, and do not supervise the stadium. • Master plan for facilities. Accreditation facilities master plan. Begin with the old facilities master plan and send it to the shared governance committee. • Computer refresh status update: All measure A orders have gone to the District. Athletics department has no computer, and a printer that does not work. 	Ask Clint what he has noticed in terms of infrastructure reports. Tim Brice will print out updates on webcam for facilities meeting. Brock will find out if athletics is on the list for the computer refresh and email dean. Brock will email Tae-Soon Park for faculty replacement.
12. Adjourn	Meeting adjourned at... 4:33 pm	

Initials of note taker M.P. / December 03, 2013